DENNIS GABOR UNIVERSITY

ORGANISATIONAL AND OPERATING REGULATIONS

VOLUME III

STUDENT REQUIREMENTS SYSTEM

Effective: from 8 August, 2025

Approved by the Dennis Gabor Higher Education Foundation, as the maintainer of Dennis Gabor University, by its Decision No. 08.07/4 of 2025.

Budapest, 7th August 2025.

András József Fauszt Chair of the Board of Trustees	Dr. Krisztina Zimányi Rector	Dr. Ferenc Dietz President

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The Maintainer of Dennis Gabor University, in agreement with the University Senate and Student Union, in order to ensure uniform regulation of student rights and obligations, pursuant to Section 11(1) of Act CCIV of 2011 on National Higher Education, Section 94 (6) and Annex 2, Point II.3 of the Act on National Higher Education, hereby establishes the Student Requirements as follows.

Chapter I
INTRODUCTORY PROVISIONS

Section 1
Purpose of the Regulations

(1) The purpose of the Student Requirements System (hereinafter: the "Regulations") is to regulate the rights and obligations arising from the student legal relationship and visiting student status between Dennis Gabor University (hereinafter: the "University") and its students.

Section 2
Scope of the Regulations

(1) The scope of the Regulations extends to:
(a) Hungarian and foreign nationals applying to and participating in the University's programmes,
(b) students and visiting students participating in the University's programmes (hereinafter collectively referred to as "students"),
(c) persons and organisational units employed by the University, or otherwise engaged in an employment relationship or any other legal relationship for the purpose of performing work, and carrying out teaching or academic and administrative tasks.

(2) The scope of the Regulations, with respect to the provisions related to the thesis and the final examination, shall extend to those who apply for the final examination after the termination of their student status.

Section 3
Definitions

(1) For the purposes of these Regulations:

1. **absolutorium:** see final certificate;
2. **active semester:** the semester in which the student is registered and during which the student's legal status is not suspended;
3. **Bachelor's programmes:** the first cycle of multi-cycle training, in which a Bachelor's degree and professional qualification may be obtained, and which entitles the student to apply for admission to a Master's programme;
4. **state -funded student:** a student supported by a Hungarian state scholarship or a Hungarian state partial scholarship, whose training costs are borne in whole or in part by the state;
5. **enrolment:** the administrative step of establishing student status, which takes place after admission to the programme transfer, or permission to pursue partial studies;
6. **registration:** the academic procedure by which the student declares whether they shall continue or suspend their studies in the given semester;
7. **dual training:** a form of Bachelor's or Master's degree training that requires practical training, in which practical training is carried out on a full-time basis at a certified organisation within the framework defined by the Dual Training Council, based on a unique curriculum in accordance with the training and outcome requirements;
8. **individual course:** a form of course offering that does not include contact hours;
9. **individual curriculum:** within the framework of the curriculum and regulations, students may choose individually from the study options offered each semester;

10. **dismissal:** termination of the student's studies in a given programme, which may be accompanied by the termination of the student's legal status if the student does not continue their studies in another major;
11. **child:** biological child and adopted child;
12. **student with children**: a student exercising parental supervision;
13. **dependent:** a person who is entitled to be supported by the student in accordance with Act V of 2013 on the Civil Code;
14. **remedial exam:** an exam opportunity to improve the grade of a previously passed exam taken during the exam period;
15. **progressive system:** a principle of training organisation according to which new or modified study and exam requirements apply to those who begin their studies after the introduction of the new requirements and to those who, despite their previous enrolment, choose to fulfill the new requirements;
16. **semester:** an educational period consisting of five months;
17. **mid-semester grade:** a grade expressing the student's mid-semester performance, which can be obtained based on assignments completed during the semester, written mid-term exams, reports, lab reports, etc.;
18. **student (applicant) with a disability:** a person who, according to a medical expert opinion, has a physical, sensory, or speech disability, or, in the case of multiple disabilities, a cumulative disability, or who suffers from autism spectrum disorder or other psychological developmental disorders (severe learning, attention, or behavioural disorders);
19. **practical training:** contact hours based on active, independent student work; forms: seminars, classroom, laboratory, field measurements or field practice;
20. **student training contract:** a written agreement between the University and a student classified as self-financing, established in accordance with Section 39(3) of the Nftv;
21. **relative**: spouse, direct relative, adopted child, stepchild, foster child, adoptive parent, stepparent, foster parent, sibling, life partner, spouse of a direct relative, direct relative and sibling of a spouse, and spouse of a sibling;
22. **repeat exam:** the first retake of a failed exam in the same exam period;
23. **preferential study regime:** a concession or exemption from certain student obligations, granted at the student's request, except for the fulfilment of academic requirements;
24. **training and outcome requirements:** the totality of knowledge, skills, abilities, and competences that, once acquired, qualify the student for a degree in the given field;
25. **training period:** the period of time specified by law as necessary to obtain the required credits, level of qualification, and professional qualification;
26. **academic term:** the division of the training period into the academic period and the corresponding exam period;
27. **training programme:** the University's comprehensive training document containing the detailed training and study requirements for Bachelor's and Master's programmes, higher education vocational training, and specialised continuing education programmes;
28. **field of study:** the totality of programmes with similar or partially identical training content, as defined by ministerial decree;
29. **consultation:** an opportunity for discussion provided by a university instructor to a student;
30. **credit:** a unit of measurement of student study work, which expresses the estimated time required to master the subject and meet the requirements; one credit corresponds to an average of thirty hours of study work and its value, in the case of accepted completion, is independent of the grade the student received for their knowledge;
31. **corrected credit index:** an indicator calculated using a multiplier corresponding to the ratio of credits completed during the semester to credits undertaken in the individual curriculum;

32. **close relative:** spouse, direct relative, adopted child, stepchild, foster child, adoptive parent, stepparent, foster parent, and sibling;
33. **credit certificate:** a certified document issued by the University containing the syllabus of the courses completed by the student, enabling the exam of whether the knowledge and competences acquired meet the requirements of the replaced course, pursuant to Section 49(5) of the ANHE;
34. **credit index:** the product of the credit value and grade of the courses completed in the semester, divided by the average progress of thirty credits to be completed in one semester;
35. **criterion:** a mandatory requirement that does not carry credits, such as professional practice or language requirements;
36. **course**: the announcement of a subject for a given semester, with the date, location, and instructor;
37. **Master's programme**: the second stage of a multi-cycle programme, built on the Bachelor's programme, in which a Master's degree and professional qualification can be obtained;
38. **micro-certificate:** a certificate containing a course description and credit value, which serves as a public document certifying the completion of a course, module, or micro-training programme at the University and the learning outcomes achieved;
39. **sample curriculum**: the semester-based distribution of the subjects included in the curriculum, which—taking into account prerequisite requirements—can be followed, ensures the completion of an average of thirty credits per semester, and makes it possible to meet the academic requirements within the training period;
40. **diploma supplement**: a public document issued by the University, which certifies in a specified form and content, in Hungarian and English, the knowledge, skills, and competences acquired by the student during study, and provides information on the level of qualification and exam results;
41. **self-financed training:** training not supported by the state, where the full cost of the training is borne by the student;
42. **passive semester:** a semester for which the student does not register, declares themselves passive at the time of registration, or whose student status is suspended for any other reason during the semester;
43. **project assignment:** a form of learning related to a subject or module, ending with an assessment, which involves the independent study and research of a specific topic, problem solving, and the creation of an independent product;
44. **partial training:** a course or module announced independently by the University on a self-financing basis, for which persons without student status and persons with student status may apply without an admission procedure within the framework of a new training relationship;
45. **own revenue:** the University's revenue from self-financed tuition fees (including tuition, dormitory, service, and special procedure fees), business activities, support from business associations, and scholarship grant funds;
46. **specialisation:** a programme within a given degree that provides specialised knowledge but does not result in an independent professional qualification;
47. **weighted grade point average:** the product of the credit value and grade of the courses completed in a given period divided by the total credits of the courses completed;
48. **elective course**: a credit-bearing course offered by a domestic or foreign higher education institution, the selection of which is not restricted by the University; the number of credits to be completed is determined by the curriculum;
49. **major:** a programme comprising a coherent system of training content (knowledge, skills, abilities) required to obtain a professional qualification;

50. **thesis:** a paper prepared for the purpose of obtaining a higher education degree, the content of which complies with the qualification, training, and outcome requirements, the scope and formal requirements of which are laid down in the Thesis Preparation Regulations;
51. **specialisation track:** programme within a given field of study that provides specialised knowledge and leads to an independent professional qualification;
52. **specialised further training**: training that prepares students to obtain further professional qualifications after completing a Bachelor's or Master's degree;
53. **professional qualification:** professional knowledge that can be acquired simultaneously with a Bachelor's or Master's degree, as well as in specialised further training or higher education vocational training, which is defined by the content of the field and the specialisation or specialisation, and which prepares students for the practice of the profession, recognised in a diploma or higher education professional diploma;
54. **professional practice:** partly independent student activity to be completed in higher education vocational training, Bachelor's and Master's programmes, at an external training site or at a higher education institution training site;
55. **academic period:** the educational part of the training period during which the University holds classes, but certain forms of assessment are also possible;
56. **course unit:** a curricular unit or subject that may be completed within one semester and is awarded credits;
57. **academic year:** an educational period consisting of ten months;
58. **class:** a 45-minute session (lecture, seminar, practical, consultation) that serves to fulfil the requirements specified in the curriculum and requires the personal involvement of the instructor. Theoretical training delivered through a closed-system form of electronic distance learning shall be considered equivalent to classroom teaching, provided that the lectures are accessible through the video content manager of the training management system, and that the system's functionality ensures the availability of online consultation and self-assessment testing for an appropriate period of time;
59. **department:** the organisational unit that performs the tasks of training, scientific research, and educational organisation in relation to at least one subject;
60. **subject:** a basic unit of the curriculum structure of a major, lasting one semester, to which admission and completion requirements may be attached;
61. **curriculum:** a training plan compiled in accordance with the training and outcome requirements of a programme, the elements of which are the subjects broken down by training programme, the timetable and exam plan determined on the basis of the curriculum units, the system for monitoring and evaluating the fulfilment of requirements, and the subject programme of the subjects and curriculum units;
62. **study system:** an electronic programme called Neptun, used by the University to record, register, and manage data on students, teachers, studies, and the present Regulations, to perform educational organisation, data reporting, and financial tasks, and to communicate officially with students;
63. **distance learning: training based on** specific information technology and communication tools, digital teaching materials, interactive teacher-student interaction, and independent student work, in which the number of lessons does not exceed thirty percent of the total number of lessons in a full-time programme, or twenty percent in the case of partial or specialised continuing education, and which can be implemented entirely through closed-system electronic distance learning;
64. **visiting student**: a person who is enrolled at a domestic or foreign higher education institution and is studying at the University;
65. **final certificate:** confirmation of the successful completion of the exams specified in the curriculum and – with the exception of the language exam and the preparation of a thesis

(diploma thesis) – the fulfilment of other study requirements, and confirmation of the acquisition of the credit points required in the training and outcome requirements, which certifies the full completion of the study and exam requirements without qualification or evaluation;

66. **exam:** a form of assessment combined with the evaluation of the acquisition and mastery of knowledge, skills, and abilities, which may also be completed by carrying out a project assignment;
67. **exam period:** the period of the semester set aside for taking exams;
68. **exam course:** an examination opportunity without classroom sessions, which requires a valid course signature in order to enrol;
69. **final thesis:** a thesis written at the end of higher education vocational training, the length and formal requirements of which are specified in the Thesis Writing Regulations;
70. **closed-system electronic distance learning:** a form of training in which theoretical knowledge is provided through digital teaching materials, and cooperation between the instructor and the student takes place via an IT network, with the involvement of a closed-system distance learning training management system and a study system;
71. **closed-system distance learning management system**: a certified and accredited closed IT system that supports the entire training process – planning, organisation and control – and ensures the online availability of digital teaching materials, video content, self-assessment tests, examinations and supplementary materials in e-book format; automatically records and evaluates the progress and performance of participants; provides data to the study system via a system connection; and enables full online and offline interaction between instructors, organisers and participants.

Chapter II
ADMISSION REGULATIONS

Section 4
The Admission Procedure

(1) The purpose of the admission procedure is to select the applicants most suitable for higher education studies. In the course of this procedure, the maintainer shall determine each year, taking into account the maximum student number, the quota of applicants who may be admitted to the first year of the University.

(2) The University may announce two admission procedures per year (for courses commencing in February and September) and one supplementary admission procedure. The admission procedure shall commence upon the applicant's submission of an application for a programme announced by the University.

(3) Applicants may be admitted to a Bachelor's programme if they hold a secondary school leaving certificate, a certificate of higher vocational education, or a certificate of higher education qualification. The University may also require, at its discretion, the successful completion of an entrance examination as an additional condition for admission**.**

(4) Applicants may be admitted to a Master's programme if they have obtained a degree and a certificate of professional qualification in a Bachelor's programme. The University may also require the successful completion of an entrance examination, the conditions of which shall be published in the Higher Education Admission Guide and on the University's website. The maximum total score shall be 100 points, comprising both entrance examination performance and additional achievements. Applicants who obtain at least the specified minimum score shall be eligible for admission**.**

(5) Applicants may be admitted to specialised further training if they hold a degree and a professional qualification obtained in a Bachelor's or Master's programme. The University may, as an

admission prerequisite, also require employment in a specified position, a defined period of professional practice, or the possession of an additional qualification. The admission procedure for specialised further training programmes shall be published on the University's website.

(6) Admission to higher vocational education requires the successful completion of the secondary school leaving examination.

(7) student, or a person who previously held student status, may request admission – without participating in the central higher education admission procedure – to the same programme or to another programme in the field of information technology at a higher education institution, provided that they have at least thirty credits transferable under the credit transfer rules of the institution concerned.

(8) An applicant admitted through the admission procedure may establish student status in the semester for which they were admitted.

Section 5
Admissions Committee

(1) The University shall establish an Admission Committee for the organisation and conduct of examinations applied during the central and institutional admission procedures, as well as for carrying out the related tasks.

(2) A person may not act as a member of the Admission Committee if they are in a family or hierarchical relationship with the applicant, have participated in the applicant's preparation, or if their objective assessment of the examination cannot otherwise be expected.

(3) In the course of the admission procedure for Bachelor's programmes, the University may organise a Hungarian language proficiency examination for applicants who are not citizens of Hungary.

(4) n the course of the admission procedure for Master's programmes, the University shall organise an entrance examination for applicants applying to such programmes.

Section 6
Higher Education Admission Professional Examination

(1) The subject requirement of an advanced-level secondary school leaving examination prescribed in the central admission procedure may be fulfilled by a higher education admission professional examination organised by the University with a result of at least twenty-five per cent, if the applicant holds:
(a) a Hungarian secondary school leaving certificate obtained more than five years prior to the application deadline for the higher education admission procedure,
(b) a secondary school leaving certificate obtained in a Member State of the EEA, in the United Kingdom, Ukraine or Serbia,
(c) an International Baccalaureate Diploma, or
(d) a European Baccalaureate Diploma as defined in Government Decree 322/2004 (XII. 6.).

(2) The date and requirements of the examination shall be determined by the Education Authority.

(3) The organisation of the examination shall be directed by the Director of Studies, whose tasks include:
(a) liaising with the Educational Authority,
(b) receiving and reproducing the examination papers,
(c) organising the marking of the papers and entering the results on the felvi.hu platform,
(d) ensuring the secure and closed storage of the examination papers.

(4) The applicant shall be notified in writing of the higher education admission professional examination by the designated administrator. The notification shall include:
(a) the date of the examination,

(b) the detailed rules of conduct of the examination,
(c) the list of aids permitted during the examination,
(d) the method of publication of the examination results,
(e) the rules of access to the examination papers.

(5) The processing of applicants' data shall be governed by the provisions of Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information.

Section 7
Admission Scoring System

(1) The University shall decide on the admission of applicants on the basis of the uniform ranking published in the Higher Education Admission Guide. Ranking for higher vocational education and Bachelor's programmes shall be carried out within a 500-point system, expressed in points. The total admission score shall be determined in accordance with the Admission Decree. The University shall be entitled to define its own criteria for up to 100 of the 500 points, which shall be published on its website.

(2) In the case of Master's programmes, applicants may obtain a maximum of 100 points, of which up to 10 points may be awarded as additional points. The points available for admission to Master's programmes are set out in Annex 2.

(3) In the case of applications for specialised further training, the method of ranking shall be published by the University on its website.

(4)) For applications to Bachelor's programmes and higher vocational education, applicants holding a higher education degree may also be ranked by the University, in accordance with the procedure published in the Higher Education Admission Guide, on the basis of the grade of their degree, as follows:

Degree grade	Admission score
Pass (2)	280
Satisfactory (3)	320
Good (4)	360
Excellent (5)	400

(5) For the procedure concerning the recognition of foreign certificates and diplomas under Act C of 2001, competence shall lie with the higher education institution indicated by the applicant as first preference in the application. The applicant may submit a request for such recognition to the Educational Authority together with the application.

(6) The applicant may request from the Educational Authority that a foreign secondary school subject examination be recognised as an advanced-level secondary school leaving examination, if its content corresponds at least 75 per cent to the Hungarian requirements and the examination was set and assessed by an independent body. If the examination corresponds at least 50 per cent to the Hungarian intermediate-level requirements, it shall be recognised as intermediate level.

Section 8
Special Rules for Applications to Foreign Language Programmes by Foreign Citizens

(1) A foreign citizen who does not apply through the central admission procedure may submit their application materials electronically to the University's International Centre. The application deadline shall be published on the University's official website.

(2) In the case of transfer from another higher education institution, the applicable rules shall be set out in the provisions governing transfer.

(3) The University reserves the right to make admission to foreign-language programmes subject to the payment of an admission procedure fee. Payment of the fee shall be a prerequisite for conducting the admission procedure.

(4) A student of foreign nationality shall be required to hold valid health insurance in Hungary for the duration of their studies and shall be obliged to cover the costs of subsistence and accommodation from their own resources.

(5) For students arriving under university cooperation schemes (e.g. inter-institutional agreements), the conditions set out in the respective agreement shall apply.

Section 9
Admission Procedure for Foreign Citizens

(1) An applicant who is a foreign citizen shall attach to the duly completed application form:
(a) in the case of admission to a Bachelor's programme, a copy of the secondary school certificate and the secondary school leaving certificate,
(b) in the case of admission to Master's programme, a copy of the higher education diploma, the final examination result, and the credit certificate,
(c) if the documents are not in Hungarian or English, a copy of the official English translation,
(d) a copy of the photo page a valid passport,
(e) proof of payment of the admission procedure fee as specified on the University's website,
(f) in the case of transfer, in addition to the documents listed under paragraphs (*a)-(e),* a copy of the certificate of student status, the credit certificate, and the course descriptions issued by the higher education institution concerned.

(2) Admission shall become final if the applicant has fulfilled the financial obligations related to the programme.

(3) After submitting the documents, the applicant shall participate in an online admission interview, during which they shall be required to demonstrate active foreign language competence. Possession of a language examination certificate shall not exempt the applicant from this obligation.

(4) The applicant shall pay the admission procedure fee upon application, and following successful admission, shall pay the enrolment fee, as well as the tuition fee for the first and second semesters in a single instalment in advance, to the University's bank account by the deadline specified in the University's official annual information published on its website.

(5) The University shall not grant tuition fee reductions to foreign students enrolled in foreign-language programmes. The full cost of the programme shall be borne by the student.

(6) A student who does not fulfil their financial obligations by the last day of the officially announced enrolment period shall not be permitted to enrol and shall not be entitled to pursue studies in the given academic term.

Section 10
Conditional Acceptance Letter

(1) The admission of an applicant receiving a positive decision shall become final if the applicant fulfils the financial obligations specified in the Conditional Acceptance Letter.

(2) The University shall be entitled to unilaterally terminate the admission procedure for the given semester if the applicant fails to meet their financial obligations.

(3) The Conditional Acceptance Letter may include the following fees for the applicant:
(a) admission procedure fee,
(b) enrolment fee,
(c) the tuition fee for the first academic year.

(4) The University reserves the right not to launch the programme if the number of applicants is insufficient.

Section 11
Conditions for the Issuance of the Final Acceptance Letter

(1) The Final Acceptance Letter shall constitute an official document issued by the University, which is required for a foreign student to lawfully commence studies at the University.

(2) The University shall issue the Final Acceptance Letter following confirmation of the payment of the prescribed fees. The document shall certify the successful completion of the admission procedure, the applicant's possession of the language proficiency necessary to commence the programme, and the fulfilment of the financial obligations.

Section 12
Rules on the Refund of Fees Paid by Foreign Citizens

(1) The applicant may withdraw their application in writing prior to enrolment.

(2) The University shall refund the tuition fees paid by the admitted applicant, reduced by an administrative fee covering the banking costs of the refund, if:
(a) the chosen programme on the admitted applicant does not commence,
(b) the applicant from visa-required country withdraws their admission request because they miss the enrolment period due to delays in the assessment of their visa application, and provides credible proof thereof,
(c) the applicant from a visa-required country has their visa application rejected by the authority, and provides credible proof thereof,
(d) the applicant from a non-visa-required country withdraws their admission request.

(3) If the visa application of an applicant from a visa-required country has been approved but the applicant does not enrol, the tuition fee for the first semester already paid shall not be refunded.

(4) The amount of the admission procedure fee shall not be refunded to the applicant, except in the case referred to in paragraph (2)*(a)*.

Section 13
Provisions Concerning Applicants with Disabilities

(1) During the admission procedure, the University shall ensure that special conditions necessary for the participation of applicants with disabilities.

(2) Any benefit or exemptions granted by the University shall be adapted to the nature of the disability, but shall not result in complete exemption from fundamental academic requirements necessary for admission.

(3) Applicants with disabilities shall be entitled during the admission procedure to the same benefits as those to which they were entitled under the legislation on public education.

(4) If an applicant with a disability wishes to exercise the benefits provided under public education legislation, they shall submit their request together with the necessary documents to the Equal Opportunities Coordinator without delay after receipt of the examination invitation.

(5) The Equal Opportunities and Social Committee shall decide on the authorisation and scope of benefits on the basis of on the documents submitted. The applicant shall be notified of the decision by the Equal Opportunities Coordinator.

Section 14
Ranking and Admission Decisions

(1) In the ranking decision, the Educational Authority shall determine which of the programmes indicated and ranked in the applicant's application is the first programme for which the applicant

has reached the admission score required. The ranking of applicants shall be carried out on the basis of uniform principles and by applying a minimum admission score. Applicants with results below the minimum admission score shall not be ranked. An applicant who reaches or exceeds the minimum admission score but has not been admitted to a programme ranked higher shall be placed in the programme for which the minimum admission score was achieved.

(2) The University shall transmit the admission results of applicants to the Education Authority.

(3) The University shall communicate its admission decision to the applicant by way of a resolution within five working days following the ranking decision. The University shall admit the applicant who has been ranked for the given programme by the Educational Authority.

(4) If, as a result of a legal remedy procedure lodged against the ranking decision, the applicant's ranking is modified, the University shall amend its admission decision accordingly. If the applicant is ranked for another higher education institution, both institutions shall issue a resolution on admission.

(5) The resolution on admission shall include:
(a) the name of the University and its institutional identification number,
(b) the exact name of the programme chosen by the applicant,
(c) the applicant's name, residence, and, if available, their educational identification number,
(d) information on the possibly legal remedy,
(e) a call to establish student status and a warning about the legal consequences of failure to enrol,
(f) the legal provisions on which the University's decision is based,
(g) the place and date of the decision, and the name and position of the person authorised to issue the resolution.

(6) The resolution on admission may include:
a) further information concerning the establishment of student status,
b) an offer of admission to the preparatory year for applicants who are not Hungarian citizens.

(7) In the institutional admission procedure, the admission decision hall be taken and signed by the Vice-Rector for Education. The resolution on the admission decision may also be served electronically.

(8) Admission to specialised further training **shall be decided** by the University within one month of the application deadline, in accordance with the conditions published on the University's website and taking into account the Academic Calendar.

(9) If the applicant does not meet the admission requirements for the programme, the University shall issue an exclusion within 15 days, containing the elements referred to in paragraphs (5)*(a)–(c)* and *(f)-(g)*.

Section 15
Legal Remedies against Admission Decisions

(1) During the higher education admission procedure, the applicant may lodge a legal remedy request in writing with the Rector of the University against the result of the aptitude test, the professional examination, the practical examination, or the admission decision adopted by the University.

(2) Against the ranking decision adopted in the central admission procedure, the applicant may initiate administrative litigation within 15 days, by reference to a violation of law, pursuant to Section 41/H (1) of Act CCIV of 2011 on National Higher Education (hereinafter referred to as "ANHE").

(3) Against an exclusion resolution, the applicant may seek legal remedy pursuant to Section 57(1)*(c)* of the ANHE.

Section 16
Admission Data Provision

(1) The University shall provide data to the Education authority for the Higher Education Admission Guide, for the admission procedure and for the central register. The Director of Coordination shall be responsible for the provision of data.

Chapter III
STUDY AND EXAMINATION REGULATIONS

Section 17
Persons and Bodies Acting at First Instance in Study and Examination Matters

(1) In study and examination matters, the following persons and bodies shall be entitled to act at first instance:
(a) the Rector,
(b) the Vice-Rector for Education,
(c) the Director of Studies,
(d) the Head of Department,
(e) the Education and Study Committee,
(f) the Credit Transfer Committee,
(g) the Equal Opportunities and Social Committee.

(2) The Rector shall perform the tasks related to study and examination matters set out in these Regulations. In study and examination matters – except for decisions of the Senate – the Rector may annul any decision, resolution or measure that infringes legislation, University regulations, strategy or interests; in other cases, the Rector may require their supplementation, correction or amendment, or may order the decision-maker to conduct a new procedure.

(3) The Rector shall decide on the withdrawal or invalidation of a diploma or diploma supplement obtained unlawfully.

(4) The Vice-Rector for Education:
(a) shall act in matters of equity, within the powers delegated by the Rector,
(b) shall decide on the adjudication of complaints relating to the examination schedule.

(5) The Director of Studies shall decide in the following study and examination matters:
(a) authorisation of registration after the registration period,
(b) withdrawal of registration,
(c) approval of suspension of student after the deadline,
(d) approval of instalment payment requests,
(e) change of sample curriculum following suspension of student status,
(f) approval of unannounced course registration,
(g) authorisation of course registration, course withdrawal or course modification after the deadline,
(h) correction of erroneously or incompletely recorded study results following review,
(i) review of the appropriateness of examination dates,
(j) acceptance of justifications for missed examinations,
(k) acceptance of applications for the final examination,
(l) resolution on dismissal.

(6) The Head of Department shall decide in the following study and examination matters:
(a) remedy of student complaints concerning the courses under the Department's responsibility, their lecturers and teachers,
(b) designation of another lecturer or a committee in place of the original examiner for a retake examination,
(c) approval of the appointment of a thesis supervisor,
(d) authorisation of a change of thesis supervisor.

(7) The university-level tasks of the Erasmus+ Programme, the decision-making procedure concerning student mobility, and the detailed rules of implementation of the programme shall be regulated by a Rector's Instruction.

Section 18
Education and Study Committee

(1) If a student considers that the administration of any of their study or examination matters has not been carried out in accordance with legislation or University regulations – with the exception of cases concerning credit transfer and equity – they may submit a request to the Education and Study Committee. The request shall be submitted through the application interface of the Neptun system, together with the supporting documents.

(2) The composition of the Education and Study Committee shall be set out in Section 14 of the Rules of Organisation and Operation. The administrative tasks of the Committee shall be performed by a staff member designated by the Study Centre.

(3) The decision-making competence of the Education and Study Committee shall include:
(a) adjudication of requests concerning student status,
(b) authorisation of transfer between institutions,
(c) authorisation of the establishment of visiting student status,
(d) authorisation of transfer between full-time and part-time study modes,
(e) authorisation of change of specialisation or track,
(f) authorisation of transfer between programmes within the same or a related field of study and level,
(g) authorisation of transfer from a Bachelor's programme to higher vocational education within the same field of study and level,
(h) authorisation of an individual study schedule,
(i) authorisation of a third and any subsequent passive semester.

(4) If the decision of the Education and Study Committee imposes an obligation on a lecturer or organisational unit, or if the expertise of the organisational unit concerned is required for the decision, the Committee shall obtain the opinion of the party concerned in advance.

(5) The rules of procedure of the Education and Study Committee shall be laid down by a joint instruction of the Rector and the President.

Section 19
Credit Transfer Committee

(1) The University shall operate a Credit Transfer Committee to coordinate transferability and to examine the equivalence of knowledge. he composition of the Committee shall be set out in Section 15 of the Rules of Organisation and Operation. The administration of the Committee shall be carried out by a staff member designated by the Study Centre.

(2) Applicants or students may request the Credit Transfer Committee to recognise knowledge, work experience and competences acquired through formal, non-formal or informal learning as academic achievement. The request shall be accompanied by the gradebook, certificate, document or attestation, or their certified copies, certifying the completion of studies, as well as the certified description or syllabus of the curricular units. For the recognition of knowledge acquired through work experience, a portfolio prepared by the applicant containing evidence of their knowledge and a job description shall be accepted, and in the case of language subjects, a language examination certificate.

(3) he Credit Transfer Committee shall conduct a preliminary credit transfer procedure upon request. In the course of the procedure, it shall decide on the recognition of credits for study requirements already completed and to be completed by the end of the semester in progress at the time of submission of the request, and shall determine whether the credits prescribed in the

admission requirements are available. The University shall consider the credits recognised by the Credit Transfer Committee as recognised at the commencement of studies without the need for a new application.

(4) The Credit Transfer Committee shall obtain the professional opinion of the subject leader concerned, or in their absence, the programme leader. the subject leader shall record their opinion in the Neptun system within ten working days. Before the expiry of the deadline, the Study Centre shall send a reminder; in the event of failure, the head of department shall be notified. The Credit Transfer Committee shall adopt a decision within fifteen days of receipt of the professional opinion.

(5) The Credit Transfer Committee shall record its decision in writing in the form of a resolution and shall send it to the student within five days of the decision, while simultaneously informing the educational organisational units concerned. The resolution shall be communicated by delivery.

(6) The Credit Transfer Committee shall ensure that extracts of its positive decisions, not containing personal data, as well as the course descriptions of all courses and modules of the University, are available in the Neptun system for students and lecturers. The University shall also make the course descriptions accessible in downloadable form for other higher education institutions.

Section 20
Examination of Competence and Jurisdiction

(1) The person or body acting in study and exam matters shall examine, at every stage of the procedure, whether their competence and jurisdiction exist. If competence or jurisdiction is lacking, the case shall be transferred within eight days to the person or body having competence. The student – or, if acting through an authorised representative, the representative – shall be notified simultaneously of the transfer of the case.

(2) If no competent person or body can be identified, or if the case would have to be transferred to a person or body that has previously established a lack of competence, the Education and Study Committee shall act at first instance.

Section 21
Communication of Resolutions

(1) The University shall communicate its decision to the student in writing if it:
(a) concerns the existence of the student's legal status,
(b) has been adopted in disciplinary or compensation proceedings,
(c) rejects in whole or in part, the student's request,
(d) imposes an obligation on the student.

(2) The resolution shall include:
(a) the number of the resolution and the name of the acting administrator,
(b) the name of the student, their Neptun code, and the subject matter of the case,
(c) the decision and information on the possibility of legal remedy,
(d) the established facts and the evidence accepted as their basis,
(e) in the case of a rejecting decision, the reasons for rejection,
(f) the legislative or regulatory provisions forming the basis of the decision,
(g) the place and date of the adoption of the resolution and its registration number,
(h) the signature of the chair of the committee or of the person adopting the decision.

(3) Resolutions shall be recorded in the Neptun system and communicated within eight days.

(4) The University shall communicate decisions and notices concerning the student's study and examination matters and the related financial decisions and notifications through the Neptun system or by registered mail with return receipt.

(5) In the case of postal delivery, the date of communication of the decision shall be the date of

postal delivery. If delivery by post fails because the addressee has refused receipt, the document shall be deemed delivered on the date of the attempted delivery. If the document delivered by post is returned marked “not sought”, the document shall be deemed delivered on the day of the second attempted delivery. If the document is returned marked “unknown” or “moved”, it shall be deemed delivered on the fifth working day following the day of the attempted delivery.

(6) If a decision, notification, information or request for payment concerning the student, the student’s application or submission is sent through the Neptun system, it shall qualify as written communication and shall be deemed delivered on the day following its dispatch. Communication through the Neptun system shall not be applicable if the decision concerns the existence of the student’s legal status, or has been adopted in disciplinary or compensation proceedings.

(7) The decision shall become final within fifteen days of communication, or, in the absence thereof, of the knowledge of the decision, if the student does not seek legal remedy within this period or explicitly waives the right to do so. The resolution may only be enforced once it has become final.

Section 22
Right to Legal Remedy

(1) In the event of infringement of rights, the student may:
(a) turn to the Student Union,
(b) submit a request for legal remedy, which the University shall assess in accordance with the provisions of the ANHE,
(c) initiate proceedings with the Commissioner for Educational Rights if all other remedies have been exhausted, with the exception of judicial proceedings.

(2) The Student Union shall forward complaints to the Study Centre. The Study Centre shall investigate the case and, if necessary, shall proceed with the involvement of the Legal Director. The student shall be notified in writing of the result of the investigation, and the head of the Student Union shall be informed.

(3) The following persons may not act as decision-makers in the assessment of a request for legal remedy:
(a) the person who adopted the contested decision or failed to adopt a decision,
(b) the close relative of the person referred to in paragraph *(a)*,
(c) any person from whom an objective assessment of the case cannot reasonably be expected.

(4) On the basis of a request for legal remedy, the University may adopt the following decisions:
(a) reject the request,
(b) instruct the person or the competent authority who failed to decide,
(c) change the decision,
(d) annul the decision and instruct the decision-maker to initiate new proceedings.

(5) The second-instance decision shall become final upon communication.

(6) The student may challenge the decision concluding the procedure on the request for legal remedy in administrative litigation. The submission of the statement of claim shall have suspensory effect. The statement of claim may also be submitted on the grounds of infringement of provisions relating to student status.

Section 23
Equity

(1) During their studies in a given programme, a student may submit a maximum of three equity requests. The request shall be submitted through the Neptun system, together with the necessary supporting documents.

(2) Equity may be granted if the student has failed to fulfil a study or examination requirement, has exhausted the possibilities provided by these Regulations, and demonstrates that the non-

fulfilment of student obligations was due to reasons not attributable to them - illness, accident, childbirth, or another unforeseen circumstance for which they are not responsible.

(3) Equity shall not apply:
(a) in the admission procedure,
(b) to a resolution resulting in the termination of student status,
(c) to evaluations concerning the fulfilment of academic requirements, except where the student has failed to complete professional practice or a criterion requirement for reasons not attributable to them and requests an opportunity for completion,
(d) in relation to exemptions from obligations laid down in the training and outcome requirements or in the qualification requirements,
(e) in matters where an equity request has previously been submitted.

(4) The Vice-Rector for Education shall decide on the equity request by resolution, on the basis of the opinion of the Legal Director and the proposal of the Director of Studies. The resolution shall specify the conditions of the authorisation, its period of validity, and the number of further benefits that may be granted on the basis of equity.

(5) The resolution shall be sent to the student by the Study Centre. No legal remedy shall be available against the decision.

Section 24
Establishment of Student Status

(1) The prerequisite for student status is admission to, or transfer to, the University. Student status shall be established upon enrolment at the University. The Study Centre shall inform the student of the place and date of enrolment and the required documents in the admission or transfer resolution. If the postponement of enrolment is requested in writing, the University shall provide alternative dates.

(1) An applicant admitted or transferred may establish student status only in the year of the admission decision. A student who fails to comply with the enrolment obligation shall forfeit the right to enrol.

(2) Student status shall be established upon acceptance of enrolment by the University, but at the earliest on the first day of the given semester. The conditions of enrolment are:
(a) completion of the enrolment form,
(b) in the case of fee-paying students, the conclusion of the training contract and payment of the tuition fee,
(c) for students receiving a state scholarship, signing of the declaration required by law.

(3) The enrolment form shall include the student's declaration concerning the principal methods and procedures of assessment and control applied in the programme, the fundamental rules of the programme, and the acknowledgement of the institutional guide relating to credit-based programmes.

(4) At the commencement of the first semester, newly enrolled students shall receive general fire and occupational safety training.

Section 25
Maintenance of Student Status

(1) During the existence of student status, no further enrolment is required; for subsequent semesters the student shall be required to register. A student who has not fulfilled their financial obligations shall not be allowed to register.

(2) Before the start of each semester, during the registration period, the student shall declare through the Neptun system whether they shall pursue an active or passive semester.

(3) The joint conditions for maintaining an active semester and student status are:

(a) enrolment in at least one subject by the end of the course registration period, and
(b) fulfilment of outstanding financial obligations from the previous semester(s) and those due for the current semester by the start of the course registration period.

Section 26
Suspension of Student Status

(1) Student status shall be suspended if the student:
(a) indicates a passive semester in the Neptun system during the registration period,
(b) does not register for the given semester,
(c) withdraws their registration within one month of the beginning of the academic period, but no later than 14 October or 14 March,
(d) is unable to fulfil their academic obligations for reasons beyond their control – such as childbirth, accident, illness, or another unforeseen circumstance,
(e) is prohibited from continuing studies as a disciplinary sanction, or
(f) performs voluntary reserve military service.

(2) At the student's request, the University may authorise the suspension of student status even before completion of the first semester.

(3) If the student does not indicate suspension by the date specified in paragraph (1)(*c),* the semester shall be considered active even if the student does not attend classes and does not fulfil any academic obligations.

(4) Extraordinary circumstances shall be reported by the student or their authorised representative through the Neptun system within fifteen days of their occurrence, and shall be substantiated with documents. The consequences of late notification shall be borne by the student.

(5) Student status may be suspended on several occasions, but the duration of uninterrupted suspension may not exceed two semesters. Suspension may be authorised for up to four semesters if the student is entitled to maternity allowance, childcare allowance, or remuneration due to exemption from service the grounds of childbirth.

(6) During a passive semester, the student shall not be entitled to register for courses, to participate in examinations, or to receive the benefits provided under these Regulations.

(7) If the programme requirements change during the period of suspension, the student may request the modification of their original recommended curriculum; the Credit Transfer Committee shall decide on the matter on the basis of the current curriculum.

Section 27
Transfer, Change of Major

(1) Transfer, as well as any change of major, specialisation, training location, language, or work schedule, shall be permitted from the end of the preceding academic term, but no later than 15 September for the autumn semester and 15 February for the spring semester.

(2) Transfer may only be requested between programmes of the same level and belonging to the same or related field of study, except where the student wishes to transfer from a Bachelor’s programme to higher vocational education.

(3) The transfer request shall be submitted to the Education and Study Committee, as specified in the information published on the University's website. The Committee shall decide on the transfer and, in its resolution, determine the scope of the decision and the recommended curriculum applicable to the student.

(4) Transfer is possible if the student meets the provisions of the ANHE and the University’s training capacity allows it. During the transfer procedure, the student shall maintain continuous student status from the transfer decision until enrolment or registration. In the absence thereof, the Education and Study Committee shall withdraw the transfer decision pursuant to Section 57 (6)

of the ANHE.

(5) Transfer from another higher education institution may be initiated by a student who has valid student status in a Bachelor's or Master's programme and has obtained at least thirty credits. The application shall be accompanied by a certificate of student status indicating "transfer" as the legal title.

(6) A student may be transferred to a state scholarship programme under the same form of support only if there is an available state-funded place and the student's support period has not expired. Otherwise, the student may continue their studies in a self-financed form and may later request reclassification to a state scholarship place under the conditions applicable to self-financed students.

(7) Within the same major, the student may initiate the change of their specialisation.

Section 28
Visiting student Status

(1) Within the framework of visiting student status, students of the University may pursue partial studies related to their programmes at other domestic or foreign higher education institutions, and students of other institutions may pursue partial studies at the University. A student who undertakes partial studies at another institution shall also be required to register at the University for the relevant semester.

(2) Applications for visiting student status shall be submitted to the Education and Study Committee, specifying the courses to be taken, no later than the first day of the semester in question, and the Committee shall decide on the application.

(3) The decision shall specify the duration of the status, the scope of the part-time studies, and the student's financial conditions. The status shall be established on the date of enrolment at the University, but no earlier than the first day of the semester in question.

(4) In the case of visiting student status established on the basis of an inter-institutional agreement, the reimbursement of costs shall be governed by the agreement.

(5) Visiting student status does not entitle the student to take up a programme or obtain a degree.

(6) The University shall issue a micro-certificate containing the course description (syllabus) from the Neptun system for the academic performance achieved in the visiting student status and shall transfer it via the Neptun system to the academic system of the higher education institution with which the visiting student has student status.

Section 29
Parallel Student Status

(1) Within the framework of parallel student status, a student of the University may establish a student status with another domestic or foreign higher education institution, and a student of another institution may establish a legal relationship with the University for the purpose of obtaining an additional diploma or certificate. This status may be established following a new admission procedure and successful admission. Students may participate in several parallel, state-funded programmes.

(2) Parallel student status allows students to study at two or more higher education institutions at the same time, in two or more programmes at the same institution, or in a combination of these, and to obtain separate degrees upon successful completion.

(3) Following successful admission, applicants shall be required to enrol for the relevant semester or, if they are already students at the University and have been admitted to another programme at the University, shall be required to register and sign a training contract.

(4) The student may request the Credit Transfer Committee to accept the courses completed during

the parallel student status and recognise the credits earned.

Section 30
Programme of Partial Studies

(1) The University may admit persons who do not have student status at the University to any of its courses or modules on a self-financing basis for the purpose of partial studies. The University may also establish a new student status with its own students for the purpose of self-financing partial studies.

(2) In the case of partial studies, student status shall be established by enrolment without a separate admission procedure. Applications shall be submitted in accordance with the information published on the University's website.

(3) The cost of self-financed partial studies shall be determined by the University on a per-course or per-module basis in a joint instruction issued by the Rector and the President, published on the University's website. Where the costs are borne by a legal person, the amount of the self-financed training fee may differ from that specified in the instruction on the basis of an individual agreement.

(4) Upon completion of the partial studies, the University shall issue a micro-certificate containing a course description (syllabus) in the Neptun system. The completed course or module may be credited towards higher education studies in accordance with the rules of credit transfer.

(5) The duration of the student status established for the purpose of partial studies shall be included in the period specified by law for the use of benefits, discounts, and services.

(6) On the basis of partial studies, students shall not be entitled to pursue studies leading to additional qualifications or skills, apply for transfer, establish parallel or visiting student status, suspend their student status, apply for admission to state-funded programmes, or benefit from the support period.

Section 31
Reclassification for Academic Reasons

(1) A person may pursue higher education studies for a total of twelve semesters in higher education vocational training, Bachelor's and Master's programmes within the framework of Hungarian state (partial) scholarships (hereinafter referred to as the "support period"). The support period may be extended to a maximum of fourteen semesters if the student is enrolled in an undivided programme and, according to the training requirements, the duration of the programme exceeds ten semesters.

(2) In the case of students with disabilities, the support period may be extended by a maximum of four semesters. This benefit may be claimed for several semesters but shall not exceed four semesters.

(3) Any semester for which the student has registered shall counts as a semester of support.

(4) When calculating the duration of support:
a) the semester supported by a state scholarship shall be included, unless the student was unable to complete it due to illness, childbirth, or other reasons beyond their control,
b) the semesters following the birth or adoption of a child by a married student, or the marriage of a student with children until the age of thirty, shall not be included; the dissolution of the marriage shall not affect this benefit,
c) the application of paragraph *(b)* does not affect the reclassification pursuant to subsection 48(2) of the ANHE.

(5) The provision of paragraph (4)*(b)* shall also apply if the student was originally admitted to a self-financed programme. Reclassification may be applied on one occasion only for this reason. If the student has already been reclassified once and then, pursuant to section 48(2) of the ANHE, has

again been placed on a self-financed programme, the rule shall not be applied a second time.

(6) The University shall reclassify students receiving state scholarships to self-financed training after the end of the academic year, by 31July at the latest, if:

a) they have not earned a total of at least 15 credits in the last two active semesters and have not participated in foreign training in accordance with sections 81 (3)-(4) of the ANHE,

b) their grade point average for the last two active semesters is less than 2.75,

c) they withdraw their declaration pursuant to section 48/D(2) of the ANHE,

d) they do not meet the training and outcome requirements within a maximum of two semesters after the expiry of the support period, even if they have not exhausted the 12 supported semesters,

e) they exceed the 12 semesters of support.

(7) In order to prepare for the reclassifications, the Study Centre shall determine, for the given semester:

a) how many state-funded students have had their student status terminated,

b) how many students have been transferred to self-financed training,

c) how many students have used the subsidized semesters available for their programme.

(8) The number of semesters supported by a state scholarship for a given programme may be up to two semesters longer than the training period specified in the legislation on qualification requirements. If the student does not obtain the qualification during this period, they may continue their studies only on a self-financed basis only.

(9) If the student status of a student receiving a state scholarship is terminated or they switch to self-financed training, their place may be filled by a student who is studying in the same programme and field of training on a self-financed basis, following an application process.

(10) Self-financed students may apply for a state scholarship after a minimum of two active semesters. Applications may be submitted in the Neptun system until the end of the exam period. Students who have completed at least fifty per cent of the recommended credits in the last two semesters, have achieved the required adjusted credit index, and whose predecessors in the ranking have already been transferred are eligible for transfer. The ranking shall be prepared for each programme.

(11) Students whose number of semesters with a state scholarship exceeds the duration of the programme by two semesters (four semesters in the case of students with disabilities) shall not be eligible for reclassification to state scholarship training.

(12) Students who have been reclassified to self-financed programmes shall be required to declare in writing their participation in self-financed training; failure to do so shall result in the termination of their legal status.

(13) Students who are not reclassified shall continue their studies in the following academic year under the same form of training and financing.

Section 32
Termination of Student Status

(1) Student status shall terminate:

a) if the student is accepted by another higher education institution, on the date of acceptance,

b) if the student announces that they are terminating their student status, on the date of the announcement,

c) if the student cannot continue their studies in a programme supported by a Hungarian state scholarship and does not wish to continue in a self-financed programme,

d) on the last day of the semester in which the student obtained their final certificate,

e) in higher education vocational training, if the student has become unfit to continue their studies for health reasons and there is no other suitable higher education vocational training

available at the higher education institution, or the student does not wish to continue their studies, or cannot continue their studies due to a lack of the necessary conditions, on the day the decision on termination becomes final,

f) if the student's student status is terminated by the Rector due to payment arrears, after unsuccessful reminders to the student and an examination of the student's social circumstances, on the date on which the decision on termination becomes final,

g) on the date on which the disciplinary decision on expulsion becomes final,

h) if the conditions specified in the ANHE for establishing student status no longer exist, on the date on which the decision to terminate the student status becomes final,

i) if a student participating in a programme supported by a Hungarian state scholarship withdraws their declaration to fulfil the conditions of the programme and does not undertake to participate in a self-financed programme.

(2) The University shall terminate the student's student status by unilateral declaration if the student:

a) fails to fulfil their obligations concerning academic progress as set forth in these Regulations or in the curriculum,

b) fails to register for the next semester for the third consecutive time,

c) does not commence their studies after a break in their student status,

provided that the University has previously notified the student in writing of the obligation to fulfil their obligations and informed them of the legal consequences of failure to do so.

(3) Student status shall be terminated for academic reasons if the student:

a) does not register after two consecutive passive semesters,

b) does not obtain a final certificate within three times the duration of the programme, counting both active and passive semesters, from the date of enrolment,

c) as of the 2024/2025 academic year, a student who establishes a student status in higher education vocational training, Bachelor's or Master's programmes and does not obtain at least twenty credits on average per academic year.

(4) The decision to terminate the student status referred to in subsection (2) shall be made by the Director of Studies. The decision shall take effect on the date on which it becomes final.

(5) If, within the framework of their student status, students are studying in several programmes at the University, the provisions of this section shall apply with the exception that, instead of the termination of student status, studies in the given programme shall not be continued.

Section 33
Students' Rights

(1) Students at the University are entitled to collective and individual rights arising from their student status. Collective rights are set out in the Statutes of the Student Union.

(2) Students are entitled to comprehensive, accurate, and personalised information in accordance with the law and institutional regulations for the commencement, continuation, and successful completion of their studies. The University shall make this information available through the study system. Students are entitled to communicate with the University electronically for the purpose of managing their academic affairs, as well as to receive documents issued by the University in electronic, certified form and to download them from the Neptun system without limitation.

(3) Students are entitled to exercise the following rights in the course of their studies, personal development, and participation in university community life:

a) to compile their study schedule and courses as specified in the curriculum,

b) to choose, as far as possible, between parallel lectures, practical classes, seminars, and instructors, taking into account the prescribed qualification requirements,

c) choose the topic of your thesis or dissertation,

d) use study and career counselling services,

e) use the University's facilities, equipment, and services free of charge,

f) receive support appropriate to their personal abilities, condition, or disability,
g) receive support for integration into the university community,
h) be absent from lectures and seminars for the purpose of caring for their children, provided that this does not exempt them from basic academic requirements,
i) receive comprehensive, objective information on all matters affecting them and their studies,
j) make suggestions or ask questions to the university's management and teaching staff and receive a substantive response within 15 days at the latest,
k) comment on the work of instructors,
l) participate in the work of the University's Scientific Student Association and in its research and development activities,
m) submit a scientific student association thesis,
n) submit applications for scientific purposes, publish their results,
o) receive a scholarship if the specified conditions are met,
p) suspend their student status,
q) take part in studies at another higher education institution as a visiting student,
r) request transfer to another higher education institution in the same or a related field of study,
s) express their religious or philosophical beliefs, national or ethnic identity, provided that the exercise of this right does not infringe on the rights of others and does not restrict the right of their fellow students to study,
t) receive financial or in-kind benefits based on their financial situation, academic performance, and social circumstances through an application process.

(4) Students have the right to assert their interests and seek legal redress, in particular:
a) access to information necessary for the exercise of their rights,
b) participation, in person or through a representative, in decisions affecting them,
c) the right to initiate proceedings in the event of a violation of their rights,
d) the possibility of submitting a complaint to the Commissioner for Educational Rights,
e) the right to vote and stand for election in the bodies of the Student Union.

(5) Students participating in higher education vocational training are entitled to benefits and discounts in accordance with the law and these Regulations. It is the responsibility of the organiser of the practical training to ensure them. The place of practical training shall be required to take out liability insurance for the student for the duration of the training.

(6) During practical training, students are entitled to the employee rights specified in the Labour Code. The rules of labour law shall be applied according to the legal relationship related to practical training. Students are entitled to initiate a labour dispute in the event of a violation of their rights or claims.

(7) Students who have the right to free movement and residence under a separate law or who reside in Hungary as third-country nationals with an EU Blue Card shall have the same rights and obligations as Hungarian students regarding the payment of fees and grants.

Section 34
Students' Obligations

(1) The students' obligations during the period of student status shall be to:
a) fulfil their academic obligations to the best of their ability,
b) participate in the classes required by the course requirements,
c) monitor their own academic progress,
d) fulfil their financial obligations by the deadline,
e) comply with the University's regulations and respect its traditions,
f) respect their teachers, University staff, and fellow students,
g) assist the work of their instructors and fellow students,
h) promote the good reputation of the University both within and outside the institution,
i) protect and uses the University's equipment and facilities for their intended purpose,
j) pay attention to their own and others' physical and mental well-being,

k) learn and apply knowledge that protects their health and safety,
l) help maintain a safe environment through their activities,
m) report any accidents or potential accidents observed at the University.

Section 35
Products Created by Students

(1) Unless otherwise agreed with the student, the University shall acquire ownership of items produced by the student within the framework of the student relationship and under the conditions provided by the University, with the exception of personal rights.

(2) If the University shall generate income through the sale or utilisation of an item that has become its property, the student shall be entitled to remuneration. Where the income derives from the sale or utilisation of an individually created item, the amount of remuneration shall be determined jointly by the student and the University.

(3) In the case of items regularly produced as part of the educational process, remuneration shall be established from the income reduced by the costs of the activities of all participants in the entire training process.

(4) If an item created by a student qualifies as an intellectual work, the provisions set out in subsection (1) shall apply with the modification that the transfer of such intellectual work to the University shall be governed by the statutory provisions applicable to the transfer of intellectual works created under an employment relationship or a similar legal relationship.

Section 36
Professional Practice

(1) Professional practice shall be compulsory for students participating in higher education vocational training, Bachelor's and Master's programmes for the duration specified in the training and outcome requirements. Its purpose is to apply theoretical knowledge in practice and to develop employee competences.

(2) In higher education vocational training, professional practice shall be organised on a full-time or part-time basis.

(3) Students shall register for the "Professional Internship" course in the Neptun system in the semester in which they take the course and shall complete the professional internship by the end of the semester at the latest.

(4) The internship may also be completed at the student's own workplace if the tasks correspond to the objectives and competences of the training.

(5) At least 10 working days before the start of the professional internship, the student shall submit two duly signed original copies of the Cooperation Framework Agreement printed from the Neptun system to the Study Centre. Professional internships completed without this agreement shall be deemed invalid.

(6) The provisions of the Labour Code shall apply to work performed under a student employment contract, with the following exceptions:
a) overtime shall not be ordered,
b) daily working hours shall not exceed 8 hours,
c) a daily rest period of at least 12 hours shall be provided,
d) no probationary period shall be imposed,
e) students shall be entitled to 15 days of sick leave per year, but shall not be entitled to sick pay,
f) an attendance sheet shall be kept for the work performed.

(7) Students shall be entitled to remuneration during their professional internship, which shall be at least 65 per cent of the current minimum wage. This amount shall be exempt from social security contributions, health insurance contributions, and personal income tax up to the minimum wage.

(8) Students shall be entitled to remuneration in accordance with the provisions of their student employment contract and the provisions of the ANHE if the duration of their continuous professional internship exceeds six weeks or during the training period of dual training. The remuneration shall be at least 65 per cent of the mandatory minimum wage (minimum wage). Unless otherwise agreed, the remuneration shall be paid by the place of training.

(9) With the exception of dual training, professional practice that is part of the training may be completed at a budgetary institution without a student employment contract and remuneration. In this case, the student's employee rights shall also be ensured.

(10) Completion of the professional internship shall be certified by a certificate issued by the professional internship provider and a written evaluation of the student's work. These documents shall be submitted by the student to the Study Centre after completion of the professional internship. The completion data shall be recorded on the student's record sheet.

Section 37
Student Training Contract

(1) Pursuant to Section 39 (3) of the ANHE, the University shall conclude a student training contract with students classified as self-financing students prior to their enrolment. The contract shall include the name of the programme and the amount of the tuition fee, which shall not be changed during the period of the student's legal relationship. A sample student training contract is included in Annex 3.

(2) The student training contract shall be attached to the registration form as an Annex. In the event of reclassification, the contract shall be attached to the student record. The contracts shall be registered by the Study Centre.

(3) For the purposes of fulfilling the obligations undertaken in the training contract, the training period is understood to be in academic semesters.

(4) In the event of a change of training, the period of state scholarship studies previously taken by the student in another training programme shall be counted towards the period of state scholarship studies.

(5) If a student admitted to a state-funded programme does not sign, or later withdraws, the declaration required by law, the University shall offer them the self-financed form of the same programme.

(6) Students participating in training supported by a Hungarian state scholarship shall be required to meet the specific conditions set out in the ANHE.

(7) In higher education vocational training, student contracts and the rights and obligations arising therefrom shall be governed by the provisions of Government Decree 230/2012. (VIII. 28.).

Section 38
Forms of Training, Duration of Training

(1) The University offers the following training cycles leading to higher education qualifications:
(a) Bachelor’s programmes,
(b) Master’s programmes.

(2) Bachelor's and Master’s programmes are implemented as interrelated, sequential programmes.

(3) Forms of training that do not provide a higher education degree:
(a) higher education vocational training,
(b) specialised continuing education,
(c) partial studies.

(4) Training programmes shall be organised as full-time, part-time, or distance learning programmes. Training may also be organised as dual training.

(5) Full-time training shall be organised according to the work schedule of daytime training or in the form of closed-system electronic distance learning. Full-time training shall be organised by the University on working days within a five-day teaching week, according to the daytime training schedule, with the exception of closed-system electronic distance learning. This provision may be departed from with the consent of the Student Union.

(6) Part-time training shall be organised according to the work schedule of evening or correspondence programmes.

(7) The duration of each programme shall be determined by the training and outcome requirements.

Section 39
Higher Education Qualification Level

(1) A Bachelor's degree and professional qualification can be obtained in Bachelor's programmes. The Bachelor's degree is the first level of higher education in a series of interrelated training cycles, which entitles the holder to begin Master's studies. A minimum of 180 and a maximum of 240 credits can be obtained in Bachelor's programmes. The duration of the programme is at least 6 and at most 8 semesters.

(2) Master's degrees and professional qualifications can be obtained in Master's programmes. A master's degree is the second level of higher education in a series of interrelated training cycles. At least 60 and at most 120 credits can be earned in a Master's programme. The duration of the programme is at least 2 and at most 4 semesters.

(3) In higher education vocational training, a higher education vocational qualification can be obtained, which is certified by a diploma. The diploma does not certify an independent level of qualification. At least 120 credits shall be earned in higher education vocational training. The training and outcome requirements include the classification of higher education vocational training by field of study. The number of credits that can be counted towards a Bachelor's programme in the same field of study shall be at least thirty and at most ninety. The training period shall be at least four semesters.

(4) Specialised further training leads to a specialist qualification. In specialised further training, a minimum of sixty credits and a maximum of one hundred and twenty credits shall be earned. The training period shall be at least two semesters and at most four semesters.

Section 40
Individual Study Plan

(1) Students may complete the credits required for obtaining a degree in a shorter or longer period than the duration of study specified in the training and outcome requirements. To this end, students may draw up an individual study plan within the framework of these Regulations.

(2) If the training and outcome requirements or the sample curriculum are modified during the period of study, the Credit Transfer Committee shall determine the subject equivalencies that shall ensure that the student shall be able to continue their studies in accordance with the new requirements, in such a way that they also comply with the regulations in force at the beginning of their legal status.

Section 41
Organisation of the Semester

(1) Before the start of the semester, the University shall perform the following educational administrative tasks:
a) conducting subject and course enrolment,
b) checking the fulfilment of payment obligations,
c) making declarations, submitting applications,
d) modifying course offerings while ensuring progress in accordance with the sample curriculum

and taking into account student numbers,
e) modifying course enrolments as necessary.

(2) After the start of course registration, the course schedule and timetable may be modified by the Director of Studies with the simultaneous notification of the Vice-Rector for Education.

(3) Theoretical training provided through closed-system electronic distance learning shall be deemed equivalent to classroom-based teaching if the following conditions are met:
a) the lectures shall be accessible through the video content manager of a closed training management system,
b) a sufficient number and duration of instructor-led online consultations shall be provided to students,
c) the acquisition of knowledge shall be supported by testing opportunities that shall ensure individual assessment, provided by the functionality of a closed-system distance learning training management system.

(4) Audio and video recordings may be made during classes, the conditions of which shall be regulated by a joint instruction issued by the Rector and the President of the University.

(5) Lectures at the University shall be open to the public. Attendance shall be subject to consultation with the lecturer, provided that the class shall not be disrupted and the capacity of the classroom shall be taken into account.

Section 42
Academic Calendar

(1) The academic year shall be divided into two semesters, each lasting five months: the autumn semester and the spring semester. The academic calendar shall be compiled by the Education and Study Committee, taking into account the experience of previous academic years, legislation, and the requirements of the sample curricula.

(2) The academic calendar shall be approved by the Rector each academic year. The Director of Studies shall put the approved schedule in writing by the end of the semester preceding the start of the given academic year at the latest and shall publish it on the University's website.

Section 43
Training and Outcome Requirements

(1) The professional requirements for the degrees and professional qualifications that can be obtained at the University shall be determined by the training and outcome requirements.

(2) The training and outcome requirements for each programme shall include:
a) the purpose of the training,
b) the main areas of study to be taught and their proportions,
c) the duration of training in semesters,
d) the number of credits required to obtain the degree,
e) the requirements for the thesis (diploma project),
f) the type of final examination,
g) the name of the qualification and professional qualification and the titles that may be awarded,
h) any other requirements justified by the specific nature of the programme.

(3) New or modified study and examination requirements shall only be introduced in an upwardly progressive system.

(4) In the case of students who interrupt their studies, the Credit Transfer Committee may, pon the student’s written request, authorise the application of the course structure valid at the time of resumption.

Section 44
Curriculum and Sample Curriculum

(1) The curriculum shall define the educational and academic requirements of the programme, the language requirements, and the detailed rules of the programme.

(2) The curriculum shall include compulsory, compulsory elective, and elective subjects. In order to obtain a degree, students shall complete the compulsory subjects and shall take and complete the compulsory elective subjects with the credit value specified in the curriculum. The number of credits specified in the curriculum shall be obtained from the elective subjects.

(3) The sample curriculum shall contain a suggested course schedule that shall enable students to complete their studies within the training period.

(4) The sample curriculum shall contain the following elements:
a) the level of qualification and the name of the professional qualification,
b) the definition of the training objective, the general and professional competences to be acquired,
c) the main areas of study and their proportions,
d) the duration of the training in semesters and the number of credits to be earned,
e) compulsory and compulsory elective subjects broken down by teaching period and the order in which they are announced,
f) the number of hours per subject (broken down into lectures, practical classes, and laboratories) and their credit value,
g) the language of instruction and the type of assessment (midterm grade or examination grade),
h) the semester in which the subjects are announced and the prerequisites,
i) criteria requirements and deadlines for completion,
j) the rules for choosing a specialisation,
k) the requirements for professional practice and thesis,
l) language requirements,
m) conditions for admission to the final examination,
n) the method of calculating the grade point average.

(5) The curriculum of higher education vocational training shall specify which subjects and credit values acquired may be counted towards the University's programme.

(6) The Education and Study Committee shall review the curricula of each programme at least every five years.

Section 45
Description of Subjects

(1) The subject descriptions contain the knowledge to be acquired in each subject. The subject programmes are approved by the Rector as part of the curriculum.

(2) The course description includes:
a) the name and code of the subject, the department responsible for it, the person responsible for the subject and the instructor,
b) the name and level of the programme to which it belongs,
c) the purpose of the course and the main areas of professional content to be acquired,
d) a description of the knowledge, skills, and competences to be acquired,
e) the credit points assigned to the course and the nature of the study work required to complete it,
f) the prerequisites and subjects to be completed in parallel,
g) the detailed course programme broken down according to the work schedule,
h) the assessment procedure: the method of assessment (mid-term or exam grade), its form (written, oral, electronic), and its schedule,
i) the conditions for signing, the method of grading,

j) the type and number of student assignments during the year,
k) the materials required for study (textbooks, notes, professional literature, etc.),
l) the technical and other aids that can be used.

(3) Course descriptions shall be displayed among the information available at the time of course registration and shall also be presented to students verbally during the first class. The verbal information shall not differ from the content recorded in the Neptun system.

(4) The person responsible for the subject shall ensure that the course descriptions are uploaded to the Neptun system by 24:00 on the Friday preceding the semester at the latest.

(5) The course requirements specify the conditions for obtaining a course signature, the tasks required to complete the course, and their deadlines. The course requirements are compiled by the course coordinator and approved by the Head of Department by the first day of the registration week. The instructor shall inform students of the subject requirements at the beginning of the subject. The subject requirements may not be changed during the semester.

(6) The course requirements for the given semester include:
a) the number, topics, and dates of midterm assessments (reports, written exams), as well as the dates for retakes and corrections
b) the conditions for obtaining a midterm grade and the possibility of correction during the exam period,
c) the rules for exam grades, with particular regard to how and to what extent the requirements completed during the semester count towards the final grade,
d) the conditions for obtaining the recommended grade,
e) the mid-term assignments that can be completed during the semester and cannot be made up during the exam period.

Section 46
Course and Exam Course

(1) The announcement of a subject shall mean the creation of the corresponding course. Courses shall be recorded in the Neptun system by the end of the subject registration period for the given semester at the latest, including the following information:
a) the name and code of the course,
b) the instructor of the subject and the contributing instructors,
c) the relevant department,
d) the requirements,
e) the minimum and maximum number of students for the course,
f) ranking criteria to be applied in case of oversubscription,
g) the timetable.

(2) he Director of Studies shall be responsible for announcing courses in the Neptun system, while the head of the department responsible for the subject shall be responsible for the professional content of the subject requirements. Courses shall be launched in the semester specified in the sample curriculum for subjects that are compulsory in that curriculum.

(3) The number of students in a course may be limited, taking into account the available teaching resources and infrastructure. The course shall be launched if the number of applicants reaches the announced minimum number by 12:00 noon on the last day of the registration period.

(4) An exam course shall mean a course without contact hours that does not require class attendance, for which an exam and a repeat exam may be taken in the given semester.

(5) If the student has received a "Signature denied" entry, they shall only be permitted to retake the course as an individual course.

(6) Within the framework of partial studies, courses that are specifically named in the joint instruction of the Rector and President determining the cost of partial studies may be announced

at any time, regardless of the semester.

Section 47
Course Registration and Course Selection

(1) Course registration shall mean the student's application in the Neptun system for courses and exam courses to be completed in the given semester, with the announced timetable, date, and instructor. A course shall only be taken if the student has fulfilled the prescribed prerequisites.

(2) When registering for courses for the first time, students shall be entitled to choose from among the courses and instructors announced in parallel.

(3) The course offerings shall be designed to ensure that students shall be progress according to the recommended curriculum.

(4) When announcing compulsory elective courses, it shall be ensured that students shall be able to complete at least five per cent of the total credits required for obtaining a degree from freely selectable courses during their studies.

(5) During their studies, students shall be entitled to take additional courses, including courses taught in a foreign language, up to a maximum of ten per cent of the total number of credits required for the given programme, without paying any additional fees or tuition. Where this limit is exceeded, a credit fee shall be payable.

(6) Students may retake a course within the framework of an exam course if they have previously completed it with a valid course signature but received an unsatisfactory (1) grade.

(7) Grades shall only be obtained for courses that the student has registered for in the Neptun system in the given semester.

(8) Students shall be required to check their registered course list in the Neptun system during the course registration period. If the data does not correspond to reality – for example, if a course is missing or a course not registered by the student is listed – a complaint may be submitted via the Neptun system until the last day of the registration week.

Section 48
Assessment of Studies

(1) Student performance shall be evaluated on a five-point scale (excellent, good, average, satisfactory, unsatisfactory), a three-point scale (pass, pass with distinction, fail), or a two-point scale (pass, fail). If a student does not meet the subject requirements or does not appear for the exam, their performance shall not be deemed assessable.

(2) Subjects shall be evaluated based on course requirements, such as assignments, reports, midterm exams, project work, practical performance, exams, or a combination of these. For courses graded with a midterm grade, only the academic work completed during the semester shall be taken into account. For courses graded with an exam grade, the final grade shall be based primarily on the exam result, but the course requirements may also require midterm performance to be taken into account.

(3) The assessment criteria (e.g., midterm exam, assignment, report) shall be recorded by the instructor in the Neptun system by the end of the first week of the semester. Midterm grades, as well as the fact of signing or refusal to sign, shall be uploaded within 5 days of the end of the semester.

(4) In the case of assessment based on closed-book exams, at least one opportunity for retaking the exam shall be provided during the semester, in accordance with the course requirements. If the student does not obtain a midterm grade, they shall be entitled to retake the exam during the exam period. The retake exam may also serve to replace a midterm grade that has already been obtained but needs to be improved. The exam results shall be recorded in the Neptun system within five working days after the exam date.

(5) In the case of parallel courses, uniform assessment principles shall be applied, as determined by the course coordinator.

(6) At the end of the semester, based on the fulfilment of the course requirements, the student shall receive a course signature or a "Signature denied" entry. In the absence of a course signature, the student shall not be permitted to register for the exam and shall not be awarded a grade.

(7) In the case of a "Signature denied" entry, the student shall not be permitted to register for the exam, obtain a grade, or submit a request for equitable consideration. This entry technically blocks the student from registering for the exam. The student may submit an objection to the refusal of course signature to the instructor within 15 days of the entry.

(8) After the end of the examination period, students shall be required to check their grades in the Neptun system. If a grade is missing or differs from the result communicated by the instructor, the student may file a complaint within fifteen days using the designated Neptun form. If this deadline is missed, no legal remedy shall be available.

(9) Remedial action shall be available if the assessment did not comply with the course requirements, if the procedure violated the Organisational and Operational Regulations, or if the examination was conducted in violation of the law. Regardless of the grade achieved, the credits associated with the successful completion of the course shall be deemed to have been earned.

Section 49
Credit Certificate

(1) The Study Centre shall issue a credit certificate at the student's request. In the request, the student shall indicate which requirements they seek certification for.

(2) The credit certificate shall be issued with a unique serial number, and its data shall be recorded in the Neptun system.

Section 50
Legal Compliance of Work Performed by Students

(1) When completing work required for their studies (hereinafter referred to as “student work”), students shall use the work of other authors only in compliance with copyright law.

(2) Students shall be required to accurately cite the source used if, in their student work, they:
a) quote even a short passage verbatim from someone else's written or oral communication,
b) freely summarise or paraphrases someone else's communication,
c) present another author's ideas, opinions, or theories,
d) build their own train of thought on someone else's thoughts, opinions, or theories,
e) use statistical data, figures, or illustrations established by others.

(3) The sources used shall be indicated in such a way that they are clearly distinguished from the student’s own thoughts. The purpose of referencing shall be to acknowledge copyright and to ensure the traceability of references in the literature.

(4) It shall be the responsibility of the instructor evaluating the student's work to determine whether plagiarism has occurred. The University may also verify written works using a plagiarism detection system. The instructor shall be required to inform the student of any findings of plagiarism.

(5) If plagiarism is proven, the written work shall be awarded a failing grade. A grade determined in this manner shall not be subject to improvement in the same semester.

Section 51
Exam Schedule

(1) The exam schedule shall be published at least three weeks before the exam period. The exam schedule shall include the dates of the exams, the names of the examiners, and the maximum number of students allowed on each exam day. Exams shall be announced in the Neptun system

as exam opportunities, and the Head of Department shall be responsible for their publication.

(2) Only students who have fulfilled all the requirements set out in these Regulations, including the settlement of any financial obligations recorded in Neptun, shall be permitted to register for the exam.

(3) Registration for or withdrawal from the exam shall be permitted no later than 12:00 noon on the working day before the exam. The exam list shall be printed by the instructor no later than 12:00 noon on the working day before the exam. Only students listed on the exam list shall be permitted to take the exam. In the case of oral exams, it shall not be necessary to issue an exam list if the assessment is recorded directly in the Neptun system during the exam and the student is notified of this.

(4) For subjects with exam requirements, the University shall provide at least four exam opportunities during the exam period, during which the number of exam places shall be at least twice the number of enrolled students. For exam courses, at least three exam opportunities shall be announced. For courses that end with a midterm grade, at least two opportunities shall be provided during the first three weeks of the exam period. Individual course students shall be provided with exam opportunities that meet the requirements.

(5) There shall be at least five working days between two consecutive exam sessions.

(6) he announced examination shall be held except in cases of force majeure, such as when the instructor is unexpectedly prevented from doing so. In such cases, the instructor shall notify students immediately via the Neptun system or through the Study Centre.

Section 52
Rules for Exams

(1) Exams shall be held on the University's official premises or on designated online platforms. In the case of online exams, students shall verify their identity with a live camera image. Students shall present a valid Hungarian or English photo ID card for identification purposes. The instructor shall be entitled to check the student's identity before the exam begins.

(2) The instructor shall be responsible for ensuring that the exam proceeds without disruption. Students who appear under the influence of alcohol or other intoxicating substances or who seriously disrupt the exam with their behaviour may be excluded from the exam.

(3) The use of unauthorised aids during the exam shall be prohibited. Only pocket calculators suitable for calculation may be used with the prior permission of the instructor. If the instructor notices the use of unauthorised aids or the involvement of another person, they shall be entitled to interrupt the exam, grade it as unsatisfactory, and initiate disciplinary proceedings against the student.

(4) In the case of an oral examination, the student shall be given at least thirty minutes to prepare after the topic has been drawn. Oral examinations shall be public, and audio or video recordings may be made only with the prior consent of the participants. In justified cases, the Vice-Rector for Education may decide to restrict public access. During examinations, a maximum of two students authorised by the Student Union shall be permitted to monitor the examination without disrupting it.

(5) Retake and repeat exams shall only be taken on the dates announced during the exam period. At the student's request, the repeat exam may also be taken before another instructor or committee; the appointment of the examiner shall be the responsibility of the Head of Department. After the third and subsequent exam in the same subject, the fee specified in Annex 1 shall be payable.

(6) If the examination is passed, the student shall be entitled to take a remedial examination in the same semester, provided that the request is submitted in the Neptun system at least three days prior to the examination. A lower grade may be obtained in the remedial examination. Retaking the subject shall not result in the acquisition of additional credit points.

(7) If the course programme allows it, students may receive a proposed exam grade for courses that require an exam. Instructors shall be required to enter the proposed grade into the Neptun system within five days of the end of the semester. Students shall declare their acceptance of the grade in the Neptun system by the end of the first week of the exam period at the latest. The offered grade shall become valid when the student accepts it. If the student takes the exam, the offered grade shall automatically become invalid.

(8) The University shall retain the exam papers and exam list for one semester following the end of the semester.

Section 53
Indicators of Academic Performance

(1) The amount of a student's academic work shall be expressed in terms of the number of credits earned in a given semester or during the entire study programme.

(2) The quality of academic work shall be indicated by the weighted grade point average, which shall mean the arithmetic average of the grades for the courses completed in the given period, weighted by their credit value.

(3) The adjusted credit index shall be used to evaluate both quantitative and qualitative performance. The adjusted credit index also takes into account the ratio of credits earned.

(4) The weighted grade point average and the adjusted credit index shall be calculated for a given semester (semester average) or for the entire programme (cumulative average). When calculating the cumulative average, the last valid grade for each course shall be taken into account.

(5) The results of accepted courses, i.e., courses transferred or credited from another programme, shall not be included in the weighted grade point average, the adjusted credit index, or the scholarship index, unless the course was completed in the semester to which the evaluation applies.

(6) After the end of the study period, the number of credits taken and completed by the student, the weighted grade point average, and the adjusted credit index shall be automatically recorded in the Neptun system. The amount of the study scholarship shall be determined on the basis of the scholarship index for the previous active semester.

Section 54
Repeating a Course

(1) Students shall not permitted to retake a subject for which they have already earned credits.

(2) If a student does not earn credits for a subject in the semester in which it was taken, the student shall be permitted to retake the subject in a subsequent semester(s) upon payment of the fee specified in Annex 1.

(3) n the case of partial studies, completion of the subject shall not be a prerequisite for obtaining credits in the semester in which the subject is taken. If the subject is not completed, it shall be automatically re-enrolled in the following semester without payment of fees, or the legal relationship may be terminated at the student’s request.

Section 55
Credit Recognition, Credit Transfer

(1) Credits shall only be recognised once for the acquisition of the same knowledge.

(2) The University shall recognise the credit-recognised academic performance of students obtained at other higher education institutions, at any level of education, if the subject(s) previously completed and the subject(s) in the given curriculum are at least 75 per cent identical in terms of content. The comparison shall be based on a detailed analysis of the course programmes and requirements. The Credit Transfer Committee shall decide on credit recognition. If the difference

in content is no more than twenty-five per cent, credit recognition shall be mandatory. The Credit Transfer Committee's ad hoc decision shall be considered authoritative for credit recognition applications with identical content within five years.

(3) Students shall submit their applications for the acceptance of courses during the application period in the Neptun system, addressed to the Credit Transfer Committee, attaching the necessary official supporting documents. The Credit Transfer Committee decides on credit recognition.

(4) The Credit Transfer Committee may recognise knowledge acquired through prior non-formal and informal learning, work experience, and knowledge acquired through learning leading to professional qualifications and skills as fulfilling academic requirements, as specified in the relevant legislation.

(5) Applicants may request the determination of credits that can be transferred based on their previous studies or work experience prior to admission. The University shall recognise credits earned at other higher education institutions if they meet the requirements of the subjects specified in the curriculum of the given programme. If a subject proposed for transfer is not included in the curriculum of the given programme, the credit may be recognised as an elective subject for a fee specified in Annex 1.

(6) In the case of a substituted subject, the credit value specified in the curriculum shall apply, and the grade shall correspond to the grade of the substitute subject. If the substitution is made by completing several courses, the grade shall be determined by the Credit Transfer Committee on the basis of the rounded arithmetic mean of the grades of the substitute subject.

(7) A substituted subject shall mean a subject that is included in the student's curriculum but is recognised by the Credit Transfer Committee as equivalent to the completion of another subject or subjects. The credited subject(s) shall be the substitute subject(s) on the basis of which the assessment and credit transfer are made.

(8) Credits earned previously at the University as a student, as well as credits earned in other programmes at the University, shall be considered completed credits. These credits shall be automatically recognised in the event of a change of programme. In all other cases, credit transfer shall be granted at the student's request, based on the decision of the Credit Transfer Committee.

Section 56
Professional Practice

(1) The curriculum may require the completion of professional practice, which may constitute a prerequisite for other curriculum units. The completion of professional practice shall be a condition for admission to the final examination.

(2) he requirements for professional practice, as well as the manner of its completion and certification, shall be determined by the curriculum of the given programme. Data relating to professional practice shall be recorded on the student's record sheet.

(3) In higher education vocational training, professional practice shall be organised in full-time or part-time form, in accordance with the training requirements for professional practice.

(4) Students who are employed shall be permitted to complete their professional internship at their own workplace if the position they hold meets the objectives and requirements of the training programme.

(5) Students shall register for the "Professional Internship" subject in the Neptun system and complete the internship in the semester in which they registered for the subject, no later than the end of the semester.

(6) At least ten working days before the start of the professional internship, students shall submit two original, duly signed copies of the Cooperation Framework Agreement printed from the

Neptun system to the Study Centre.

(7) The internship shall only begin and deemed valid if the Cooperation Framework Agreement has been signed by the organisation providing the internship and the representative of the University before the start of the internship. Internships completed without an agreement shall be deemed invalid.

Section 57
Preferential Study Schedule

(1) The Education and Study Committee may grant preferential study arrangements at the student's request. The student shall submit the request via the Neptun system, no later than the last day of the course registration period, with the supporting documents attached to the request.

(2) The preferential study schedule shall be valid for one semester, and the preferential treatment granted shall not be modified during the semester. The preferential study schedule shall not exempt the student from fulfilling the academic requirements of the courses enrolled in and the criteria necessary for progression.

(3) A preferential study schedule may be granted to students who
(a) participate in academic activities or competitions related to their university studies,
(b) are engaged in scientific or organisational activities for the benefit of the University, with the exception of student representation activities carried out in the Student Union or on its behalf,
(c) are engaged in outstanding community, artistic, or sports activities,
(d) are participating in a certified professional practice,
(e) work alongside their studies due to their social circumstances,
(f) care for a close relative due to serious illness,
(g) suffer from a long-term illness that restricts their mobility,
(h) has exceptional circumstances that justify a preferential study schedule,
(i) have experienced an unforeseen change in their social or health circumstances,
(j) is enrolled in a part-time programme at a foreign higher education institution,
(k) is pursuing parallel studies at another higher education institution.

(4) In its decision on the approval of the preferential study schedule, the Education and Study Committee shall determine the attendance at compulsory classes and the order of exams. The decision may also provide for changes to the deadlines for submitting assignments, the earlier completion of the teaching period, and other study concessions.

Section 58
Transcript and Student Record Book

(1) The transcript and the student record book shall be documents that authentically document the student's academic progress and legal status. Those who are issued a student record book by the University shall not be required to obtain a certified transcript.

(2) The transcript and the student record book shall be issued by the Study Centre upon completion of studies, in a format specified by the University and approved by the Education Office. The document shall be certified by the Director of Studies. In the case of a printed transcript, the data printed on the label shall be entered and certified by the study administrator.

(3) The transcript and the student record book shall contain:
(a) the student's personal identification data,
(b) the name, location, and institutional identification number of the institution,
(c) the student's legal status, registration number,
(d) the student's programme data,
(e) the subjects taken during the studies, credit values, assessment data,
(f) the final certificate,
(g) the thesis data and proof of completion,

(h) language exam data,
(i) final examination or professional exam sections and results,
(j) the qualification of the diploma or certificate,
(k) decisions affecting the student's studies,
(l) certification of studies completed at other higher education institutions,
(m) certificates of studies credited on the basis of previous studies,
(n) the unique serial number of the document.

(4) The University shall issues paper-based or electronically produced and certified transcripts:
a) if the student completes their studies without a final certificate and has completed at least one active semester,
b) upon request, if the student has obtained a final certificate but has not received the diploma,
c) upon request, if the student has obtained a diploma in specialised further education.

(5) If the student continues their studies at another higher education institution, the Study Centre shall, upon notification by the student, record the termination of the student's legal relationship in the student record book after the termination of the legal relationship has been registered. The University shall forward the documentation to the receiving higher education institution ex officio within 15 days of the student fulfilling their administrative and financial obligations.

(6) Visiting students shall not be eligible to receive a separate student record book. An exception shall be made for students studying at foreign higher education institutions, who may request a visiting student record book upon written request. The visiting student record book shall contain:
(a) the student's personal identification data,
(b) the student's legal status, registration number,
(c) the subjects taken during the programme, credit values, and forms of assessment,
(d) reference numbers of decisions affecting the student's studies.

Section 59
Final Certificate

(1) The University shall issue a final certificate to students who have fulfilled the study and examination requirements specified in the curriculum and the professional practice and have obtained the required credits. The final certificate shall be issued at the date of completion, at the latest within twenty days of completion. The final certificate may be obtained within three times the duration of the programme specified in the training and outcome requirements, calculated from the start of the studies. Both active and passive semesters shall be included in the deadline.

(2) In order to obtain the final certificate, the student shall complete at least one-third of the credit value of the programme at the University. Credits completed at the University shall include credits completed within the framework of a previous student status at the University and credits completed in other programmes at the University. The provision regarding at least one-third of the credit value of the programme shall not apply to refugee, protected, asylum-seeking, and accepted students.

(3) At the student’s request, the University shall issue a certificate with a unique serial number confirming the issuance of the final certificate. The certificate shall not certify graduation or the award of a professional qualification. The data contained in the certificate shall be recorded in the Neptun system. The University shall affix a time stamp and an electronic signature issued by a certified service provider to the electronic copy.

(4) The final certificate shall be issued as an authentic document. The student shall be notified of the issuance of the final certificate at the time of issuance. The final certificate shall be kept as an attachment to the student record. The University shall provide authentic data from its Neptun system and shall keep records of the final certificates.

Section 60
Thesis and Diploma Thesis

(1) In accordance with the curriculum, students shall prepare a final thesis, thesis, or diploma thesis, or, in the case of higher education vocational training, a project thesis (hereinafter collectively referred to as “thesis”) in the final semester of their studies. The purpose of the thesis shall be to demonstrate that the student of the Faculty of Engineering is capable of independently solving theoretical and practical tasks related to the given field of study, at a level appropriate to the programme, based on the knowledge acquired at the University.

(2) Thesis preparation courses shall be completed with a certified signature, and enrolment shall be subject to preliminary course requirements, which shall be included in the sample curriculum.

(3) Students shall be required to submit their thesis topic proposals via the Neptun system. The submission deadline shall be determined by the academic calendar. Deadline extensions shall only be permitted by submitting a request via the Neptun system and paying the fee specified in Annex 1.

(4) Only tasks that can be completed creatively and within the prescribed time frame, based on the knowledge acquired during the given training and the relevant literature, shall be assigned as thesis topics. The formal and content requirements of the thesis and the evaluation criteria shall be set out in the Thesis Preparation Regulations.

(5) The preparation of the thesis shall be supervised by a supervisor, and consultations shall be recorded on the consultation sheet. The internal and external supervisors shall each make a separate statement on the consultation sheet regarding the acceptability of the thesis. If either supervisor considers the thesis unacceptable, it shall not be submitted.

(6) The thesis approved by the supervisor shall be submitted for review by the Head of Department or the Director of Studies. Only persons with a higher education degree shall be appointed as reviewers, and they shall not be the same as the supervisor. The Head of Department may also appoint a separate reviewer. The review shall be prepared in writing, shall include an evaluation and the proposed grade, and shall be made available to the student in the Neptun system no later than five days before the start of the final examination.

(7) The final grade for the thesis shall be determined by the Final Examination Committee.

(8) The thesis may be defended in a maximum of three consecutive final examination periods. If the student does not register for the final examination in any of the periods, or does not appear despite registering, the thesis topic shall be reapproved. Based on the decision of the department, the student shall modify the thesis or choose a new topic.

(9) The University shall stores the theses of students who have successfully passed their final examinations in their entirety in the Neptun system and shall keep records of them. With the exception of classified sections, the thesis shall be searchable and accessible without restriction in the Neptun system in accordance with the relevant legal regulations.

Section 61
Final Examination

(1) Students shall complete their studies with a final examination, which shall only be taken in the language of instruction during the designated final examination period. The final examination may be taken during the exam period following the award of the final certificate, during the student's legal relationship with the university or within a maximum of two years thereafter. The final examination shall not be taken more than five years after the termination of the student's legal relationship with the university.

(2) Students who meet the following criteria shall be eligible to take the final examination:
(a) have obtained a final certificate,
(b) have fulfilled the requirements for submitting a thesis or dissertation and have received a

grade point average of at least satisfactory as recommended by the examiners,
(c) have no outstanding financial obligations to the University.

(3) Students shall register for the final examination in the Neptun system by the deadline specified in the academic calendar. With the permission of the Rector, the final examination may be taken earlier if justified by the deadlines for applying for a Master's programme.

(4) The final examination shall be taken before a Final Examination Committee consisting of a chair and at least two other members. The committee shall be composed in such a way that at least one member shall be a university or college professor or associate professor and at least one member shall not be employed by the University or shall be a lecturer in another department of the University. Before the final examination, the secretary of the Final Examination Committee shall be required to verify the student's identity.

(5) The final examination shall consists of the defence of the thesis and answering professional questions. The thesis shall be defended orally, during which the student first shall summarise the essence of the thesis and then shall answers questions asked by the examiner and the committee.

(6) A record of the final examination shall be kept in the form of an electronic document generated from the data recorded in the University's Neptun system, which shall be kept as an attachment to the student's record.

(7) The Final Examination Committee shall decide on the grade for the thesis and the oral exam in a closed session. In the event of a tie, the chair shall have the casting vote. If the thesis defence is assessed as unsatisfactory (1), the student shall not be permitted to continue with the final examination. In this case, the student shall write a new thesis.

(8) The chair of the Final Examination Committee shall announce the results of the final examination after the exam has been completed. The final examination result shall be the average of the grades for the thesis and the professional questions.

(9) The final examination shall be considered successful if the student receives at least a satisfactory grade for the thesis defence and the professional questions. A successful final examination shall not be retaken.

(10) In the event of an unexcused absence from the final examination, the next exam shall be considered a repeat final examination. A repeat exam shall only be taken during the next final examination period. Students shall register for a repeat final examination in the Neptun system upon payment of the fee specified in Annex 1.

(11) During the repeat final exam, the failed parts of the previous final examination shall be retaken. A successful partial exam result shall not be improved.

Section 62
Diploma

(1) The condition for the issuance of a diploma certifying the completion of higher education studies shall be the successful completion of the final examination. The awarding of the diploma shall be recorded in the student's record. The transfer of the document shall be certified by a transfer document. Prior to the handover, the Study Centre shall make a certified copy of the issued paper diploma, which shall be kept as an attachment to the student record.

(2) The grade of the diploma shall be based on the arithmetic mean of the following items:
(a) the grade given for the thesis,
(b) the grade given for the professional questions in the final examination,
(c) the weighted grade point average calculated on the basis of credits earned during the entire period of study, excluding those earned for the thesis.

(3) The result referred to in subsection (2) shall be rounded to two decimal places.

(4) The grade of the diploma shall be determined as follows:

4.51 - 5.00	excellent
3.51 - 4.50	good
2.51 - 3.50	average
2.00 - 2.50	satisfactory

(5) The University shall issue diplomas in Hungarian and English. The diploma shall be signed by the Rector. The University shall keep a record of the diplomas issued. The diploma shall be issued free of charge, with the costs borne by the University.

(6) If the student has fulfilled all the conditions necessary for the issuance of the diploma and the diploma is in the process of being issued, the University shall issue a certificate with a unique serial number registered in Neptun at the request of the person entitled to the diploma. This certificate shall not certify graduation or professional qualification.

(7) Duplicates or corrected diplomas issued before 15 August 2015, shall be issued in accordance with, so that if the diploma was originally issued in Hungarian only, the foreign language page of the form shall not be issued in the case of a duplicate or correction. The unissued page shall be entered into the records of the higher education institution and shall be destroyed, with a record of this being made.

Section 63
Diploma Supplement

(1) In addition to the diploma obtained in the Bachelor's, Master's and higher education vocational training programmes, the University shall issue a diploma supplement in Hungarian and English as specified by the European Commission and the Council of Europe. At the student's request, the diploma supplement shall also be issued in the case of specialised further training.

(2) The diploma supplement shall contain:
(a) the details of the degree holder,
(b) the details of the diploma,
(c) the level of the programme,
(d) data on the level of training and the results achieved,
(e) the specific rights associated with the diploma,
(f) the authentication of the diploma supplement,
(g) a description of the Hungarian higher education system.

(3) The University shall store an electronic copy of the diploma supplement issued in the study system, on the basis of which it shall issue a copy at the request of the holder of the diploma supplement. The diploma supplement shall be issued electronically and shall be issued in printed form only upon the specific request of the student.

Section 64
Student Services

(1) The University's website, the Study Guide published there, and messages sent via the Neptun system shall be considered the standard means of communication.

(2) Students shall submit their applications via the Neptun system. If the applicant does not have a Neptun code (transfer students or visiting students), the application may also be submitted via the Unipoll system at the Study Centre. The Study Centre shall provide information on the submission deadline and any fees in the Neptun system.

(3) The student counsellor shall provide psychological counselling to students, with a particular focus on their social situation, health, and mental state. Counselling may also cover crisis management, career guidance, and personal development.

(4) The mentor's task shall be to actively participate in the training of balanced professionals who are

good at managing conflicts and have a high level of self-awareness. To this end, they shall provide personalized counselling to students on academic and learning issues. Support shall cover the following areas in particular:

(a) finding one's way around the university environment, recognising and preventing difficulties,
(b) interpreting course requirements, raising awareness of rights and obligations,
(c) assistance with studying difficult subjects, planning exam preparation,
(d) facilitating communication with instructors, advising on timetable planning during the course registration period,
(e) career planning, choosing a specialisation, presenting industry experiences, strengthening motivation.

Chapter IV
REGULATIONS ON PAYMENTS AND BENEFITS

Section 65
Bodies and Persons Acting in Matters of Student Benefits and Payments

(1) In matters of student benefits and reimbursements, the following persons and bodies shall have competence at first instance:
(a) the Rector,
(b) the Financial Director,
(c) the Director of Studies,
(d) the Equal Opportunities and Social Committee.

(2) The Equal Opportunities and Social Committee shall be the University's official body responsible for social and equal opportunity matters. Its composition shall be defined in Section 18 of the Organisational and Operational Regulations. The term of office of the non-student members of the Committee shall be of indefinite duration. The secretarial duties of the Committee shall be performed by a designated staff member of the University's Study Centre.

(3) The Equal Opportunities and Social Committee shall be authorised to decide on the following:
(a) regular social scholarships,
(b) extraordinary social scholarships,
(c) basic support,
(d) professional practice scholarships,
(e) demonstrator scholarships,
(f) equal opportunity applications,
(g) extension of the support period,
(h) semesterly institutional assessment of the students' social situation.

(4) Applications shall be submitted electronically via the Neptun system. Decisions shall be adopted within thirty days of submission.

(5) Students shall be entitled to lodge an appeal against the decision of the Equal Opportunities and Social Committee within fifteen days of notification or, in the absence thereof, within fifteen days of becoming aware of the decision.

Section 66
Form of Student Financing

(1) All Hungarian citizens shall be entitled to participate in state-funded or self-financed training at the University, if they meet the conditions set out in these Regulations. This entitlement also applies to the following persons:
(a) persons entitled to free movement and residence under a separate law,
(b) stateless persons, refugees, persons under subsidiary protection, asylum seekers, persons granted temporary protection, and persons with long-term residence permits residing in Hungary who are not covered by paragraph *(a),*

(c) foreigners who are treated in the same way as Hungarian citizens under international agreements,
(d) citizens of countries where Hungarian citizens are entitled to higher education services on the basis of reciprocity,
(e) persons covered by the Act on Preferential Treatment who do not have Hungarian citizenship or the right of free movement and residence,
(f) third-country nationals who declare themselves to be of Hungarian nationality as defined in the Act on the Entry and Residence of Third-Country Nationals, if they are not covered by the Act on Preferential Treatment and do not hold Hungarian citizenship,
(g) third-country nationals who hold a permit (EU Blue Card) issued for the purpose of highly qualified employment and residence,
(h) third-country nationals holding a combined permit.

(1) Persons not listed in subsection (1) shall be entitled to participate only i**n** self-financed training at the University.

Section 67
Determination of the Support Period

(1) A person shall be entitled to participate in Hungarian state scholarship training in higher education vocational training, Bachelor's and Master's programmes for a total of up to 12 semesters (hereinafter referred to as "support period"). In the case of undivided training, the support period shall be a maximum of 14 semesters if, according to the training requirements, the duration of the training exceeds ten semesters. Any semester for which the student has registered shall be considered part of the support period.

(2) The support period for students with disabilities may be extended by a maximum of 4 semesters based on the decision of the Equal Opportunities and Social Committee. This benefit may be used to obtain multiple levels of education (degrees), but the total length of the preferential support period may not exceed four semesters.

(3) The following shall not be taken into account when calculating the support period:
(a) the semester that has been started, if the student was unable to complete it due to illness, childbirth or other reasons not attributable to the student,
(b) the semester completed during the support period if the higher education institution ceased to exist without the student being able to complete their studies, provided that they were unable to continue their studies at another higher education institution,
(c) the semester that the higher education institution did not recognise from the semesters completed at the closed institution when continuing their studies,
(d) the semester that a student in a legal relationship specified in paragraphs 21/A(1*)(a), (b)* and *(d)* of Act CXXXII of 2011 on the National University of Public Service and public administration, law enforcement and military higher education shall have pursued at the National University of Public Service,
(e) the semester taken in a non-teaching undivided or master's degree programme or in a teaching master's degree programme taken after a non-teaching undivided or master's degree programme and in a four-semester teaching master's degree programme,
(f) semesters taken in two-, three- and four-semester teacher training Master's programmes,
(g) semesters commencing from the semester following the birth or adoption of a married student's child, or from the semester following the marriage of a student with children and continuing until the semester preceding the one following the student's thirtieth birthday.

(4) If the student has exhausted the available support period, they may only continue their studies in higher education on a self-financed basis.

Section 68
Services Available to Students Free of Charge

(1) Students receiving state scholarships and those participating in self-financed training may use the following services free of charge:
(a) lectures, seminars, consultations, practical classes, and fieldwork necessary for fulfilling the educational and study requirements specified in the training programme and for obtaining a degree, when taken for the first time,
(b) specialised college classes,
(c) use of the University's facilities – in particular the library and its basic services, laboratories, IT equipment – within the framework of services directly related to education and free of charge,
(d) student counselling, including academic, mental health, and career counselling,
(e) the initial issuance of all documents related to training,
(f) repetition of assessments and examinations once free of charge,
(g) taking the final examination.

Section 69
Services Available to Students for a Fee

(1) Students receiving Hungarian state scholarships and participating in self-financed training may use the following services subject to the payment of a fee in addition to paying the tuition fee:
(a) teaching of subjects specified in the curriculum in Hungarian Bachelor's and Master's degree programmes and taught in a foreign language, if the student so chooses, unless the curriculum requires completion in a foreign language,
(b) items produced using the University's resources, provided to the student by the University, and becoming the property of the student (e.g., photocopied course materials),
(c) the use of the University's facilities and resources beyond the free services,
(d) training resulting in the completion of extra credits beyond the curriculum requirements,
(e) accommodation in dormitories and specialised dormitories and use of the equipment of these facilities,
(f) third and subsequent exams in the same subject,
(g) repeated attendance at lectures, seminars, consultations, practical classes, and fieldwork,
(h) failure to fulfil or delayed fulfilment of obligations specified in the University's internal regulations,
(i) issuance of training-related documents other than the initial issuance provided free of charge,
(j) a fee for retaking the final examination if the first attempt was unsuccessful, the student did not appear at the exam without a valid reason, or did not register by the specified deadline; this fee does not apply if the student has not obtained the final certificate by the date of the final examination,
(k) issuing a diploma supplement in a language other than those provided free of charge.

Section 70
Students' Financial Obligations

(1) Upon enrolment at the University, students shall give their consent to the automatic settlement of their financial obligations. If they fail to settle their debts recorded in the Neptun system by the deadline, but their collective account contains sufficient funds, either in part or in full, the amount shall be automatically applied in the following order:
(a) tuition fees,
(b) repayment of incorrectly awarded scholarships,
(c) dormitory fees,
(d) other procedural and late payment fees.

(2) Upon enrolment, students shall acknowledge that if they have any outstanding debts recorded in the Neptun system, they shall not initiate a transfer from their collective account balance to their own bank account until such debts have been settled.

(3) The termination of student status, for any reason, shall not exempt the student from the obligation to fulfil previously incurred financial liabilities.

Section 71
Self-financed Tuition Fee

(1) Students participating in self-financed training shall pay self-financed tuition fees for the services specified in subsection 61 (1), as well as service charges and special procedure fees in the cases specified in subsection 62 (1).

(2) The condition for the enrolment and registration of students who have been admitted, transferred, or reclassified to self-financed training shall be the conclusion of a student training contract and the payment of the self-financed tuition fee in a single lump sum.

(3) The self-financed tuition fees for the programmes shall be determined by the Rector and the President in a joint instruction with the approval of the Maintainer. The University shall publish the semester self-financed tuition fees for the announced programmes in the Higher Education Admission Guide.

(4) If a student participating in a self-financed training programme has registered as an active student for the given semester, but their student status is terminated during the semester or they take a passive semester, the self-financing fee shall be settled as follows:
(a) if the student has registered for courses and has paid the self-financed tuition fee but does not begin their studies and requests a refund in the study system by 14 October or 14 March at the latest after the start of the given semester, seventy per cent of the fee paid shall be refunded,
(b) if the student has registered for courses but has not paid the self-financed tuition fee and does not commence their studies, and declares this in the study system by 14 October or 14 March, they shall be required to pay thirty per cent of the self-financed tuition fee by 31 October or 31 March at the latest,
(c) if the student or their authorised representative withdraws their declaration on maintaining the legal relationship after 15 October or 15 March, citing force majeure (e.g., serious accident, long-term hospital care), seventy per cent of the self-financed tuition fee already paid shall be refunded on a pro rata basis within fifteen days of the date of the statement,
(d) if the student has not paid the self-financed tuition fee by the deadline, they shall be obliged to pay thirty per cent of the total self-financed tuition fee and the pro rata portion of the remaining seventy per cent (i.e. the non-refundable portion).

Section 72
Dormitory Fee

(1) Students using dormitory accommodation shall be required to pay dormitory fees. The fee shall be the equivalent of the cost of providing accommodation and basic services. The payment deadline shall be the fifteenth day of each month.

(2) In addition to basic services, the dormitory may also provide additional services. The use of these services shall be voluntary and subject to a separate fee.

Section 73
Service and Special Procedure Fees

(1) Students shall be required to pay the fees specified in Annex 1 in the event of failure to fulfil their academic or administrative obligations or in the event of late fulfilment thereof.

(2) Students shall be required to pay the fees specified in Annex 1:

(a) if they fail to appear for an examination without justification,
(b) if they retake a failed course for the first or subsequent time,
(c) if they request a document related to their studies on a subsequent occasion,
(d) if they fail to record the required data in the Neptun system.

(3) The following shall be considered reimbursement fees:
(a) fees charged by the University's organisational units for services provided in accordance with paragraphs 82 (1) *(a)-(c)* of the ANHE,
(b) fees payable in the event of failure to fulfil or delay in fulfilling the student's academic or administrative obligations,
(c) fees for training resulting in the completion of additional credits exceeding the mandatory requirement.

(4) The amount of each payment obligation shall not exceed five per cent of the statutory minimum wage set for full-time employment.

Section 74
Student Fee Discounts

(1) Students may submit requests for instalment payments or payment deferrals via the Neptun system. The decision on such requests shall fall within the competence of the Financial Directo.

(2) Instalment payments or payment deferrals on social grounds may only be granted in the case of payment obligations relating to tuition fees or dormitory fees. No discounts – in particular instalment payments, deferrals or exemptions – shall be granted for late payment fees. No discount fee shall be granted for community service activities. There shall be no right of appeal against a decision of refusal.

(3) The decision authorising payment in instalments shall include the modified payment deadline, the instalment schedule and the consequences of default. Within five working days of the decision, the new deadline and schedule shall be recorded in the Neptun system.

Section 75
Method of Payment of Student Fees and Management of Payments

(1) Students may fulfil their payment obligations related to their studies – except for payments made by third parties – through the Neptun system, their individual collection account, or by credit card. Payment obligations assumed by third parties shall be fulfilled by transfer to the University's main account or by transfer under the Student Loan Programme.

(2) Fees shall be paid up to the amount available in the collection account; it shall be the student's responsibility to ensure that this amount is available.

(3) Fees and reimbursements paid by students shall be used in accordance with the annual budget approved by the Maintainer.

Section 76
Sources of Student Allowances

(1) Student allowances shall be covered by state subsidies, the University's own revenues, and external donations and contributions.

(2) The University shall be entitled to state subsidies for student benefits under the following titles:
(a) student normative,
(b) normative funding for recipients of national higher education scholarships,
(c) normative funding for dormitory and student housing,
(d) housing allowance,
(e) textbook and notebook subsidies, as well as subsidies for sports and cultural activities,
(f) he institutional scholarship portion of the Bursa Hungarica Higher Education Municipal Scholarship.

(3) The University may award additional scholarships to its students from its own revenues, in accordance with the conditions set out in these Regulations, on the basis of applications.

Section 77
Titles of Student Benefits

(1) The grounds for granting support to students and the related eligibility criteria shall be determined in advance for each academic year and published no later than the first day of the autumn semester.

(2) The University may use the funds available for student benefits for the purposes specified in subsections (3) to (6).

(3) Performance-based scholarships:
(a) study scholarships,
(b) national higher education scholarship,
(c) institutional professional, scientific, and public life scholarships.

(4) Social-based scholarships:
(a) regular social scholarship,
(b) extraordinary social scholarship,
(c) institutional portion of the Bursa Hungarica Higher Education Municipal Scholarship,
(d) ministerial scholarship for foreign students,
(e) basic support,
(f) support for participation in professional internships.

(5) Targeted international scholarships:
(a) Stipendium Hungaricum scholarship,
(b) Scholarship Programme for Christian Youth,
(c) Diaspora Scholarship.

(6) Use for institutional operational purposes:
(a) production of lecture notes, electronic textbooks and teaching materials, purchase of electronic devices to aid preparation and devices to support the studies of students with disabilities,
(b) support for cultural and sporting activities,
(c) maintenance and operation of dormitories,
(d) renting of dormitory rooms, renovating dormitories,
(e) supporting the operation of Student Union,
(f) supporting student advisory organisations.

(7) Institutional scholarships may be awarded on the following grounds:
(a) Student Union Public Life Scholarship,
(b) Scientific Student Association Scholarship,
(c) other scholarships as determined by the University.

Section 78
Use of Student Allowance Funds

(1) The President of the Student Union and the Head of the Study Centre shall submit a joint proposal to the Financial Director each semester regarding the distribution of the portion of the institutional student allowance budget allocated as maintenance support.

(2) Up to seventy-nine per cent of the student allowance may be used for the following scholarships:
(a) at least sixty per cent for study scholarships,
(b) at least 4.8 per cent but no more than eighteen per cent for institutional professional, scientific and public life scholarships, of which at least four per cent but no more than six per cent may be used for student representative scholarships.

(3) The institutional amount of the national higher education scholarship may only be used to pay the national higher education scholarship.

(4) Regular and extraordinary social scholarships, basic support, and support for participation in professional internships may be used in the following proportions:
(a) at least twenty per cent of the student normative,
(b) thirty per cent of the housing support normative,
(c) fifty-six per cent of the textbook, notebook, sports and cultural normative.

(5) Further use of the textbook, notebook, sports, and cultural normative shall be as follows:
(a) twenty-four per cent for the production of lecture notes, e-textbooks, teaching materials and learning aids, in particular for students with disabilities,
(b) twenty per cent for the support of cultural and sporting activities.

(6) The institutional amount of dormitory support shall be used for the maintenance and operation of the dormitory. Up to seventy per cent of the normative amount of housing support may be used for the rental and renovation of dormitory rooms.

(7) At least one per cent but no more than six per cent of the institutional amount of the student standard may be used to support the operation of the Student Union.

Section 79
Eligibility for Student Benefits

(1) Students who meet the following criteria shall be eligible for scholarships:
(a) are enrolled at the University,
(b) are pursuing studies at the level and in the form required for the scholarship applied for,
(c) are enrolled in full-time education (if required by the application),
(d) are studying on a state scholarship or self-financed basis, in accordance with the specific conditions of the scholarship.

(2) Students shall be eligible for only one social scholarship at a time at one higher education institution. In the case of multiple student status, eligibility shall be determined by the institution with which the student first established their state scholarship status.

(3) Students may receive a national higher education scholarship at only one higher education institution at a time. If several institutions propose a student for a scholarship, the institution with which the student first established a student status shall decide on the award of the scholarship.

(4) Students who meet the conditions set out in the call for applications in respect of their academic progress or outstanding professional or public achievements shall be eligible for study scholarships, national higher education scholarships, and institutional professional, scientific and public life scholarship.

(5) Full-time students shall be eligible for regular and special social scholarships if they:
(a) are participating in a state-funded scholarship programme, or
(b) began their studies in a state-funded training programme and would still be eligible for state-funded training in the given field.

(6) Students participating in state-funded and self-financed higher education vocational training, Bachelor's and Master’s programmes shall be eligible for institutional professional, scientific, and public life scholarships.

(7) Students who are enrolled in state-funded or self-financed full-time higher education vocational training, Bachelor's or Master’s programmes shall be eligible for the Bursa Hungarica Higher Education Municipal Scholarship.

(8) Students who are enrolled in full-time, state-funded higher education vocational training, Bachelor's or Master’s programmes shall be eligible for support for participation in professional internships.

(9) Eligibility shall be determined on the basis of academic performance, taking into account the results of the last completed active semester. Credits earned through credit recognition shall not be included in the calculation of the academic scholarship.

Section 80
Rules for Announcing Scholarships

(1) cholarships provided by the University shall be announced in the form of a call for applications. Scholarships funded from other sources may also be announced at any time.

(2) The call for applications shall include:
(a) the conditions for submitting an application,
(b) the basic principles of evaluation,
(c) a points system enabling the independent evaluation of various activities,
(d) the organisational unit responsible for implementation and the person or body authorised to make the decision,
(e) the application procedure, the documents to be submitted and their content requirements,
(f) the form and amount of the scholarship available,
(g) the deadlines and the possibility of rectifying deficiencies,
(h) the method and time of notification of the results,
(i) data protection information and available legal remedies.

(3) The President of the University shall exercise the right of consent in connection with the announcement of scholarship applications.

Section 81
General Conditions for the Payment of Allowances

(1) Financial allowances awarded to students shall be paid exclusively through the Neptun system. Payment is conditional upon the registration of a valid, default bank account number held with a Hungarian financial institution, a tax identification number, and a permanent address in the Neptun system. The amount of allowances shall be rounded to the nearest one hundred forints.

(2) The University shall transfer the allowances to the bank account specified by the student in the Neptun system. The University shall not be liable for any delay or failure in payment resulting from the provision of incorrect or incomplete data or failure to report changes in data; the student shall bear the consequences thereof. If the student fails to provide the necessary data by the third payment attempt, they shall lose the allowance awarded to them.

(3) In the event of an unauthorised payment, the student shall repay the amount immediately, but no later than fifteen days from the receipt of the University's written request. Delivery shall be governed by the provisions of the Act on General Administrative Procedures and, in the event of late repayment, by the rules of the Civil Code. In such cases, the University shall be entitled to charge a late payment fee.

(4) If the student's legal status, work schedule, or form of financing changes during the semester in a way that affects their eligibility for benefits, their eligibility shall be retroactively terminated for the period following the change. In the event of mid-semester suspension, the student shall remain eligible for the allowance in the month of suspension; eligibility shall cease from the month following the month of suspension.

(5) If the student's semester becomes passive retroactively, with the exception of mid-semester passivation due to force majeure, the student shall be obliged to repay the benefits and discounts received in respect of their previously active legal status for that semester within fifteen days of the decision on passivation being made.

(6) The student shall be obliged to repay any scholarship or grant that they have received on the basis of false information, lack of eligibility, expired student status or for an unauthorised period.

Section 82
Assessment of Students' Social Situation

(1) When assessing the social situation of a student, the following factors shall be taken into account:
(a) he number and income situation of persons living together on a permanent basis, registered at or residing at the address of the property,
(b) the distance between the place of study and the place of residence, the duration and costs of travel,
(c) the costs associated with maintaining a separate household,
(d) in the case of disability, the costs of special equipment, personal assistants, sign language interpreters, and special travel,
(e) the regular health care expenses of the student or close relatives living in the same household,
(f) the number of dependants living in the same household,
(g) the costs associated with caring for relatives in need of care.

(2) When calculating income, the average of the last three months shall be taken into account in the case of regular monthly income, and one-twelfth of the last year shall be taken into account in the case of other, occasional, or non-monthly income. At the student's request, any credibly documented expected future changes in income shall also be taken into account.

(3) The student's social situation shall be assessed once per semester – with the exception of extraordinary social scholarships – at a uniform institutional level by the Equal Opportunities and Social Committee, on the basis of the criteria set out in Annex 5. The assessment shall be applied in the evaluation of regular social scholarships, dormitory places, and all other means-tested benefits.

Section 83
Study Scholarship

(1) Up to fifty per cent of the University's state-funded students enrolled in full-time programmes shall be eligible for study scholarships. The monthly amount of the scholarship shall not be less than five per cent of the student normative. The scholarship shall be awarded for the duration of one academic semester, i.e. five months.

(2) When determining the study scholarship, the student's performance in the last completed active semester shall be taken into account. A break in the previous semester(s) shall not be grounds for exclusion; in such cases, the academic results of the last active semester shall apply.

(3) Students enrolling in a higher education institution for the first time shall not be eligible for a study scholarship in their first active semester following enrolment. This provision shall also apply to students who, after completing a self-financed programme, are admitted to a state-funded scholarship programme through a repeat admission procedure.

(4) The amount of the study scholarship shall be determined by the scholarship index calculated on the basis of the previous active semester. The University shall use the adjusted credit index to calculate the scholarship index. Courses transferred with credit recognition shall not be taken into account in the calculation of either the credit index or the grade point average.

(5) In the case of parallel student status, the study scholarship may be awarded separately for each status, but it shall be awarded for only one programme on the basis of the same academic performance.

(6) Students who have been awarded a national higher education scholarship may not be excluded from the study scholarship.

Section 84
National Higher Education Scholarship

(1) The Minister responsible for higher education may award national higher education scholarships to provide financial and moral support to students who have achieved outstanding academic, scientific, professional, public or artistic achievements.

(2) The detailed conditions for applying for the scholarship programme, the application procedure, the documents required for application, the eligibility criteria, the selection process, and the benefits and obligations associated with the scholarship shall be set out in the call for applications, which shall be published by the Study Centre.

(3) Students receiving a national higher education scholarship shall not be excluded from receiving a study scholarship.

Section 85
Institutional Professional, Scientific and Public Service Scholarships

(1) Institutional professional, scientific and public service scholarships shall be available to students enrolled in higher education vocational training, undergraduate, or Master's programmes who have performed outstanding professional, scientific, or public service activities beyond the curriculum requirements. The scholarship shall be valid for one academic semester and may be paid monthly or as a lump sum, as a non-mandatory benefit.

(2) The scholarship shall only be obtained through an application process. The same activity or achievement shall only be considered for one scholarship. If a student applies for more than one scholarship with the same activity, they shall indicate this in each application.

(3) The following scholarships shall be included in the category of institutional professional, scientific and public service scholarships:
(a) Student Union Public Service Scholarship – awarded based on activities carried out in the Student Union, in recognition of work evaluated according to objective criteria. The half-yearly amount shall not exceed 250 per cent of the student normative,
(b) Scientific Student Association Scholarship – awarded based on active participation in the Scientific Student Association and outstanding scientific results,
(c) other scholarships – awarded in recognition of extracurricular professional, scientific, or public activities specified by the University.

Section 86
Regular Social Scholarship

(1) The regular social scholarship shall be a monthly cash allowance determined for one semester based on the student's social situation.

(2) Full-time students enrolled in higher education vocational training, Bachelor's or Master's programmes are eligible for regular social scholarships if they
(a) are participating in a state-funded scholarship programme, or
(b) began their studies in a state-funded scholarship programme and would be eligible for a state-funded scholarship based on the number of semesters they have completed in the given programme.

(3) The conditions for applying for the scholarship and the rules for its assessment are determined by the Equal Opportunities and Social Committee. The call for applications shall be prepared by 30 June of the year preceding the academic year at the latest and shall be published on the University's official websites.

(4) Students shall submit their applications for regular social scholarships electronically via the Neptun system, attaching the necessary supporting documents. A maximum of five working days

is available to remedy any deficiencies. Appeals against the decision may be lodged in writing in the manner specified in the call for applications.

(5) Applications shall be evaluated based on the point system described in Annex 4. Applicants shall be classified into either Group I or Group II for the given semester.

(6) Students who can prove that they:
(a) are in need due to a disability or health condition,
(b) are cumulatively disadvantaged,
(c) are the breadwinner of their family,
(d) have a large family, or
(e) are orphans.

(7) Students who can prove that they:
(a) are disadvantaged,
(b) have left guardianship upon reaching the age of majority, or
(c) are half-orphaned.

(8) The monthly support amounts associated with the support levels shall be determined every six months, taking into account the number of applications received, the scores achieved by the students, and the available budget. The Equal Opportunities and Social Committee shall decide on the specific amounts of support. The amount of support shall be differentiated based on the scores and adjusted according to the resources available during the application period.

(9) The monthly amount of the regular social scholarship shall not be less than the student normative:
(a) twenty per cent if the student belongs to the first need group,
(b) ten per cent if the student belongs to need group II,
(c) ten per cent if the student does not receive a per cent if the student does not receive a scholarship for part-time study and meets the conditions set out in subsection (8).

(10) In the case referred to in paragraph (9)*(c),* students who are enrolled in full-time education and meet the general conditions for applying for a scholarship based on their social situation, but who do not fall into either need group I or II, are eligible for the scholarship.

Section 87
Extraordinary Social Scholarship

(1) The extraordinary social scholarship shall be a one-time financial aid that can be requested in the event of an unexpected and significant deterioration in the student's social situation. The aid may only be granted on the basis of an individually submitted application with detailed justification to students whose social or life situation has deteriorated unexpectedly and in a verifiable manner.

(2) The scholarship can be applied for at any time during the academic year but can only be awarded once for the same event. The application shall be submitted within ninety days of the event. The maximum amount of the scholarship shall be 200,000 forints.

(3) The application may be submitted within ninety days of the event causing the deterioration of the social situation. Applications submitted after the deadline shall be considered formally incorrect and shall be rejected.

(4) Extraordinary social scholarships may be awarded in the following cases:
(a) if the student's parent, guardian, or a member of their household has died,
(b) if a child is born to the student or a member of the student's household,
(c) if there has been a loss of income in the student's household,
(d) in other cases, involving an unexpected deterioration in the student's social situation that requires special consideration and is duly justified.

(5) A student may apply for an extraordinary social scholarship no more than once per semester. The application shall be accompanied by official documents credibly supporting the circumstances

(death certificate, employer's certificate, medical report). Applications submitted without supporting documents shall be rejected on formal grounds.

(6) The Equal Opportunities and Social Committee shall decide on the award of extraordinary social scholarships on the basis of the submitted application and its annexes. Decisions on student applications received shall be made at least once a month. Payment shall be made within eight working days of the decision.

Section 88
Bursa Hungarica Higher Education Municipal Scholarship

(1) The Bursa Hungarica Higher Education Municipal Scholarship shall be a cash benefit, part of which is provided by the University as an institutional scholarship to students who have received support from the municipality of their permanent residence under the application system and are pursuing full-time higher education vocational training, undergraduate or master's degree programmes.

(2) The scholarship shall only be awarded based on the applicant's social situation. The institutional scholarship portion is independent of any other support provided within the University.

(3) The scholarship awarded shall be paid to the student by the University. The Study Centre shall verify the eligibility criteria before the payment begins. If the student does not meet the criteria, the scholarship shall be terminated.

(4) Scholarship payments shall begin in October and March and shall be made in the same manner as student allowances. The municipal scholarship portion shall be paid in a lump sum after transfer to the University and shall then continue in subsequent months in line with the institutional scholarship portion. In months when the student’s student status is suspended, the scholarship shall be suspended without altering the deadline for payment.

(5) The student shall report in writing to the University any changes affecting their eligibility for the scholarship—particularly changes in personal data, the name or schedule of the training programme, or any deferral of studies—without delay, but no later than fifteen days after the change occurs. Students who fail to comply with this reporting obligation may be excluded from further scholarship payments and shall be required to repay any amounts unduly received to the University within thirty days.

Section 89
Ministerial Scholarships for Foreign Students

(1) The Minister responsible for higher education may award scholarships per academic year to non-Hungarian citizens who are participating in state-funded full-time education or part-time studies in Hungary.

(2) The detailed conditions for applying for the scholarship programme, the application procedure, the documents required for application, the eligibility criteria, the selection process, and the benefits and obligations associated with the scholarship shall be set out in the call for applications, which shall be published by the Study Centre.

Section 90
Basic Support

(1) Basic support shall be available through an application process and shall be a one-time cash benefit awarded based on the student's social situation, which may be paid once per semester.

(2) The detailed conditions for applying for the scholarship programme, the application procedure, the documents required for application, the eligibility criteria, the selection process, and the benefits and obligations associated with the scholarship shall be set out in the call for applications published by the Study Centre.

Section 91
Professional Internship Scholarship

(1) State scholarship recipients enrolled in full-time undergraduate programmes shall be eligible for professional internship scholarships. Professional internship scholarships may be awarded for a maximum of one academic semester to students who participate in up to six months of continuous professional practice as required by the training and outcome requirements, on the basis of an application.

(2) Students shall be eligible for the scholarship if they:
a) complete their professional practice at a location other than the University's headquarters or premises,
b) do not receive dormitory accommodation at the place of practice,
c) the distance between the place of professional practice and the student's permanent residence is at least ten kilometres.

(3) The Equal Opportunities and Social Committee shall be responsible for announcing the scholarship, setting the application conditions and awarding the scholarship. The monthly amount of the scholarship shall not exceed ten per cent of the annual student normative.

Section 92
Stipendium Hungaricum Scholarship Programme

(1) The aim of the Stipendium Hungaricum Scholarship Programme shall be to provide special support for foreign students studying at Hungarian higher education institutions. The scholarship programme shall be administered by the organisation specified in Government Decree 285/2013 (VII. 26.).

(2) The detailed conditions for applying for the scholarship programme, the application procedure, the documents required for application, the eligibility criteria, the selection process, and the benefits and obligations associated with the scholarship shall be set out in the call for applications published by the Study Centre.

Section 93
Scholarship Programme for Christian Youth People

(1) The purpose of the Scholarship Programme for Christian Youth shall be to provide special support to young people who are subject to religious persecution or threats in their home countries or who suffer restrictions on their freedom of religion. The scholarship programme shall be administered by the organisation specified in Government Decree 120/2017 (VI. 1.).

(2) The detailed conditions for applying for the scholarship programme, the application procedure, the documents required for application, the eligibility criteria, the selection process, and the benefits and obligations associated with the scholarship shall be set out in the call for applications published by the Study Centre.

Section 94
Diaspora Higher Education Scholarship Programme

(1) The aim of the Diaspora Higher Education Scholarship Programme shall be to provide opportunities for foreign citizens of Hungarian origin who belong to diaspora communities to pursue higher education at Hungarian higher education institutions. The scholarship programme shall be operated by the Minister of Foreign Affairs and shall be administered by the Tempus Public Foundation.

(2) he detailed conditions for applying for the scholarship programme, the application procedure, the documents required for application, the eligibility criteria, the selection process, and the benefits and obligations associated with the scholarship shall be set out in the call for applications, which shall be published by the Study Centre.

Section 95
Use of Textbook, Study Note, Sports and Cultural Normative Support

(1) The University may allocate up to twenty-four per cent of the funds available for student benefits under the textbook, study note, sports and cultural normative for the following purposes:
(a) production or purchase of electronic textbooks and teaching materials,
(b) purchase of electronic devices to aid learning and preparation,
(c) purchase of tools to assist students with disabilities in their studies.

(2) Twenty percent of the institutional amount of the subsidy shall be used to support cultural and sports activities.

(3) Cultural activities shall include cultural programmes and events organised by the University for students, as well as career, lifestyle, and academic counselling.

(4) Sports activities shall include physical exercise, sports, competitions, and activities and counselling that promote a healthy lifestyle, organised or provided for students within the framework of the University.

Section 96
Support for the operation of the Student Union

(1) The Student Union shall operate at the University to represent student interests. The University shall provide the operating conditions for the Student Union to function and perform its tasks, and shall be entitled to monitor the lawful use of support and the lawful operation of the Student Union.

(2) The activities of the Student Union shall be supported by the University from the normative support provided to it from the central budget as part of the student normative allowance. The amount of such support shall be at least one per cent and at most six per cent of the institutional student allowance.

(3) The Student Union shall manage its finances within the approved budget. At the end of each semester, it prepares a detailed financial report on its expenditure, broken down in accordance with the budget. If, during its management, the budget for the current semester is exceeded, the uncovered costs shall be accounted for in the next semester by reducing the budget of that semester.

(4) If the Student Union intends to reallocate part of the budget of the current semester to the following semester, or to establish a reserve from it, it may submit its request to the University's Financial Director, specifying the relevant budget line, by twenty December or thirty June. Failure to meet the deadline shall result in the given amount not being available in the following semester.

(5) The Student Union shall not have independent legal personality; therefore, the Financial Director shall be authorised to make commitments and statements on behalf of the University from the budget specified in subsection (2).

Section 97
Support for Students with Special Needs

(1) Students with special needs shall be entitled to concessions and exemptions in order to meet academic requirements if they declare their special needs during registration and provide expert opinion to support their claim.

(2) If the student's (applicant's) disability or special educational needs already existed during secondary education, the disability or special educational needs shall be verified by an expert opinion issued by the county (capital) pedagogical service institutions and their member institutions acting as county expert committees.

(3) If the student's (applicant's) disability or special educational needs did not exist during secondary education, any disability arising thereafter shall be verified by an expert opinion issued by the ELTE National Pedagogical Service.

(4) Students with disabilities shall be entitled to the benefits provided by the University if, upon their request, the Equal Opportunities and Social Committee registers them and decides on the provision of assistance, exemptions, and benefits, as well as on the assessment of requests for partial or complete exemption from study obligations.

(5) Students undergoing long-term medical treatment may, in the case of special needs affecting their studies due to their illness, be granted any benefits provided to students with disabilities, based on the opinion of the Equal Opportunities and Social Committee.

(6) The longer preparation time shall be set at least thirty per cent longer than the time set for students without disabilities.

(7) The student shall be required to contact the instructor of the course at least four working days prior to the examination in order to agree on accommodation and exemptions.

Section 98
Academic Concessions for Students with Special Needs

(1) General concessions that may be granted to all students with disabilities or special needs:
(a) provision of longer preparation time,
(b) written examinations instead of oral examinations, or vice versa,
(c) written presentation of questions, simplification of their wording, provision of breaks, holding the examinations in several parts,
(d) partial or complete exemption from practical requirements or completion of such requirements in a different form,
(e) permission to use special technical and information and communication equipment (e.g., computer, voice recorder, magnifying glass, Braille reader, spelling dictionary, calculator).

(2) In the case of students with limited mobility, the course may be completed under a different work schedule.

(3) Discounts available for hearing-impaired students:
(a) use of visual aids,
(b) written examinations instead of oral examinations.

(4) Concessions applicable to visually impaired students:
(a) exemption from visual tasks, with assessment of theoretical knowledge,
(b) making written materials available in digital, audio, or enlarged format.

(5) Concessions applicable to students with speech impairments:
(a) written examinations instead of oral examinations,
(b) permission to use technical aids (e.g., speech synthesiser).

(6) Concessions applicable to students with dyslexia, dysgraphia, or dysorthography:
(a) oral examination instead of written examination, or written examination instead of oral examination,
(b) permission to use aids during the examination (in particular computers, typewriters, spelling dictionaries, and explanatory dictionaries),
(c) exemption from the language examination or from a part or level thereof.

(7) Concessions applicable to students with dyscalculia:
(a) exemption from calculation tasks, while still requiring theoretical knowledge,
(b) permission to use aids during examinations that the student has previously worked with during their studies (tables, calculators, configuration).

(8) Concessions applicable to students with hyperactivity and attention deficit disorder:

(a) minimising the students' waiting time during examinations,
(b) holding longer examinations in several parts, or allowing breaks without leaving the examination room, or allowing physical activity,
(c) tolerance of emotional expressions,
(d) ensuring that examination are held in a separate room,
(e) during oral examinations, writing down or repeating questions several times if requested by the student, helping to clarify expectations and questions.

(9) Concessions that may be granted to students with behavioural disorders:
(a) replacing written examinations with oral examinations, replacing oral examinations with written examinations,
(b) holding the examination in several parts, allowing breaks,
(c) tolerance of individual urges and emotional expressions,
(d) providing a separate room for the examination,
(e) during oral examinations, at the student's request, writing down questions, clarifying expectations and questions, simplifying the wording of questions and instructions.

(10) Concessions applicable to students with autism spectrum disorders:
(a) adapting the conditions of the examination to the student's special needs,
(b) presenting questions in written form during examinations, simplifying their wording,
(c) assistance in clarifying expectations and questions,
(d) Use of special tools (voice recorder, computer, dictionary).

Chapter V
DISCIPLINARY AND COMPENSATION REGULATIONS

Section 99
Disciplinary Offence

(1) A student shall commit a disciplinary offence if they culpably and seriously violate their obligations arising from their student status.

(2) The obligations arising from the student's legal status shall be set out in the relevant legislation, the University's regulations, the Articles of Association of the Student Union and the student's training contract. Obligations may also be established by the University's training programme, the curriculum, the course data sheet, individual decisions issued in relation to the student, and by the student's instructor.

(3) It shall be considered a culpable and serious breach of duty if the student:
(a) violates or jeopardises the lawful operation of the University,
(b) seriously damages the reputation of the University,
(c) commits a criminal offence or misdemeanour that is morally incompatible with preparing for the profession,
(d) copies answers or solutions from another person during an examination, by any means,
(e) uses someone else in place of themselves or offers or undertakes to do so during an examination,
(f) obtains or transfers examination questions without authorisation, or attempts to obtain them,
(g) presents the work of another person as their own (plagiarism),
(h) presents joint work as their own independent achievement or provides false information about their own contribution,
(i) falsifies an assessment without authorisation,
(j) seriously or repeatedly disrupts the order of education or assessment,
(k) misleads or deceives a University instructor or other employee,
(l) engages in offensive, violent, or threatening behaviour towards a University instructor, employee, or student, or threatens to use violence,
(m) engages in malicious computer activity or deliberately uses unsafe solutions,

(n) illegally modifies private or public documents.

(4) A breach of duty that is subject to adverse legal consequences under the Study and Examination Regulations shall not be considered a disciplinary offence.

Section 100
Regulations on the Disciplinary Committee

(1) The composition of the Disciplinary Committee shall be set out in Section 19 of the Organisational and Operational Regulations.

(2) The following persons shall not participate in the Disciplinary Committee:
(a) close relatives of the student subject to disciplinary proceedings,
(b) anyone who has been heard as a witness or expert in the case,
(c) anyone whose impartial and objective participation cannot reasonably be expected.

(3) Any conflict of interest shall be reported to the chair of the Disciplinary Committee. A motion for conflict of interest may also be made by the student subject to the proceedings and their representative at the start of the disciplinary hearing. The motion shall be recorded in the minutes.

(4) The Disciplinary Committee shall decide on the conflict of interest in a closed session. The decision on the motion shall be recorded in the minutes. If the motion is accepted, the disciplinary hearing shall be postponed until a new Committee member is appointed.

Section 101
Ordering Disciplinary Proceedings

(1) Disciplinary proceedings shall be initiated on the basis of a report or official knowledge. Official knowledge shall be deemed to mean information acquired by a person authorised to order disciplinary proceedings.

(2) Anyone may initiate disciplinary proceedings by submitting evidence to the chair of the Disciplinary Committee. Academic performance does not affect the initiation of proceedings.

(3) The Legal Director shall be authorised to order disciplinary proceedings. The student shall be informed of the proceedings in writing, indicating the act forming the basis of the proceedings. The members of the Disciplinary Committee shall be informed by sending them all the documents. If no proceedings are initiated, the initiator shall be informed.

(4) Disciplinary proceedings shall not be initiated if one month has elapsed since the disciplinary offence became known and five months have elapsed since it was committed. Official knowledge shall be deemed to have been acquired when the circumstances giving rise to the proceedings come to the attention of the person authorised to initiate disciplinary proceedings.

Section 102
The Disciplinary Hearing

(1) The Disciplinary Committee shall hold a disciplinary hearing within fifteen days of ordering the proceedings. Minutes shall be taken of the hearing.

(2) The disciplinary hearing shall be public. The chair of the Disciplinary Committee may exclude the audience from the hearing or part thereof. The student subject to the proceedings or the witness may request a closed hearing if it is likely that a public hearing would prejudice their legitimate interests.

(3) The chair of the Disciplinary Committee shall notify the student, witnesses, and experts in writing at least three working days prior to the hearing. The notification shall indicate the place and time of the hearing, the roles of the parties concerned, and shall draw their attention to the obligation to prove their identity.

(4) The disciplinary hearing shall be chaired by the chair of the Disciplinary Committee, who shall ensure compliance with the provisions of these Regulations, maintain order during the hearing, and ensure that rights are exercised.

(5) After verifying attendance, if there are no obstacles to holding the hearing, the chair of the Disciplinary Committee shall ask the witness(es) to leave the room, then present the facts on which the hearing is based, and the Committee shall hear the student subject to the proceedings.

(6) In the absence of the student subject to disciplinary proceedings, the hearing shall be held if they fails to appear despite having been duly notified and has not provided an acceptable reason for his or her absence in advance. If the student provides a valid reason for their absence within three days, a new date for the hearing shall be set, or, at their request, they shall be allowed to submit their comments in writing.

(7) If the student subject to the proceedings admits to committing the disciplinary offence, further evidence may be dispensed with.

(8) The student and their representative shall be entitled to:
(a) inspect the procedural documents, take notes on them,
(b) make motions,
(c) make comments orally or in writing,
(d) to present a coherent defence,
(e) question witnesses and experts.

(9) The facts of the case shall be clarified. The Disciplinary Committee may conduct evidentiary proceedings for the purpose of clarifying the facts of the case, including, in particular, hearing witnesses, inspecting documents, and consulting experts. The student subject to disciplinary proceedings may comment on all evidence and motions.

(10) Witnesses shall be informed of their obligation to tell the truth and of the consequences of giving false testimony. Witnesses and experts may not be present at each other's hearings. In the event of conflicting statements, a confrontation may be used.

(11) The Disciplinary Committee shall decide by majority vote in a closed session within fifteen days of the initiation of the proceedings. The decision shall be recorded in writing.

Section 103
Conclusion of Disciplinary Proceedings

(1) Disciplinary proceedings shall be concluded within thirty days. The deadline may be extended by a further thirty days.

(2) If criminal proceedings are also pending against the student subject to disciplinary proceedings in the same case, the disciplinary proceedings shall be suspended until the criminal proceedings become final. If it is not possible for the person subject to disciplinary proceedings to be heard or to participate in the hearing for reasons beyond their control, the disciplinary proceedings shall be suspended until the obstacle has ceased to exist.

Section 104
Disciplinary Sanctions

(1) In the event of a disciplinary offence, the student shall be subject to disciplinary sanction. The initiation of disciplinary proceedings and the imposition of disciplinary sanctions shall not be influenced by the student's academic performance.

(2) Disciplinary sanctions shall include:
(a) reprimand,
(b) severe reprimand,
(c) reduction or withdrawal of benefits and allowances for up to six months,
(d) suspension from studies for a fixed period of up to two semesters,

(e) expulsion from the University.

(3) When determining the disciplinary sanction, all circumstances of the act shall be taken into account, in particular the circle of those who suffered harm, the consequences, the repetition of unlawful conduct, and the gravity of the act committed.

(4) Social support shall not be withdrawn as a disciplinary sanction imposed under paragraph (2)*(c)*. The sanctions specified in paragraphs (2)*(d)* and *(e)* shall entail the permanent or temporary withdrawal of benefits and privileges associated with student status. The duration of the disciplinary sanction specified in paragraph (2)*(d)* shall only be determined in full semesters, during which time the student's legal status shall be suspended.

(5) Personal data – with the exception of the name of the student subject to disciplinary proceedings in the case of a public hearing – shall be kept separate and confidential within the case files by the Disciplinary Committee, and the Committee shall ensure that such data does not become known during the proceedings. Only the Disciplinary Committee, the minute-taker, the Rector, and, in the case of second-instance proceedings, the second-instance body shall be entitled to access the data kept in a sealed envelope.

Section 105
Disciplinary Decision

(1) After the evidentiary proceedings, the Disciplinary Committee shall decide in a closed session. Only the members of the Committee and the minute-taker may be present at the session.

(2) The disciplinary decision shall be based on the evidence directly examined and evaluated during the proceedings. No fact that has not been proved beyond reasonable doubt shall be held against the student.

(3) If a disciplinary sanction is imposed, the decision shall include:
(a) the name of the disciplinary offence committed,
(b) the sanction imposed,
(c) the established facts, evidence, facts indicating the student's guilt, and circumstances taken into account in the justification,
(d) the possibility of legal remedy.

(4) In the event of the termination of disciplinary proceedings, the decision shall include the reasons for the termination of the proceedings, which shall be as follows:
(a) the act committed is not a disciplinary offence or was not committed by the student subject to the proceedings,
(b) the disciplinary offence cannot be proven,
(c) the disciplinary offence is time-barred,
(d) the act on which the proceedings are based has already been dealt with through disciplinary measures.

(5) The disciplinary decision shall be delivered to the student subject to the proceedings by registered post with acknowledgement of receipt.

(6) The student may appeal to the Appeals Committee within fifteen days of the notification of the disciplinary decision, citing a violation of the law or a violation of student rights. The appeal shall have suspensive effect.

Section 106
Liability of Students for Damages

(1) If, in the course of carrying out their academic obligations, students cause unlawful damage to the University or the organiser of practical training, they shall be liable in accordance with the provisions of the Hungarian Civil Code or the Labour Code, with the exceptions specified in the ANHE.

(2) In the case of negligent damage, the amount of compensation payable by the student shall not exceed fifty percent of the minimum mandatory wage (minimum wage) applicable on the date of the damage. In the case of intentional damage, the full extent of the loss shall be compensated.

(3) The student shall be fully liable for any loss of or damage to items taken over with an obligation to return or account for them, if they keep them in their constant custody and use or handle them exclusively. They shall be exempt from liability if the loss was caused by unavoidable circumstances.

(4) A report shall be drawn up regarding the damage. The report shall be signed by the student responsible, who shall also declare whether they acknowledge the damage and undertake to provide compensation. The student's statement shall be included in the report.

(5) If no disciplinary offence was committed while causing the damage, the Rector shall decide on the compensation case upon the recommendation of the financial director and with the agreement of the President. The decision shall be recorded in a resolution. The compensation resolution shall include the number and date of the resolution, the details of the student who caused the damage, the extent of the damage caused, the amount of compensation, the justification, and information on available legal remedies. The justification for the decision shall describe in detail the reasons for determining the compensation, the circumstances taken into account, and shall indicate the provisions on which the compensation decision is based.

(6) If the student liable for compensation does not acknowledge the damage or if it occurred in conjunction with a disciplinary offence, the rules of disciplinary proceedings shall apply, and the Financial Director shall be invited to the hearing with the right to participate in the deliberations.

(7) The claim for compensation may be enforced even after the termination of the student's legal relationship if unlawful damage occurred during the existence of the legal relationship.

(8) The student may appeal to the Appeals Committee within fifteen days of the notification of the decision on compensation, citing a violation of the law or a violation of student rights.

Section 107
Liability of the University for Damages

(1) The University and the organiser of practical training shall be liable to compensate the student for any damage caused in connection with the student's legal relationship or practical training in accordance with the provisions of the Civil Code. They shall be exempt from liability if they prove that the damage was caused by an unavoidable cause outside their sphere of activity or by the unavoidable behaviour of the injured party.

(2) If the student has entered into a student employment contract, the provisions of the Labour Code shall apply to the compensation of damages caused to the organiser of the practical training or to the student.

(3) The student may request compensation for the damage from the Financial Director in a request submitted via the Neptun system, which shall describe in detail the nature of the damage, the circumstances in which it occurred, and its actual or, if this is not known, its estimated value. In matters of compensation, the Rector shall decide on the recommendation of the Financial Director and with the agreement of the President.

(4) The rules of this section shall apply to activities and events directly organised by the University.

Section 108
Exemption from the Adverse Consequences of Disciplinary Sanctions

(1) The student shall be exempt from the adverse consequences of disciplinary sanctions – without a request or a decision to that effect – after the following period has elapsed since the decision became final:
(a) three months in the case of a reprimand,

(b) six months in the case of a severe reprimand,
(c) in the event of a reduction or withdrawal of allowances and benefits, the expiry of the period specified in the decision, but no later than six months,
(d) in the case of suspension from studies, upon expiry of the suspension, but no later than four semesters.

(2) In the event of exemption, the decision in the disciplinary case shall be automatically removed from the register and the student shall not suffer any disadvantage in connection with the disciplinary sanction.

(3) In the case of expulsion from the University as a disciplinary sanction, the Disciplinary Committee may, at the request of the former student, issue a decision granting exemption, provided that at least three years have elapsed since the date on which the underlying decision became final. In the case of exemption, the decision in the disciplinary case shall be removed from the register.

Chapter VI
FINAL PROVISIONS

Section 109
Effect

(1) These Regulations shall enter into force on 1 August 2025, at which time the Student Requirements System approved by the Maintainer's decision No. 2023/12/4, issued on 21 December 2023, shall cease to have effect.

(2) Upon the entry into force of these Regulations, Joint Instruction No. 3/2025 (05.14.) of the Rector and President on the rules for foreign student applications and fee payments shall cease to have effect.

(3) In the event of a change in legislation, any text that is incompatible with these Regulations and with the joint instruction of the Rector, President, and Rector-President prepared on the basis of the authorisation contained in these Regulations shall be replaced by the relevant provision without any separate measures.

Annex 1 to the Student Requirement System of the Dennis Gabor University

PAYMENT OBLIGATIONS OF STUDENTS

Name of fee	Amount of fee	VAT content of fee
Transfer request	HUF 10,000 / request	21.26%
Receipt request (foreign)	HUF 50,000 / request	21.26%
Training change fee (course, specialisation, study schedule)	HUF 20,000 / request	21.26%
Credit transfer application - per subject	HUF 5,000 / subject	Tax-exempt (Section 49 of the ANHE)
Preliminary credit transfer request - per subject	HUF 10,000 / subject	21.26%
Fee for preliminary informal knowledge and work experience credit transfer	HUF 10,000 / subject	21.26%
Request for equitable treatment	HUF 20,000 / application	21.26%
Request for instalment payment	HUF 10,000 / request	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Late enrolment / registration	HUF 10,000 / occasion	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Late fee (failure to meet study deadlines)	HUF 10,000 / occasion	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Late fee (failure to meet payment deadlines)	HUF 10,000 / item	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Fee for unexcused absence from an examination	HUF 10,000 / occasion	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Passive semester administration fee	HUF 10,000 / semester	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Fee for retaking a passed examination	HUF 10,000 / occasion	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Late course registration/withdrawal (student's fault)	HUF 10,000 / subject	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)

Online oral examination provided upon individual request	HUF 10,000 / occasion	21.26%
Repeat course fee	HUF 10,000 / subject	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Repeated exam fee	HUF 10,000 / exam	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Late submission of thesis/final paper outline	HUF 10,000 / occasion	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Change of thesis supervisor	HUF 10,000 / occasion	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Request to change the deadline for submitting a thesis/final paper	HUF 10,000 / request	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
External and/or internal consultation for thesis preparation after termination of student status	HUF 25,000 / semester	21.26%
Final examination taken after termination of student status (examination organisation fee)	HUF 50,000 / occasion	21.26%
Loss of validation sticker	HUF 3,500 / occasion	Tax-exempt (Section 82(2) of the Act on Taxation and Section 85 of the Act on Value Added Tax)
Certificate (in Hungarian, for former students)	HUF 10,000 / certificate	21.26%
Certified credit/subject certificate	HUF 5,000 / subject	21.26%
Postage of official documents within Hungary	HUF 5,000 / envelope	21.26%
Postage of official documents abroad	HUF 10,000 / envelope	21.26%
Posting of documents	HUF 4,000 / envelope	21.26%
Issuing a duplicate of a lesson book/register extract	HUF 20,000/ duplicate	21.26%
Certification of a copy of a transcript/register extract	HUF 10,000 / duplicate	21.26%
Issuing a duplicate certificate	HUF 20,000 / duplicate	21.26%
Issuing a duplicate certificate supplement	HUF 20,000 /duplicate	21.26%
Issuing a certificate supplement in Hungarian and English	HUF 50,000 /issuance	21.26%
Issuing a certificate supplement in English	HUF 20,000 / issue	21.26%

Reissue of certificate (with or without language examination)	HUF 10,000 / certificate	21.26%
Issuance of a new certificate due to incorrect data provision	HUF 20,000 / occasion	21.26%
Issuing a new certificate attachment due to incorrect data reporting	HUF 20,000 / occasion	21.26%
Additional administrative costs	HUF 5,000 /occasion	21.26%

Annex 2 to the Student Requirement System of the Dennis Gabor University

POINTS AVAILABLE WHEN APPLYING FOR A MASTER'S PROGRAMME

The total number of points available to applicants for Master's programmes is 100.

A maximum of 90 points can be obtained:

(a) the sum of the score calculated as nine times the diploma grade (rounded to a whole number, maximum 45 points) and the maximum 45 points available in the admission interview, or

(b) twice the maximum of 45 points that can be obtained in the admission interview.

A maximum of 10 extra points can be earned:

(a) For achieving at least third place at the National Scientific Student Conference: a maximum of 8 points,

(b) For at least third place at the Scientific Student Conference: up to 3 points,

(c) for partial training abroad: 3 points,

(d) Based on a published or accepted publication: up to 6 points.
For 1 publication: 3 points,
For 2 or more publications: 6 points,

(e) based on foreign language skills:
1st language exam: advanced (C1) complex: 4 points,
2nd language exam: at least intermediate (B2) complex: 4 points,
3rd language exam: at least intermediate (B2) complex: 4 points,

(f) based on equal opportunities, a maximum of 5 points:
in case of certified disability: 2 points,
in the case of proof of childcare: 1 point,

(g) in case of certified disadvantage: 2 points.

Annex 3 to the Student Requirement System of the Dennis Gabor University

STUDENT TRAINING CONTRACT

concluded between, on the one hand,

Dennis Gabor University
Registered office:
Institutional ID: FI54333
Represented by: ...Rector,
Tax number: ...
as a higher education institution providing training (hereinafter referred to as "the University"),

on the other hand

the Student:

Name:	
Birth name:	
Student ID:	
Place of birth:	
Date of birth:	
Mother's name:	
Address:	
Place of residence:	
Citizenship:	
Passport number:	
Tax identification number:	
Social security number:	

as a student participating in the University's self-financed programme (hereinafter referred to as "the Student") (the University and the Student together hereinafter referred to as the "Parties") at the place and on the date indicated below, under the following terms and conditions:

1. The Parties have entered into this Contract in accordance with Act CCIV of 2011 on National Higher Education (hereinafter referred to as "ANHE") and its implementing regulations, as well as the internal regulations of the University.

2. The University organises the training programme entitled [**name of the programme**], [level of training] level, [**work schedule of the programme**] section (hereinafter referred to as the "Programme"). The Programme is provided to Students in the form of group instruction, based on the requirements set out in the governing legislation and the curriculum approved by the University Senate. The purpose of the Programme, and the qualifications, knowledge and competences to be acquired through it, are determined by the Programme's training and outcome requirements, professional requirements, and examination regulations, as well as the University's training plan.

3. Upon fulfilment of the training requirements and acquisition of the credit points specified as a condition for completion of the training, the University shall issue a final certificate and, upon successful completion of the final examination, a diploma indicating the professional qualification.

4. Location of training: Dennis Gabor University – Budapest.

5. Duration of the training as specified by law: [training period] semesters. The total number of credit points to be earned is at least [required credits]. The Student is required to earn at least one-third of the credit points at Dennis Gabor University.

6. Schedule of the training: if progress is made according to the sample curriculum from the date of first enrolment, by the end of the [semester] semester of the [academic year] academic year, taking into account the rules for the organization of studies, the average [average number of hours] hours/week.

Self-financed training

7. The Student shall pay the self-financing fee as follows.

8. Upon initial enrolment in the Programme, as well as in subsequent semesters, the self-financing fee shall be set at a fixed amount. The self-financing fee payable by the student shall be **[self-financing tuition fee]** HUF/semester, which amount shall not be unilaterally modified during the period of the Student's legal relationship in respect of the Programme.

9. In subsequent semesters, provided that the student does not suspend their student status, they shall pay the tuition fee for the semester in a single instalment. Tuition fees must be paid without late fees, in a verifiable manner, prior to registration and course enrolment for the given semester, or as verified in accordance with a final decision on any discounts granted. The University's claim for tuition fees arises upon enrolment or registration. Tuition fees are not proportional compensation for services but constitute a fee. The University is entitled to tuition fees for the semester even if the student has not completed the semester for any reason, whether due to failure to take examinations or postponement.

10. Refund of tuition fees paid:
    (a) If the Student has registered for courses, paid the tuition fee, but does not commence their studies and notifies the University in writing within one and half months of the start of the semester (by 14 October in the autumn semester, by 14 March in the spring semester), 70% of the amount paid shall be refunded to the Student upon request.
    (b) If the Student has not paid the tuition fee, has registered for courses but does not commence their studies, and notifies the University in writing within one and half months of the start of the current semester (by 14 October in the autumn semester, by 14 March in the spring semester), 30% of the tuition fee shall be payable by the last day of the second month of the semester (31 October, 31 March).
    (c) If the Student or their representative withdraws the statement regarding the maintenance of student status solely on the grounds of force majeure (serious accident, long-term hospital care) after 15 October the Student shall be refunded 70% of the total of the tuition fee already paid, pro rata, within 15 days of making the statement.
    (d) If the Student has not paid the tuition fees by the deadline, they shall be obliged to pay 30% of the total tuition fees and the amount exceeding the pro rata portion of 70%.
    (e) If the University does not commence, the training specified in this Contract, or if it is interrupted due to the University’s fault, the Student shall be refunded the full amount of the tuition fees paid by them.

Miscellaneous Provisions

11 The University may only impose other fees and charges on the Student on the basis of legislation or statutory authorization, the amounts of which for a given academic year are specified in a joint instruction issued by the Rector and the President.

12. Payment shall be made by bank transfer via the Neptun system or by bank transfer against an invoice. In the event of late payment, the Student shall pay a late payment fee for each occasion of delay, in accordance with the legal title of the delay due to study administration, at the rate specified in Annex 1.

13. The Student declares that they are familiar with the provisions of the laws and university regulations governing their student status.

14. Students shall fulfil their academic obligations and pass the final examination specified as a condition for completing their studies in accordance with the relevant regulations. Particular attention shall be paid to attending classes in accordance with subject requirements and obtaining midterm or final grades for all the subjects taken each semester. Failure to meet these requirements may result in the unilateral termination of the Student's legal relationship. If the requirements are not met, the Student may continue their studies or retake the failed course in accordance with the relevant legal provisions.

15. The University's tasks and obligations:
    (a) It shall compile a syllabus and sample curriculum in accordance with the training requirements set out in Point 2, and shall ensure the personnel and material conditions for training on the basis of courses organised within and outside the timetable and open laboratories.
    (b) It shall organise and conduct the final examination specified as a condition for completion of the training and shall issue and manage documents related to the training and exam in accordance with the law.
    (c) If an unavoidable obstacle arises in adhering to the class schedule, the University reserves the right to change the schedule, except in cases of force majeure, subject to a prior notification obligation.

16. The University is entitled to process the Student's personal data specified in Annex 3 of the ANHE The Student undertakes to report in writing within eight days any changes to the data specified in this contract and the data listed in Annex 3 of the ANHE necessary for monitoring and controlling the fulfilment of the obligations set out herein. The Student may familiarize themselves with the data processing procedures carried out by the University in the Data Processing Notice available on the University's website.

Final Provisions

17. The Parties express their intention to settle any disputes arising in the performance of this contract primarily by amicable means. If negotiations to resolve the disputed issues are unsuccessful, they shall choose Hungarian jurisdiction and the ordinary courts to adjudicate their appeal, which, depending on the rules of jurisdiction, means that the court of the University's registered office shall have jurisdiction.

18. Matters not regulated in this contract shall be governed by the provisions of Hungarian law in force at the time, in particular the ANHE, Act V of 2013 on the Civil Code, and the relevant provisions of the University's Organizational and Operational Regulations.

19. This contract shall enter into force on the date of its signing, shall be made in 2 (two) original copies, shall consist of four (4) pages, and one (1) copy of each signed original shall be retained by the University and the Student respectively. The University shall keep one original copy of the contract in the Student's personal file and shall be obliged to retain it for ten years.

20. Having read and understood this Contract, the Parties hereby sign it as fully reflecting their will.

Budapest, ...

Rector
Dennis Gabor University

Student

Annex 4 to the Student Requirement System of the Dennis Gabor University

CERTIFICATES FOR THE ASSESSMENT OF REGULAR SOCIAL SCHOLARSHIPS

FACTOR	TYPE OF CERTIFICATE	POINTS
The monthly income per capita in the household is less than HUF 60,000	Income certificate, National Tax and Customs Administration certificate, employer's statement, benefit certificates	30
The monthly income per capita in the household is between HUF 60,001 and HUF 120,000	Income certificate, National Tax and Customs Administration certificate, employer's statement, benefit certificates	20
The student is raising a child	Birth certificate	15
The student has an illness or disability	Medical certificate, ICD (BNO) code	20
There is a person in the household with regular healthcare expenses (e.g., medication, therapy)	Statement, medical recommendation	5
There is an unemployed or inactive earner (e.g., welfare recipient) in the household	Unemployment certificate	10
The student was previously in state care	Official document	15
The student has refugee or protected status	Official document	10
The distance between the student's place of residence and the University exceeds 50 km	Residence certificate/ card	5

Annex 5 to the Student Requirement System of the Dennis Gabor University

CERTIFICATES FOR THE ASSESSMENT OF EXTRAORDINARY SOCIAL SCHOLARSHIPS

The following certificates relevant to the student in question shall be submitted for the application for extraordinary social assistance.

LIFE EVENT	REQUIRED CERTIFICATES	AMOUNT OF SUPPORT
Death of a parent, guardian, or member of the household	Death certificate and statement of joint household	HUF 40,000 – 200,000
Birth of a child to the student	Birth certificate	HUF 50,000
There has been a verified loss of income in the household	Certificate of termination of employment, National Tax and Customs Administration income certificate, address cards	HUF 50,000 – 100,000 HUF (depending on the extent of the loss)
Unexpected healthcare expenses (e.g., medication, treatment)	Medical or specialist certificate, estimate of expenses incurred	HUF 20,000 – 100,000
Other unexpected social crises (e.g., house fire, abuse, serious crisis)	Documents certifying the event, official, medical or social certificate	Based on individual assessment