

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

CODE OF STUDIES AND EXAMS OF BME (BME TVSZ)

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CONTENTS

Article 1 The jurisdiction of the Studies and Exams Code (TVSZ)	3
Article 2 The committees and persons acting in study matters	3
Article 3 The student's legal relationship with the BME.....	5
Article 4 Transferring students.....	8
Article 5 Double degrees/conjoint education	8
Article 6 Legal relationship of guest students with the BME, and part-time training	9
Article 7 The student's obligation to register if he/she want to continue his/her studies	10
Article 8 The time periods of education.....	10
Article 9 Subject programme, subject requirements	11
Article 10 The curriculum.....	13
Article 11 Advertising of and enrolment onto courses.....	15
Article 12 The types of subjects and the evaluation of students' academic achievement	17
Article 13 Mid-semester checks.....	18
Article 14 Obtaining the mid-semester mark and the signature	19
Article 15 The scheme of exams and complex exams	20
Article 16 The scheme of repeat exams and resits	22
Article 17 The registration and index numbers of academic achievement.....	24
Article 18 Procedure for the acceptance of substituting and optional subjects, credit transfer	24
Article 19 Concessional study load.....	26
Article 20 Degree thesis, dissertation.....	27
Article 21 The finals	28
Article 22 The degree certificate	29
Article 23 Exercising equity and guaranteeing equal opportunities	30
Article 24 The duty of the institute to inform and give advice.....	31
Article 25 Language teaching, language requirements	31
Article 26 Specialised further training and part-time training.....	32
Article 27 Doctoral education	32
Article 28 The Study Statutes	34
Article 29 Interpretative provisions.....	35
Article 30 Closing provisions and relation to other regulations	39

The Senate of Budapest University of Technology and Economics (henceforth BME) has issued the following regulations as a supplement to the Organisational Structural and Working Order of BME; taking into consideration the relevant statutes, particularly national law CCIV/2011 on higher education, modified several times (henceforth Nftv) as well as government decree 87/2015. (IV.9) about the enacting clause of Nftv. and government decree 387/2012 (XII.19.) (about the procedures for establishing a doctoral school and the conditions of obtaining a doctorate), and with the agreement of the University Student's Union (henceforth EHK).

Article 1

The jurisdiction of the Studies and Exams Code (TVSZ)

- (1) The Studies and Exams Code (henceforth TVSZ) covers the study and exam matters of all students who began their studies after 1st September 2006 and are legally students of the BME on either combined bachelor's and master's academic programmes, bachelor's academic programmes, master's academic programmes, doctoral programmes, specialised further training or part-time training programmes.
- (2) Special provisions of the TVSZ stipulate different regulations for the following different types of training. These differences are specifically indicated in the text of the regulations.
 - a) BSc/BA degree programmes, MSc/MA degree programmes and integrated Bachelor's and Master's academic programmes which began after 1st September 2006,
 - b) integrated bachelor's and master's degree programmes which began before 1st September 2006,
 - c) doctoral programmes,
 - d) specialised further training courses and all part-time courses,
 - e) privately funded, independently organised academic programmes in foreign languages.

Article 2

The committees and persons acting in study matters

- (1) The permanent Committee of the Senate of BME responsible for study, exam and social matters is the Study-Organization and Social Student Committee (henceforce OHSZB), its chair is the vice-rector for education, its secretary is nominated by the chairman, its members are the vice-deans for education of the faculties, the deputed members of EHK and the director of the KTH. One fourth of the members of OHSZB are students, the task of OHSZB is the university-level coordination, its standing orders are determined by itself. In the specific study and exam matters the Faculty Study Committee (henceforth KTB) is responsible. KTB elaborates its standing orders that will be

approved by the Faculty Council. In the specific social matters of the students the Social Committee of the Senate is responsible.

- (2) The chair of the University Credit Transfer Committee (henceforth EKB) is the vice-rector for education; its members are the presidents of the Faculty Credit Transfer Committees. EKB is responsible for the university-level coordination; its standing orders are determined by itself. The academic decisions about acceptance of subjects in accordance with Art.18. is determined by the Faculty Credit Transfer Committee (henceforth KKB).
- (3) All matters usually considered to belong to the sphere of study and exam matters fall under the jurisdiction of the KTB, in particular:
 - a) deciding about retroactive requests for passive semesters in accordance with (4) of Art. 3;
 - b) when accepting a student transferring from another university, specifying the number of semesters available from the date of the transfer until the issue of the *leaving certificate*, in accordance with (4) of Art. 4;
 - c) deciding about the acceptance of students transferring from other institutions in accordance with (2) of Art. 4;
 - d) granting *guest student status* in accordance with Art. 6;
 - e) authorising the enrolment on or dropping of subjects after the end of the registration period , in accordance with (4) of Art. 7;
 - f) arranging the dates of tests, as noted in the *subject requirements*, in accordance with (6) of Art. 9;
 - g) determining the validity of tutors' *signatures* obtained in preceding semesters in accordance with (4) of Art. 14 and consulting the person responsible for the subject;
 - h) making decisions about complaints received in connection with the exam schedule in consultation with the Faculty Student's Union (henceforth KHK), in accordance with (4) of Art. 15;
 - i) authorizing the holding of exams on dates outside the *exam period* in particularly justified cases, in accordance with (8) of Art. 15;
 - j) authorising *concessional study loads* in accordance with Art. 19;
 - k) exercising equity in accordance with Art. 23;
 - l)
 - m) scheduling the mid-semester checks of the subjects in the model curriculum in accordance with (5) of Art. 14;
 - n) drawing up the order of exams in accordance with (4) of Art. 15, provided that it is not done by the Dean's Office at the faculty;
 - o) making decisions about every study-related question which is not stipulated by the TVSZ or any other set of regulations;
 - p) designating the courses which are started with lessons not in their current semester, in accordance with (5) of Art. 11;
 - q) making decisions about requests to enrol on a subject more than once to improve a grade, in accordance with (10) of Art. 16;
 - r) establishing the legal relationship of guest students between the student of another higher education institute and the BME in accordance with (4) of Art 6;
 - s) making decisions based on suggestions given by the lecturer responsible for the subject on the number of exam places, according to 15. § (2).

- (4) Any student or lecturer may apply to the KTB to take measures via the head of department or the KHK, if he/she thinks that some study matter has not been handled according to the TVSZ.
- (5) The KKB has 1 student member with right for consultation. Half of the members of the KTB are to be students. The chairs and lecturer members of the committees are elected by the Faculty Council as stipulated in the Organisational Structural and Working Order of BME. The student members are delegated by the KHK. The minimum number of members of the KTB is 6. It makes its decisions in accordance with its rules of procedure and meets as often as necessary depending on the matters to be discussed, but it is required to summon a session at least once in a semester.
- (6) The KTB may delegate its authority as described in (3) to the competent deputy dean – or in the case of the academic programmes mentioned in clause d) of (2) of Art. 1, to the competent deputy dean or the leader of the organisational unit in charge of the subject –, who makes his decisions about the questions falling within the competence of the KTB in consultation with the chair of the KHK during this period. The president of the KHK may delegate decision making competence to a member of the KHK who has voting rights. If no decision is taken the KTB will take steps.
- (7)
- (8) A student may lodge an appeal or a protest against a first instance decision of the KTB or the KKB, or a decision announced by the KTH based on BME regulations within 15 days of receiving it (being informed of the decision). The decision concerning the student is legally binding if the student does not lodge an appeal or protest within 15 days or gives up the right to appeal. The appeal – if possible – has a suspensive effect. Second instance decisions fall under the jurisdiction of the BME Student's Legal Redress Committee (HJB). The competent dean or his delegate must be a member of the select committee dealing with a study matter. This committee is set up according to the BME Student's Disciplinary, Compensation and Legal Redress Regulations. The second instance decision is final.
- (9) In case of students with disabilities or permanent health damage matters detailed in clauses a), e), i), j), o), and q) of (3) must be handled by KTB taking into account the opinion of the Student Equal Opportunity Committee.

Article 3

The student's legal relationship with the BME

- (1) One may become a student of the BME by admission or transfer. The detailed conditions are included in the *BME Regulations of Admission and Transferring Students*. Each student may only have one legal relationship (status) with the BME at any one time while on a programme of study at the BME.

- (2) A student's legal relationship with the BME begins when he/she enrolls at the BME. Preceding enrolment – with the conditions defined by the Government – a study or scholarship agreement must be created. The student admitted to the semester can enrol on the registration week. After this week make up for enrolment is possible with the following dead-lines (fee payment is necessary, determined in other regulation): student making up the enrolment on the first semester study week can enrol with active semester status, after this week until the dead-line determined in Art.51. of the 87/2015. (IV.9) government decree the making up for enrolment is acceptable with passive status for the first semester. After the given dead-line the enrolment is not possible.
- (3) Upon enrolment students accept that the BME will handle their study-related data in the studies information system. They agree to use an e-mail address which they enter in the student's information system and to check that address at least once a week. To that end, BME can provide e-mail addresses for their students.
- (4) A student's legal relationship with the university is suspended during a *passive* semester. The length of an uninterrupted suspension of the legal relationship between student and university may not exceed two semesters and the total number of passive semesters may not exceed half of the total length of the academic programme (in semesters, rounded up). In addition, the dean may permit a maximum of a further 2 passive semesters in particularly justified cases. A student's legal relationship with the BME is also suspended if the student cannot meet his/her obligations in the legal relationship through no fault of his own, due to childbirth, accident, illness or for some other unexpected reason, or if the student is not allowed to continue his/her studies for a set period as a disciplinary punishment.
- (5) A student's legal relationship in the given course ceases:
 - a) if the student has transferred to another higher education institute, starting on the day of the transfer;
 - b) if the student declares that he/she has terminated his/her legal relationship with the BME, on the day of the declaration;
 - c) if the student is unable to continue his/her studies in the form of education with state scholarship, and does not wish to continue his/her studies in the self-financing form,
 - d) on the last day of the first final exam period that follows the student's last semester on a bachelor's or master's degree programme or on specialized continuing education courses or part-time courses, or on the last day of the student's last semester on PhD and DLA programmes, but does not cease after the bachelor's course if for the semester immediately after gaining the bachelor diploma the student is admitted to a master's course.
 - e) on the day when the rector's decision on terminating the student's legal relationship as a result of payment arrears (after ineffectual adjuration and examination of the student's social environment) becomes legally binding,
 - f) on the day when a disciplinary decision to exclude the student becomes legally binding.
- (6) The BME shall unilaterally terminate its legal relationship with a student, as described in clauses a), b), d) and e) of (2) of Art. 1, by a declaration of dismissal if:

- a)
- b) the student does not obtain his/her *leaving certificate* before twice the duration of the degree programme has elapsed, as described in the educational and outcome requirements counted from the date of the beginning of his/her studies; if the student has become a student of BME by transfer from another institution then the time available for completion of the programme of study, between his/her transfer and his/her obtaining the leaving certificate will be determined by the KTB;
- c) the student has made no declaration three times consecutively as to whether he/she will continue or to suspend his/her studies, provided that the student has been called upon in written form to meet his/her obligations by a given deadline, and has been informed about the legal consequences of neglecting to give notice of his/her intentions;
- d) the student has availed himself/herself of the maximum number of *passive semesters* as described in (4) and his/her current semester would qualify as passive as stipulated by the TVSZ;
- e) the number of unsuccessful (complex) examinations, resits and repeated (complex) exams from the same subject of the same programme taken after 1st September 2012 reaches 6.
- f) in bachelor's course the accumulated weighted academic average of the student at the end of the fourth active semester following the enrolment does not reach 2.25 value.
- g) in master's course the accumulated weighted academic average of the student at the end of the second active semester following the enrolment does not reach 2.5 value.
- h) the student does not get the credit of the subject after six enrolment for the subject.
- i) the student in his/her last three active semester did not collect at least 20 credits.
- j) the student's legal relationship terminated previously, but he/she has been readmitted for the course and has been continuing his/her studies, and he/she did not collect at least 10 credits in his/her first three active semesters after the enrolment.
- k) according to (1), that admitted student for a course, who has had legal relationship for the same course stated earlier, if he/she uses his/her right for readmission and re-enrol for the same course, on the day before the establishment of the new legal relationship.

The student must be informed in written form during the first enrolment about those obligations (together with the deadlines) that if missed result in the unilateral termination of BME's legal relationship with the student.

- (7) The legal relationship between the university and students doing doctoral programmes is discussed in (13) and (14) of Art. 27.
- (8) During the check at the end of the spring exam period credits to be gained subsequent to this are not taken into consideration.
- (9)
- (10)
- (11)

- (12) Dismissal from the institution may be imposed as a disciplinary punishment, as stipulated in the BME Student's Disciplinary, Compensation and Legal Redress Regulations.
- (13) The student may lodge an appeal with a suspensive effect to the BME Student's Legal Redress Committee against a decision concerning the cessation of his/her legal relationship within 15 days of receiving it (being informed). The second instance decision is final.
- (14) The contract between the BME and a student admitted onto a training course, as described in clause d) of (2) of Art. 1 stipulates that the information about the subjects of the training course must state the number of occasions the training will take place and how they will be scheduled.
- (15) Students can continue their studies with Hungarian state scholarship if during their last two active semesters they accumulate at least 36 credits and reach at least 2.00 weighted academic average.
- (16) The rules described in (6) j) for readmitted student continuing his/her studies must be applied in his/her first three active semesters after the enrolment, then for the further active semesters the rules described in i) must be applied.

Article 4

Transferring students

- (1) Students of another university or college may request a transfer to the BME, if they have not been dismissed from the other higher education institute. Students can also apply for transfers between degree programmes or faculties within the BME.
- (2) The *BME Regulations of Admission and Transferring Students* contains the conditions for accepting students transferring from other institutions, the enforcement of which regarding student transfer may be stipulated by a faculty regulation.
- (3) The KTB of the receiving faculty decides if a transferring student can be admitted.
- (4) The KKB of the receiving faculty decides about the acceptance of subjects completed and the acknowledgement of credits obtained previously on another degree course, or at another faculty or institute, in accordance with Art. 18.

Article 5

Double degrees/conjoint education

- (1) Students of other degree programmes, faculties or institutes may be admitted to the BME in an entrance procedure for taking a double degree, which means following a

training course or degree programme while simultaneously pursuing another degree programme.

Article 6

Legal relationship of guest students with the BME, supplementary education and part-time training

- (1) A BME student's legal relationship with another higher education institute, as a *guest student*, is to be valid for at least one semester.
- (2)
- (3) Decisions about whether to accept subjects completed during the *legal relationship as a guest student* may be made in accordance with Art. 18.
- (4) Students of another institution may become guest students on BME degree programmes at his/her request, which the KTB decides upon. The legal relationship as a guest student lasts for at least one semester. In the training contract entered into with the guest student the dean may allow for divergences from the regulations specified in the TVSZ at the request of the student and based on the recommendations of the KTB.
- (5) The BME can accept persons who have completed higher education (i.e. who are graduates) who are not in a legal relationship with the university onto any courses or modules held at the institution as supplementary education, without separate entrance requirements on a self-funding basis in the same framework of conditions as students with legal status at the BME. Applications for this kind of training must be received at least two months before the start of the registration week and the Dean of the Faculty shall decide on them within one month. The applicant shall be notified of the decision by August 15 or by January 15
- (6) Students whose education is state-funded can go abroad to take part in part-time education within the European Economic Area (EEA) and may get scholarships from the BME provided the education has been started with the permission of KTB (see (2)) and that the KKB approves at least 15 of the credits which the student plans to obtain in the given semester as potentially acceptable. A further requirement of the scholarship for students on bachelor's degree programmes is that they must have obtained at least sixty percent of the credits set down in by the education and outcome requirements for their degree programmes.

Article 7

The student's obligation to register if he/she wants to continue his/her studies

- (1) Each student is obliged to declare, according to the Study Statutes whether he/she is going to continue his/her studies or suspend his/her legal relationship with the university by the end of the registration week in each semester, by means of the student information system.
- (2) After 1st September 2011 if students fail to meet the obligation described in (1), his/her semester automatically qualifies as *passive*.
- (3) A student may apply to withdraw his/her declaration about continuing his/her studies in a particularly justified case up until the end of the semester and to declare the semester passive. The KTB decides whether to grant the request.
- (4) Students are obliged to select the subjects they wish to enrol for in the ensuing semester by means of the student information system and to finalise their choices by the end of the registration week. Justified requests to subsequently enrol for or drop subjects may be submitted until the first day of the second week of the term. The KTB decides about these requests.
- (5) Students are obliged to announce any changes to their personal data appearing in the student information system without fail. There is no legal remedy at the BME against any losses incurred by the negligence of students.

Article 8

The time periods of education

- (1) The basic unit of time of education is a semester. One academic year consists of two semesters. The academic year starts in autumn.
- (2) The rector consults the EHK and decides about the schedule of the academic year each year. Every year, the rector and the dean can give permission for a maximum of 3 holidays each. The dean may give permission for a faculty holiday after having consulted the rector. The dates of the rector's holidays are set with the agreement of the EHK, whereas the dean's holidays are set with the agreement of the KHK.
- (3) A semester consists of a term, a repeat period and an *exam period* on the degree programmes defined in clauses a), b) and e) of (2) of Art. 1. Field work can be organised during the summer holidays as well as *in the exam period and during the term* preceding the summer holidays, with the agreement of the KHK.
- (4) There are no (contact) lessons *during the registration week* for full-time students.

- (5) The structure of a semester on the academic programmes defined in clauses a) and e) of (2) of Art. 1 is as follows: 1 *registration week*, 14 *term weeks*, a 1-week-long *repeat period*, a 4-week-long (at least 20 workdays) *exam period*.
- (6) The structure of a semester on the degree programmes defined in clause b) of (2) of Art. 1 is as follows: 1 *registration week*, 14 *term weeks*, a 6-week-long (at least 28 workdays) *exam period*.
- (7) The registration week and the ensuing 14 weeks of term make up the 15-week-long term.
- (8) The *repeat period* lasts from the end of the term until the first day of the *exam period* on the degree programmes defined in clause a) and e) of (2) of Art. 1 and until the end of the third week of the exam period on the degree programmes defined in clause b) of (2) of Art. 1.
- (9) The types of (contact, requiring the personal involvement of the lecturer) lessons are as follows: lecture, seminar, drawing practice and laboratory practice. The duration of one (contact) lesson is 45 minutes.
- (10) The maximum number of students a lecturer can have at a BME seminar or drawing or laboratory practice is 35.
- (11) The doctoral programme consists of a unitary 36-month-long training period divided into academic years and semesters as reporting periods. The beginning of the semesters, the registration week and the exam period are identical to those set for the bachelor's degree programmes of BME.
- (12) Doctoral students pursuing full-time programmes are entitled to 25 workdays a year as holidays, with the same and identically interpreted rights and obligations as a state employee. Three fifths of these holidays must be taken in the period defined by the supervisor.

Article 9

Subject programme, subject requirements

- (1) *Subject programme and subject requirements* must be prepared for each subject advertised at the BME.
- (2) The programmes of each subject are approved by the Faculty Council responsible for teaching the subjects. The subject requirements are approved by the dean.
- (3) The subject programme contains
 - a) the full and abbreviated names of the subject and their English translation;
 - b) the BME registration code of the subject ;
 - c) the number of lessons per week (semester) (broken down into lecture + seminar + laboratory practice);

- d) the criteria for completing and evaluating the subject (in accordance with (2) of Art. 12);
 - e) the amount of work necessary to complete the subject expressed in credits;
 - f) the department and the lecturer responsible for the subject;
 - g) a breakdown of the amount of work necessary to complete the subject, stating how many hours are allotted for the preparation for each test;
 - h) the *preliminary requirements* for enrolling for the subject;
 - i) the purpose of the subject in the realisation of the aim of the degree course as a whole;
 - j) a description of the syllabus of the subject (minimum 800 characters);
 - k) a list of paper-based, written study materials (textbooks, notes, collections of exercises, faculty publications, case studies etc.) to be purchased or handed out and details of their availability;
 - l) a list of auxiliary materials downloadable from the Internet;
 - m) the most important technical and other aids which can be employed;
 - n) the language(s) of teaching;
 - o) the proposed semester of the subject according to the model curriculum;
 - p) the proportion of practical or applied knowledge taught as part of the subject.
- (4) The subject data sheet is defined by the Training Code. This is the primary document of the subject which must be available to every participant of the degree programme in the language of the degree programme and in English. The subject data sheet or a link to it must be included in the studies information system. The data sheet includes the subject programme and subject requirements.
- (5) The subject requirements comprise
- a) the requirements for participation in the lessons and the ways of making up for absences as well as the method and regularity of monitoring attendance;
 - b) the number, topic and date of *mid-semester checks* and the opportunities available for students to repeat them and improve their marks;
 - c) all information connected to the evaluation of the completion of the subject, including the way the grades awarded are determined.
- (6) The subject requirements are updated by the educational organisational units every semester and made available to the students in the language of the academic programme not later than one month before the first day of the exam period preceding the semester. The KHK reports possible clashes of dates to the Dean's Office which, after having negotiated with the faculties, will resolve the clashes not later than by the first day of the exam period preceding the semester. In case of disputes the KTB decides.
- (7) The subject programme and the subject requirements should be made available on the Internet in the language of the academic programme from the earliest possible date on which the subjects can be enrolled for. The students should also be told about the subject requirements orally in the first lesson. This is carried out by the person responsible for the subject and the lecturer of the course. After the first day of the exam period preceding the semester the subject requirements can only be modified with the special permission of the KTB and with the agreement of the KHK.

- (8) In the case of subjects involving a mid-semester check as described in clause c) of (1) of Art. 13, the KTB has a right to approve the subject requirements.

Article 10

The curriculum

- (1) There are compulsory subjects and compulsory elective subjects in the *curricula*, and a limited number of credits is also awarded for optional subjects. The completion of compulsory subjects is a condition of obtaining a qualification. The curriculum contains a group of compulsory elective subjects, which students must enrol on and complete enough of to obtain the number of *credits* specified in the *curriculum* necessary to gain the qualification. Optional subjects are subjects not defined specifically by the *curriculum*. They are accepted at the discretion of the faculty responsible for the academic programme in accordance with Art. 18 and students have to complete enough of them to obtain the amount of credits specified in the curriculum to obtain a qualification.
- (2) The form of the *curriculum* is the *model curriculum* in the *credit* system.
- (3) The *model curriculum* contains
- a) all the compulsory and compulsory elective subjects broken down into teaching periods;
 - b) the regulations on how the compulsory elective subjects are advertised;
 - c) the *number of the lessons* of a subject per week (or semester) (broken down into lecture + seminar + laboratory practice) and the *credits* assigned to it;
 - d) the way the completion of a subject is evaluated (in accordance with (2) of Art 12);
 - e) the semesters when the subjects are announced (autumn and/or spring);
 - f) the *criteria requirements* and the deadline for meeting them;
 - g) the rules and conditions of choosing *professional specialisations/ specialisations and modules*;
 - h) the preliminary study scheme;
 - i) the regulations governing the completion of the *degree thesis (dissertation)*;
 - j) the detailed conditions of admission for the finals;
 - k) the subjects of the *finals* and the rules for selecting them.
- (4) Students must be enabled to make progress according to the model curriculum and so it is particularly important to avoid clashes between the scheduled dates of lessons and tests of compulsory and compulsory elective subjects which, according to the model curriculum are to be taken in the same semester.
- (5) At least 25% of the credits of the *model curricula* of BME can be obtained from compulsory elective subjects and 5% from optional subjects. The compulsory elective subjects are partly related to professional training and partly to the function of general intellectual education.

- (6) The credits necessary to fulfil the requirements for gaining a related qualification have to be obtained in all the degree programmes and training courses defined in (2) of Art. 1.
- (7) The recommended number of lessons in the model curricula of the degree programmes defined in (2) of Art. 1 is 24-26 per week. The maximum number of lessons (excluding basic language education and PE) is 30 per week.
- (8) The number of exams and complex exams may total a maximum of 4 in each exam period in the *model curricula* of the academic programmes defined in clause a) of (2) of Art 1, excluding the exams of optional subjects. Those complex exams which can be taken at least twice outside of the exam period do not have to be taken into account.
- (9) The number of exams and complex exams to be taken in each exam period may average 5 and total no more than 6 in the *model curricula* of the degree programmes defined in clause b) of (2) of Art 1, excluding the exams in optional subjects.
- (10) At least 5 oral exams or exams which include an oral part which cannot be substituted have to be taken according to the *model curricula* of the bachelor's and integrated master's degree programmes of the BME, excluding the exams of optional subjects. At least half of the non-optional subjects ending in an exam on the master and specialised further training courses of the BME must:
 - a.) end in an oral exam or an exam including an oral part which cannot be substituted,
 - or
 - b.) form the material of an oral complex exam, or
 - c.) be separate subjects at the oral finals.
- (11) The *curriculum* of each degree subject is defined by the faculty councils responsible for the degree course prior to the national accreditation process and by the Senate in the case of inter-faculty academic programmes, with the agreement of the faculty councils of the faculties contributing to the degree course.
- (12) *Criteria requirements* can only include: complex exams, field work, participation in PE classes or in labour safety training, language requirements or writing a dissertation.
- (13) Preliminary requirements for a subject may be either the completion of another subject in a previous semester, enrolment on another subject in the current semester or a signature for another subject. A student can only enrol for a subject if he/she has completed the subject(s) or enrolled on the subject designated as its *preliminary requirements* and fulfils the *criteria requirements* as stipulated on the subject data sheet. Enrolment on subjects without conforming to the preliminary requirements is invalid.
- (14) The *preliminary study scheme* is accepted as part of the model curriculum by the faculty councils of the faculties responsible for the degree course. The KHKs have the right to express their opinions about them.
- (15) The preliminary requirements must be specified on a professional basis, based on the thematic structure of the subjects, in such a way as to facilitate the efficient acquisition

of the specified knowledge. The preliminary requirements may include a maximum of 3 subjects per subject. The KHK may ask for the revision of the preliminary requirements of any subject. The vice-rector for education decides about these requests with the agreement of the president of the EHK, after having consulted the Educational Committee of the Senate.

- (16) Taking and completing of PE classes for two semesters is a criteria requirement on full-time bachelor's and integrated master's degree programmes at the BME.
- (17) There must be a timetable slot for PE – between 8 am – 3 pm, agreed upon by the Centre for Physical Education – on the full-time bachelor's and integrated master's degree programmes from the first or second semester onwards, continuing for four semesters, and for the full-time master's degree programmes for the first two semesters.

Article 11

Advertising of and enrolment onto courses

- (1) *Courses* are advertised in the studies information system, which provides the following data:
 - a) the code of the course;
 - b) the type of the course (lecture, seminar, laboratory practice or exam course);
 - c) the lecturers of the course and the proportion of their participation in the course;
 - d) the availability of the subject programme and the subject requirements on the Internet;
 - e) the minimum number of students necessary for the course to start and the maximum number that can enrol on it;
 - f) in case of possible over-application for the course, the criteria for ranking (if it is not the order of application), which may include the completion of the specialisation requirements;
 - g) the scheduled dates of the course, unless it is an exam course or a course mainly based on individual work;
 - h)
 - i) the language of the course.
- (2) The number of students that can be accepted on a given course may be limited by the faculty responsible for the subject based on the capacity of the lecturer, the limited number of teaching aids available and other objective reasons, subject to the approval of the KTB.
- (3) The faculties must advertise the courses scheduled for the following semester, based on the suggestion of the departments, in the studies information system by the time specified in the Study Statutes. The faculty responsible for the course of study is also responsible for advertising the courses, and the dean of the faculty which the department teaching the subject belongs to is responsible for the subject requirements. The data of the courses described in (1) and (2) can only be changed after their publication with the agreement of the KTB.

- (4) Courses of subjects ending in an exam can be announced and launched without lessons being held. In such cases the condition of enrolment on the course is a signature confirming the fulfilment of mid-semester requirements in the studies information system.
- (5) Courses of compulsory subjects ending in an exam must be advertised every semester, with details of the lessons of these courses following the *model curriculum* and at least with the possibility of taking an exam in the next semester must be published. The faculty shall announce courses in the current semester of compulsory subjects which end in a *mid-semester mark* according to the *model curriculum*. Courses are also announced with lessons in the following semester in subjects determined by the KTB.
- (6) If there are no students advancing in accordance with the model curriculum for a subject (because it is going to be terminated), the faculty council responsible for the training can designate other advertised subjects for students who are not progressing on schedule, the completion of which can fulfil the study obligations connected to the original subject. If there is no appropriate replacement subject the faculty council can decide that the subject cannot be replaced. If the subject cannot be replaced based on the decision of the faculty council, and no students of the subject have advanced according to the model curriculum for at least 2 semesters, the subject may be advertised without lectures but the students must be given the opportunity to obtain a mark (in case of subjects not ending in an exam) or a signature (for subjects ending in an exam) during the term. If the number of students applying for a course is less than 15, it is not even obligatory to hold seminars for the course.
- (7) In the case of compulsory elective subjects an appropriate choice worth at least 1.5 times as many credits must be advertised every semester for each block of subjects.
- (8) Students can enrol for subjects by applying to join any course belonging to the subject in the studies information system. Preliminary applications made in the pre-registration period for enrolling for subjects must be finalised during the registration week. For complex exam course – with prior permit of KTB – unique application time period can be set, which can finish on the 6th semester week the earliest and on the 8th semester week the latest.
- (9) Students can only enrol on a complex exam course if they have met the preliminary requirements for taking the complex exam or can meet them by the time of the exam. For the exam of a complex exam course – with prior permit of KTB – unique application time period can be set, but it can finish 72 hours before the stating of the complex exam the earliest.
- (10) Students have the right (taking the regulations of the model curriculum into account) to choose from the lecturers, the courses, the modules, the professional specialisations and the specialisations announced at the same time.

- (11) A course has to be run if the number of applicants reaches or exceeds the minimum participants specified at the time of its announcement at the end of the pre-registration period for enrolling for subjects. If the number of applicants is below the minimum specified at the end of the pre-registration period for enrolling for subjects, then based on the decision of the department responsible for the subject, the subject will not be run, or the decision on whether to start the course will be made later in the pre-registration period. Students must be informed if the course will not be started, or about the date of decision on whether to run the course if it is postponed. This information must be sent through the studies information system or by writing to the students' electronic mail addresses as supplied there. Students' attention must be drawn to the fact that following the postponed decision their application for the subject becomes final and that they cannot drop the course if it is started.
- (12) It is only possible to obtain a mark or a signature for subjects which the student has enrolled for in a given semester.
- (13) *Tutorials* must be provided for the courses.
- (14) Students with Hungarian state (partial) scholarship or participating in state-funded training may take courses with a total credit value of up to 10% above the value required for completion of their academic programme without paying extra fees or expenses. The cost of courses taken above this total credit level – apart from accredited courses – must be covered by the student. Students participating in state-funded or state-supported training who began their programme of study before 15 August 2012, may take any courses up to a credit value of 10% above the credit value necessary to complete their programme of study on 1 September 2012 without needing to pay any additional costs or expenses, regardless of the total previously recorded amount of credits taken.

Article 12

The types of subjects and the evaluation of students' academic achievement

- (1) Students should make every effort to pursue their studies to the highest possible standards, to the best of their ability during the study period, and to acquire profound knowledge with which they can make independent contributions in their field. This must be achieved without unjustified interruptions or repeats, within the limits of the iteration/repeat possibilities built in the course of education. It is the right and duty of students to pursue their studies without stopping during the term.
- (2) The tests of subjects ending in a mid-semester mark are marked “m” (“f” in Hungarian), those ending in an exam are marked “e” (“v” in Hungarian).
- (3) The testing system of the subjects should be formed in a way that it can help and encourage students to learn without interruption.

- (4) Complex exams are subjects with 0 credits ending in an exam, without associated mid-semester checks or lessons.
- (5) PE is a subject with 0 credits resulting in a signature. Full-time students can enrol for and complete PE free of charge in each semester, but the permissible free of charge PE courses are limited by the Centre for Physical Education. The limitation depends on the courses previously taken by the student and is decided upon respecting the relevant rector's order issued in agreement with EHK.
- (6) Every semester, the final evaluation of subjects (with the exception of PE and certain other criteria subjects) is either a mark or the term "not completed". Students' performance is evaluated on a scale from 1 to 5: excellent (5), good (4), satisfactory (3), pass (2), fail (1).
- (7) The evaluation is final.
- (8) The result of any check of the students' knowledge of the subject has to be made accessible via the internet within two weeks of the assessment, but at least 48 hours prior to the retake possibility of the unsuccessful test. In case of aggregate publication instead of names students' identification number must be used. Students have to be able to access their own results only.
- (9) It has to be made possible for students to take a look at their evaluated written tests 48 hours prior to the retake possibility of the test.
- (10) The requirement for a signature to be granted, or, in case of mid-semester checks and exams, the pass grade to be awarded, must not exceed 50% of the available points of an assessment, (when the evaluation is measured in points).
- (11) If a student fails to attend any mid-semester checks (in the case of subjects ending in a mid-semester mark), the evaluation of the subject shall be "not completed". If a student cannot obtain the credits for a subject due to absence according to (3) of Art. 14, the evaluation of the subject shall also be "not completed" or "denied". For subjects ending in an exam the completion of mid-semester requirements will result in the student either being granted a signature or the expression "denied".
- (12) On *courses* of the same subject which are advertised simultaneously testing shall take place as similarly as possible, as agreed with the person responsible for the subject.

Article 13

Mid-semester checks

- (1) The date of mid-semester checks must be announced in advance. Mid-semester checks assess the skills of students based on a pre-specified point of the syllabus or on home work assignments by evaluating the students' responses to the exercise set at the time of check. The response to the exercise set at the mid-semester check can be

- a) oral,
 - b) in written form,
 - c) completed with the use of laboratory aids,
 - d) a drawing practice.
- (2) *Mid-semester checks* can only be held during the *practical period* Students can only make up for (missed) mid-semester checks during the term or during the repeat period.
 - (3) Students can prove their identity with any document with a photo suitable for identifying themselves (personal identification card, driving licence, passport) at mid-semester checks. The lecturer can write on the test sheet the serial number of the document used for identification. Students unable to identify themselves cannot participate in the check. If the lecturer requires the students to do so, they have to sign the work submitted in response to the mid-semester check.
 - (4) Where justified, it is possible to make conditions for the exercise described in (1) or for starting to solve it in the subject requirements.
 - (5) *Mid-semester checks* may only be held on teaching days between 8 am and 7 pm (between 7 am and 10 pm on the degree programmes defined in clause b) of (2) of Art 1).
 - (6) Mid-semester checks can be held during the scheduled lessons of the subject or on dates approved in the faculty schedule for mid-semester checks.
 - (7) Divergence from (6) is only possible with the written permission of KTB and KHK and only if the subject requirement includes it.
 - (8) It is only possible to hold mid-semester checks on a date different from the one announced at the beginning of the semester with the written permission of the KTB and KHK. In such cases, students must be informed of the new date at least 10 days before the check. In *force majeure* situations the KTB can take exceptional decisions.
 - (9) Faculties are to draw up a schedule for the mid-semester checks and their resits by the end of the first week of the practical period at the latest.

Article 14

Obtaining the mid-semester mark and the signature

- (1) There are two systems for obtaining the mid-semester mark:
 - a) Optional type mid-semester checks must be held during the semester, in accordance with the subject requirements. The number of these depends on the credit value of the subject. If the credit value of the subject is three or less, the minimum number of checks is the same as the number of credits, otherwise the minimum number of checks is three. The number of class tests that influence the final mark by more than 20% can be equal to or higher by one than the credit value of the subject. More or less class tests defined above can be included in the subject requirements with the agreement of the KTB.

- b) The mark is determined wholly on the basis of the student's individual work with the aid of *tutorials*. It can only be tested in the form of *home work assignments*, *art room exercises*, field surveys and *oral reports*.
- (2) For subjects ending in an exam, the number of mid-semester checks must not exceed the number of credits of the subject needed to obtain the signature.
- (3) Participation in the lessons can be a condition of the end-term signature being granted. In the case of lectures, participation in a maximum of 70% of the lessons may be set as a condition, the exact extent and controlling rules must be laid down in the subject requirements. If a student is absent from more than 30% of the total number of lessons of seminars, laboratory practices and drawing lessons then he/she cannot obtain the credits of the subject. The subject requirements – with the agreement of the KTB – may specify a lower proportion of absence as a condition of obtaining the credits of the subject.
- (4) The signature is valid for the semester it is obtained and for the consecutive six semesters, if the syllabus of the previously completed subject corresponds to the current syllabus (clause j) of (3) of Art. 9) of the subject in a ratio of 75%. If a signature obtained in a previous semester is not accepted, students may lodge an appeal to the KTB within 15 days. Students may not delete or disregard a valid signature.
- (5) The mid-semester checks of subjects advertised in the same semester, in accordance with the model curriculum, must be scheduled by the KTB. In one calendar week at most two in-class tests should take place and, if possible only one test that counts for more than 10% in the final mark should be scheduled on any single day.
- (6) In-class tests of subjects ending in an exam can only be scheduled for the last two weeks of the term while keeping to the provisions of (5) and with the consent of the KTB given in a memo. In-class tests of subjects ending in a mid-semester mark should be given priority in the last two weeks of the term.

Article 15

The scheme of exams and complex exams

- (1) Students are only allowed to take an exam if they have obtained the appropriate *signature*.
- (2) The number of exam places must total at least twice the number of students who have taken the subject. The lecturer responsible for the subject may make a recommendation up until the deadline specified in (4) to provide fewer exam places based on experience from previous years and on the available data about the given semester. The KTB decides on the recommendation.
- (3) The number of advertised exam dates must be at least 3, evenly distributed in terms of exam date and exam location within the exam period.

- (4) The departments make the suggested exam dates available to every member of the KTB as set down in the Study Statutes. Following the cross-checking with the departments the Dean's Office publishes the order of exams which has been drawn up with the agreement of the KHK at least three weeks before the exam period. The order of exams shall contain the planned exam dates and the maximum number of students permitted. After publishing, modifications can only be done with the permission of the KTB.
- (5) Students can prove their identity with any document with a photo (personal identification card, driving licence, passport) suitable for the purpose. The examiner may write the serial number of the document used for identification on the exam sheet. Students failing to identify themselves will be excluded from the exam. If the lecturer requires the students to do so, they have to sign the work submitted.
- (6) Oral examinations and the oral parts of examinations are open to the public but the examiner (on final examination the chair of the committee) may limit this and students –until the commencement of the exam – may also request at the examiner (chair of the final examination committee) that the examinations be closed to the public.
- (7) It is the duty of the student to turn up at an exam he/she has enrolled for in the studies information system. Should he/she fail to do so, it is not possible to assess his/her knowledge and the student will be recorded as having “Not attended” in the student information system.
- (8) Students can take an exam *outside the exam period* in particularly justified cases, subject to the decision of the KTB, but *before the beginning of the next term*. Only students personally authorised to do so can take an exam outside the exam period. Students who are doing the academic programmes defined in clause a) of (2) of Art. 1 and who have enrolled for subjects belonging to the model syllabus of the academic programmes defined in clause b) of (2) of Art. 1 can take the examinations of these subjects on conditions identical to the students doing the academic programmes defined in clause b) of (2) of Art. 1.
- (9) The lecturer of a subject may announce a pre-exam in the week immediately preceding the beginning of the exam period. The pre-exam can be included in the number of exams set in accordance with (2) and (3) only with the agreement of the KHK.
- (10) An *offered mark* can be given in a subject ending in an exam based on excellent academic achievement on conditions set in the *subject requirements*.
- (11) At least 50% of the exam mark is determined on the basis of the student's performance in the examination, except for the offered mark.
- (12) Students who have obtained a signature already must also be given the opportunity to participate in the mid-semester checks if they have taken a course (courses) different from an exam course. If the result of the mid-semester checks are also taken into account when determining the exam mark, the exam mark of those students who have taken the subject again and have obtained a signature already is determined by taking

into account the result of the checks which were done in the semester when the student obtained the signature, or on the basis of the checks carried out in the current semester if the student applies for this in written form by the end of the first week of the semester.

- (13) Examinations can only be held on workdays between 8 am and 7 pm.
- (14) The examinee should have a minimum of 15 minutes to prepare before the oral part of exams.
- (15) Students who have acquired the credits of all the subjects that form the material of the complex exam and who have met the criteria requirements (if any) are allowed to take *complex exams*. Complex exams must be assessed by a committee composed of at least two members, at least one of whom must be a leading lecturer of the department responsible for the complex exam. Complex exams must include an oral part.
- (16) The department organizing the exams is obliged to schedule at least 3 complex exam dates in every *complex exam period*, at least one of which has to fall during the exam period.

Article 16

The scheme of repeat exams and resits

- (1) It is an inalienable right of students to attempt to improve their grades or retake mid-semester checks defined in clauses a) and b) of (1) of Art. 13 on one occasion, taking into account (3) of Art. 16, irrespective of whether they have attempted to complete the subject or to obtain points at the mid-semester check. With the agreement of the KTB, the subject requirements may stipulate that students cannot redo a group of the mid-semester checks defined in clauses a) and b) of (1) of Art. 13. In such cases, in the given group of mid-semester checks the result is determined on the basis of a maximum of two thirds (rounded down) of the checks that have been held and which have been the most favourable for the student. When the grade of a mid-semester check is improved, the result to be improved is replaced by the improved result.
- (2) A *homework assignment* may be handed in late until the end of the repeat period, but an extra charge must be paid. This final deadline may be brought forward with the consent of the KTB, if the subject requirements allow for it.
- (3) If the condition of obtaining the signature or the mid-semester mark described in clause a) of (1) of Art. 14 is that the students must pass each of the *in-class test(s)* successfully, then an opportunity to retake an unsuccessful in-class test should be provided during the repeat period (second retake test, re-retake test), subject to payment of an additional charge. Retake of in-class tests of a subject are regulated by either a) or b) below.
 - a.) The student does not repeat more than half of the in-class tests (rounded down). This restriction is in effect if the subject requirement does not detail the rules of in-class test retake.

- b.) The number of retake in-class tests (retake and re-retake tests) the student can have in a semester is not higher than the number of in-class tests specified in the subject requirements.
- (4) For subjects ending in an exam, only in-class tests which were taken during one of the last two weeks can be retaken in the last week of the term. The deadline for handing in homework assignments of subjects ending in an exam may follow the provisions of (2).
 - (5) Every student is entitled to sit a (complex) repeat exam irrespective of his/her valid results of a subject. The participation on a repeat exam cancels the student's previous result(s) of that subject. More credits cannot be obtained by repeating a successful exam.
 - (6) It is the inalienable right of students to resit an exam in one subject per semester, (but they have to pay an extra charge specified in the TJSZ).
 - (7) Students can only assert their rights described in (5) and (6) if an exam date of the subject has been announced in the remaining part of the exam period and places are still available on it.
 - (8) Students can take or resit the (complex) repeat exam in front of another lecturer or committee based on the decision of the head of department about a student's adequately justified request filed to the head of department. If the head of department is involved in the examination of the subject then the student can apply to the dean to appoint another lecturer for the repeated exam. The re-retake (complex) exam is taken in front of a committee.
 - (9) If all the tasks described in clause c) of (1) of Art. 13 must be completed at least at a pass level to obtain the mid-semester mark or the signature of a subject, then students should be allowed to redo the tasks. A student can meet the requirements of at least 20% of the tasks of their choice by redoing them in the way set in the subject requirements.
 - (10) The pass grade received for the task described in clause c) of (1) of Art. 13 can only be improved if it is allowed by the subject requirements.
 - (11) Students can enrol again for a subject that they have completed already in order to improve their grade if they have submitted an adequately justified request to the KTB. If the subject is completed, the mark replaces the mark previously obtained when the *weighted academic average* is calculated, but it cannot be taken into account when the *stipend index* and the *corrected credit index* or the *performance index* are calculated. The decision of the KTB has to describe the method of taking the subject and the consequences of failure to complete it. Subjects may only be retaken in order to improve marks up to 10% of the credits of the academic programmes in the model curriculum, and on a maximum of 5 occasions.
 - (12)

Article 17

The registration and index numbers of academic achievement

- (1) Authorised personnel administer the academic achievement of students in the studies information system and write it on the grade sheet. The results students have achieved during the semester must be put in the student academic administration system if it can be included in the final result and also if the subject has not been completed in the given semester.
- (2) The index numbers of students' academic achievement are as follows:
 - a) the number of credits obtained,
 - b) the weighted academic average,
 - c) the stipend index,
 - d) the totalled and corrected credit index,
 - e) the performance index.
- (3) The index number in clause a) of (2) can be calculated for one semester or for all the active semesters. The index number in clause b) of (2) can be calculated for one semester or for all the credits. The index number in clause c) of (2) can only apply to one semester, the index number in clause d) of (2) can only apply to more than one semester.
- (4) The mark of accepted subjects is included in the *weighted average*, in cases of substitution as described in (4) and (6) of Art. 18, through the credit and mark of the substituted subject.
- (5) When calculating the *stipend index*, accepted subjects can only be taken into account if the subject has been completed in the semester to which the stipend pertains.

Article 18

Procedure for the acceptance of substituting and optional subjects, credit transfer

- (1) Some subjects or groups of subjects can be substituted with another subject or group of subjects. For a given learning outcome credits are awarded only once. Recognition of credits – based on the output requirements of a subject or of a module – can only be done by conferring the knowledge upon which the number of credits is determined. Credits must be recognised if the agreement of the conferred knowledge reaches at least 75%. Knowledge is conferred by the Faculty Credit Transfer Committee. A subject that was compulsory on a bachelor's degree programme must not be acknowledged on a master's degree programme as an optional subject. Credits gained while working for bachelor's degree programmes –that were not necessary to attain the degree – can be accepted during master's degree programmes.

- (2) If other subjects which are compulsory or have already been taken into account in the completion of the curriculum requirements and appear in the *model curriculum* contain altogether more than 25% of the syllabus of a subject, then the subject may be taken but cannot count towards the completion of the requirements connected to the *curriculum*.
- (3) Students can request that the faculty accept subject(s) completed previously or taken and yet to be completed at another faculty, higher education institute or at another level of training. The decision about the acceptance of these subjects is made by the KKB by taking into account (1) and (2) and the agreements regarding credit transfer with other higher education institutes. The committee decides about the requests filed within the deadline (clause q of (3) of Art. 28) set in the Study Statutes within a deadline which allows the student applying for subjects to be accepted can draw up his/her timetable for the next semester taking the decision into account.
- (4) If possible, the faculty will treat each accepted subject as an equivalent subject to one of the subjects in the curriculum of their own degree programme. If no equivalent subject exists, then the subject is accepted as an optional subject.
- (5) The faculties of the BME mutually recognise the credit value of advertised subjects. Any subjects advertised at BME at a particular level of training can be added as an optional subject, but the added subject can only be taken into account in the completion of requirements connected to the curriculum if the provisions of (2) are followed.
- (6) The credit value of the substituting subject given in the *curriculum* must be accepted as the credit of the substituted subject and the mark originally awarded as the mark for the subject. In case there are several substituting subjects, the mark has to be determined by the KKB based on the average of the marks of those. In case of subjects completed during the course of part-time training in the countries of the European Union, the equivalence of the evaluation according to the European Credit Transfer System and the Hungarian evaluation at BME is as follows:

<u>Evaluation according to the ECTS</u>	<u>equivalent Hungarian grade at BME</u>
A (excellent)	5 (excellent)
B (very good)	5 (excellent)
C (good)	4 (good)
D (satisfactory)	3 (satisfactory)
E (pass)	2 (pass)
F (fail)	1 (fail)

- (7) It is possible for the KKB to accept a group of subjects completed somewhere else instead of a group of subjects appearing on the faculty's own curriculum, taking (1) and (2) into account.

- (8) The BME issues its own degree after students finish their studies at the BME, only if the number of credits accepted based on studies pursued at other higher education institutes does not exceed 50% of the credits which have to be obtained to qualify on the given academic programme. If the subjects of academic programmes created jointly (dual degree program) with the BME are accepted, these do not count as credits obtained in a different institute, but even in this case, the number of credits obtained at the BME cannot be less than 25% of the number of credits necessary to qualify.
- (9) Recognition of knowledge acquired non-formally (from education outside the school system, but in an organized manner) or informally (outside the school system, on the basis of experience), or work experience gained during employment may be obtained with the approval of the KKB. The result of such recognition may be the award of credits equivalent to knowledge, achievements, results, or skills, or exemption from a course requirement. In the recognition procedure the KKB should prove the authenticity of the students' knowledge. If necessary the FDI may require oral, written or practical exam(s) in addition to the documents submitted in this regard.

Article 19

Concessional study load

- (1) If a student files a written request, the KTB may grant them a *concessional study load* due to
 - a) outstanding academic achievement, with a view to nurturing talent;
 - b) his/her pursuing part-time courses or double degrees;
 - c) activities with wider benefits to the community, professional achievements or achievements in professional sport;
 - d) social or health reasons.
- (2) Students must file his/her requests by the end of the first week of the semester at the latest in the cases listed in clauses a), b) and c) of (1).
- (3) The conditions of the *concessional study load* must be given to the student in writing by the end of the second week of the semester in the cases enumerated in clauses a), b) and c) of (1).
- (4) The *concessional study load* is valid for a given period. The concessions granted to the student do not exempt him/her from the completion of the assessment requirements of the subjects he/she has taken or from fulfilling the criteria for progression on the degree programme (meeting the preliminary requirements, starting to write the *degree thesis* or *dissertation*, taking finals etc.).

Article 20

Degree thesis, dissertation

- (1) In order to obtain a degree, students taking master's degree programmes, university degree programmes, integrated 300-credit university degree programmes and 240-credit academic programmes at bachelor's level have to write a degree thesis (degree paper, degree plan – henceforth degree thesis). Students taking 210-credit (or fewer) degree programmes on bachelor's level and college level programmes have to write a dissertation.
- (2) Writing the *degree thesis* is a special compulsory optional subject, the mark of which is not necessarily determined in the same semester the subject was taken. Writing the *dissertation* is a compulsory optional subject, or a criteria requirement. The *preliminary requirements* for these subjects are included in the *subject programme*. When setting the *preliminary requirements* for these subjects, the requirements set down in (15) of Art. 10 do not apply.
- (3) Dissertation/Thesis supervisors can be lecturers or researchers of the student's faculty or, with the permission of the head of department, other experts who have a university degree. An external supervisor can only be called upon together with an internal consultant, whose task is to do the administrative work at the university.
- (4) The *signature* for the 30-credit degree thesis preparation subject is provided by the *supervisor* or the *faculty jury*, or, in case of an external supervisor, the *internal consultant* or the *faculty jury*. The final mark is determined by the finals committee, based on the evaluation of the degree thesis submitted. The condition for granting the signature is that students should prepare a thematic outline or plan of the degree thesis by the deadline, and that the supervisor or the faculty jury deems that the thematic outline or plan of the degree thesis can be developed into a defensible degree thesis without the contribution of the supervisor or the consultant. By granting the signature the supervisor or the faculty jury approves of the submission of the degree thesis. The finals committee assesses the degree thesis irrespective of this initial approval (they can even mark it as fail). The mark has to be put in the studies information system.
- (5) If the dissertation preparation subject or the theses preparation subject worth less than 30-credit has a mark, it is given by the supervisor or in case of an external supervisor, by the internal consultant. Finishing and handing in the paper by the deadline set in the announcement is an essential but not in itself sufficient condition for granting the signature and a mark other than fail.
- (6) The finished and submitted degree thesis or dissertation must be assessed. The referee is invited by a head of department. The referee must have at least the same ISCED (International Standard Classification of Education) degree level as the one that can be obtained by the successful defending of the refereed thesis. The supervisor may prepare a separate evaluation. The reviews have to be made available to the candidate 5 days

before the defence of the degree thesis (dissertation) at the latest. The referee and the supervisor each make a suggestion for the grading of the degree thesis (dissertation).

- (7) The degree thesis and the dissertation may be written in Hungarian, English, German, French or Russian. Students can write their degree thesis (dissertation) in a language different from that of their degree courses, if their head of department gives their consent.

Article 21

The finals

- (1) After students have met all the study and exam requirements laid down in the *curriculum*, a *leaving certificate* has to be issued for them irrespective of the completion of the stipulation regarding language skills in the qualification requirements. A condition of issuing the leaving certificate for master's degree programmes is the signature described in (4) of Art. 20.
- (2) Students are only allowed to take the finals if they have received their leaving certificates. The rest of the conditions for students taking their finals are included in the model curriculum. Students acquiring the leaving certificate in the first semester of the academic year 2013/14 or later can take the final exam in the frame of student's legal status and for another two years after the termination of the student's legal status in any final examination period according to the valid model curriculum. After the two years the final exam may be taken, but with the current curricular requirements, furthermore, the competent head of department must accept the topic of the degree thesis or dissertation. If the topic is qualified obsolete the student has to complete another thesis or dissertation. After five years of termination of the student's legal status final examination cannot be taken. There is an exemption to this rule, if the studies began before 1st of September 2006 and more than five years expired until 1st of September 2015 from receiving the leaving certificate. In this case finals can be taken until 1st of September 2016 the latest.
- (3) At least two *finals* periods are set by the dean in each academic year. Finals can only be taken in the set *finals* periods. The finals period must be after the exam period partly or completely.
- (4) The faculties set the rules for the finals either as part of the model curriculum or as a separate document. The finals consist of
 - a) defending the *degree thesis* or *dissertation*;
 - b) written and/or oral exams with a set syllabus to be taken either at the same time as or separately from the defence;
 - c) completing pre-set exercises (for certain degree programmes).
- (5) The finals committee has at least two members in addition to the chairman. The chairman and the members can be university professors or readers or acknowledged

external experts of the field. At least one member of the committee should be an external expert not having a legal relationship of employment with the faculty of BME where the final exam is held. On academic programmes and training courses specified in 1. § (2) a), b), d) and e):

- a) the chairman is entrusted by the dean for a period of one to three years with the agreement of the faculty council;
 - b) the committee members are entrusted by the dean for a period of one to three years.
- (6) Minutes have to be kept of the finals in the language of the exam. The mark of the degree thesis (dissertation) and the subjects of the finals and the grade of the degree are determined by the finals committee behind closed doors. The results are announced at the end of the finals by the president of the committee.
 - (7) The finals are successful if both the subjects of the finals and the degree thesis (dissertation) are evaluated as a pass or better. Successful finals cannot be repeated.
 - (8) A degree thesis (dissertation) that has not been accepted (i.e. it has been evaluated as fail) by the finals committee can only be rewritten on one occasion. The conditions of rewriting and the deadline for submitting the degree thesis (dissertation) are determined by the dean based on the opinion of the department organising the finals.
 - (9) If the examination in one of the finals subjects is unsuccessful, only that examination need be retaken. This final exam can be retaken only twice. A repeat final exam cannot be taken within two months following the finals.
 - (10) The result of the finals must be calculated as $(0.5*ZV + 0.5*D)$, where the variables are defined in 22. § (3).

Article 22

The degree certificate

- (1) Based on success in the finals and the completion of the criteria requirements, the faculty issues a certificate to the candidate, with content defined in the government decree. The certificate is signed by the dean of the faculty.
- (2) The result given on the certificate must be calculated for two decimals according to the formula $(0.2*ZV + 0.3*D + 0.5*TÁ)$. If a complex exam must also be taken during the studies, then the formula $(0.2*ZV + 0.3*D + 0.3*TÁ+0.2*SZ)$ should be used.
- (3) The meaning of the variables:
 - a) **ZV**: the average of the grades of the subjects of the finals rounded to two decimals;
 - b) **D**: the grade given for the degree thesis or dissertation by the finals committee;
 - c) **TÁ**: the weighted academic average applied to all the credits obtained over the whole academic period, rounded to two decimals;
 - d) **SZ**: the average of the grades of complex exams rounded to two decimals.

- (4) The grade on the certificate must be given as follows, based on the average result calculated as described in (2):

distinction	at least 4.50 and the conditions in (5) are met,
excellent	at least 4.50 and at least one condition in (5) is not met,
good	at least 3.50 but less than 4.50
satisfactory	at least 2.50 but less than 3.50
pass	at least 2.00 but less than 2.50

- (5) Students who achieve a result of “excellent” in all the subjects of the finals and receive an excellent grade for their degree thesis or dissertation and for all their complex exams, if there are any, and whose weighted academic average applied to the whole academic period is at least 4.00, and who do not have a lower mark than satisfactory for any of the subjects completed during the degree programme, receive a distinction. Fail or pass grades improved at a resit or a repeat exam or by registering the subject again do not preclude the awarding of a distinction.
- (6) The certificate has to be issued in a bilingual version (in Hungarian and English, or in case of a foreign language academic programme, in the given foreign language) within 30 days following the successful finals and after proving that the requirements concerning language skills have been met. The certificate can be issued in other languages on request and at the expense of the student.
- (7) The university issues a supplement for the certificate in Hungarian and English according to the regulations drawn up by the European Commission and the Council of Europe within 30 days.
- (8) If the only reason why it is not possible to issue the certificate is that the student has not been able to present a language certificate, the faculty issues a certificate which proves that the student has passed the finals.

Article 23

Exercising equity and guaranteeing equal opportunities

- (1) During academic programmes and training courses students may be given exemption from certain regulations of the TVSZ on one occasion at their request based on equity. No exemption may be given from the requirements appearing in the curriculum, but the means of completion may be customised.
- (2) The KTB decides about the request. Students may lodge an appeal against a first instance decision made by the KTB within 15 days of receiving it (being informed). The appeal shall have a suspensive effect if possible. Second instance decisions are taken by the dean. The deadline for the dean’s decision is 8 days after receiving the appeal. The second instance decision is final.

- (3) The fact that no favours may be granted in the future thenceforward should be alluded to in the decision based on equity.
- (4) A rector's order regulates the conditions guaranteeing equal opportunities for the disabled students of the BME.

Article 24

The duty of the institute to inform and give advice

- (1) The dean has to ensure that students beginning their university studies have access to the TVSZ, the TJSZ and the leaflet specified in the related governmental decree about training in the *credit system* and the *curriculum*, which expounds the training purpose of the faculty and the degree programme, the *requirements*, *the model curricula of all the specialisations or professional specialisations*, *the programmes of the subjects* advertised by the faculty in the language of the training when they enrol.
- (2) The dean must ensure that the leaflet may be purchased individually or downloaded from the Internet and that it is available in the Dean's Office, in the Central Library, in the offices of the KHK and the Reference Office.
- (3) Information and advice is given to students following Hungarian and foreign language academic programmes and training courses in the language of the academic programme or training course by the Reference Office and the Central Academic Office (KTH).
- (4) Students on specialised further training courses and part-time training courses at BME must be informed before they begin their studies that these training courses are not necessarily offered every year. The attention of students admitted to the training courses must be drawn to the fact that if they diverge from the progress laid down in the model curriculum they run the risk of not finishing the training course successfully. This should appear in the student's contract in a way updated for the given degree programme.

Article 25

Language teaching, language requirements

- (1) In addition to the (optional and compulsory elective) general language courses, the BME provides general and technical language teaching in different languages for students doing the Hungarian language courses at four different levels. The right to learn a language does not depend on whether the student has completed the language criteria set for him/her in the educational and outcome requirements and the *curriculum*.
- (2)
- (3)

- (4) The rules governing the announcement of, enrolment onto and completion of zero-credit language courses may be different from the general rules set in the TVSZ and in the Study Statutes. A rector's order issued in accordance with EHK defines the special rules, the timetable slot and the fees of zero-credit language courses.

Article 26

Specialised further training and part-time training

- (1) It is possible to diverge from the points of the TVSZ listed below in the case of specialised further training courses and with the consent of the KTB in the case of part-time training courses. The formulation of rules included in these points valid for the given training should be included in the student's contract to be made with students admitted to the training:
- a.) (1) - (5) of Art. 7,
 - b.) (7) – (10) of Art. 8,
 - c.) (5), (7) and (8) of Art. 10,
 - d.) Articles 13 and 14.

Article 27

Doctoral education

- (1) Students can enrol on doctoral programmes in any semester based on their individual work plan which must be drawn up according to the regulations of the doctoral school. Students must submit a work plan negotiated with their supervisor to the dean's office by the end of the third week of the semester in the first active semester and by the end of the registration week in the subsequent semesters.
- (2) If a student fails to submit his work plan by the date set in (1), he can submit it up until the end of the fifth week of the semester, but is liable to pay a fine of an amount set by the rector. Should the student also fail to submit the work plan by this date, his/her semester becomes passive.
- (3) "Research activity" and the "publication activity" are subjects ending with a mid-semester mark, and the supervisor (consultant) is responsible for them. The mark for a semester is awarded by the supervisor or, in case of an external supervisor, by the consultant (based on the supervisor's written opinion).
- (4) The optional subject *teaching under guidance* can form part of the training. In the course of this students improve their abilities to present and communicate by giving a university contact lesson under the guidance of a designated lecturer, based on pre-prepared and well-documented teaching material and in accordance with the contents of the related doctoral student's contract made with the students. The subject and the related credits are set by the head of the supervisor's or the consultant's department

with the agreement of the supervisor. The completion of the subject is assessed by the head of department based on the opinion of the designated lecturer. A total of not more than 30 credit points may be awarded during the training period for teaching.

- (5) 180 credits have to be obtained on a doctoral programme, in the following manner:
 - a) 30-50 credits: mastering the set learning material;
 - b) 130-150 credits: scientific research or creative artistic activity, teaching under guidance.
- (6) A maximum of 45 credits can be obtained in one semester. Accredited credits are not included in this number.
- (7) The amount of work devoted to the doctoral dissertation being prepared during the doctoral programme may be recognised as scientific research based on the decision of the supervisor, with his/her assessment (as a grade) to the value of a maximum of 30 credits.
- (8) The performance and progress of students are assessed every semester by the Council of the Doctoral School (henceforth DIT) based on their supervisor's suggestion.
- (9) Following an assessment the dean may assign students with Hungarian state scholarship who are not making appropriate progress in their studies, to the ranks of the self-financing students, at the suggestion of the DIT. A 15% of the students on a given academic programme can be re-assigned in this way.
- (10) The Hungarian state scholarship places which have thus become vacant may be filled by the dean with self-financing students at the suggestion of the DIT.
- (11) The decision about the revision of funding is made by the dean at the end of each academic year, a minimum of 30 days before the beginning of the following academic year.
- (12) Students who have become state-funded are entitled to a doctoral student's stipend from the first month of the academic year following the revision onwards.
- (13) The legal relationship of doctoral students with the BME will be uninterrupted if they attain:
 - a) at least 20 credits in each semester, including at least 10 research credits,
 - b) at least 50 credits in the first two active semesters, including at least 25 research credits,
 - c) at least 105 credits in the first four active semesters, including at least 52 research credits.

The legal relationship of a student is terminated at the end of a semester if conditions a), b) or c) are not met.

- (14) The legal relationship is also uninterrupted if a student who is doing a part-time training course abroad for more than 6 months carries out certain parts of their research, negotiated with the supervisor, at a foreign university or research institute.

- (15) The course finishes (the leaving certificate is obtained) if the condition of obtaining 180 credits is met as described in (5). At their request, students can get a certificate signed by the dean and the chairman of the DIT attesting the award of the leaving certificate.
- (16) It is possible to diverge from the points of the TVSZ listed below with the consent of the KTB in the case of doctoral programmes. The formulation of rules included in these points and valid for the given doctoral programme must be included in the student's contract to be made with students admitted to the doctoral programme:
 - a) (5) of Art. 10,
 - b) Articles 13 and 14.
- (17) The doctoral student may be required to work on educational and research activities assigned by the faculty hosting the doctoral school for up to twenty percent of the time required to fulfil his/her weekly study obligations. The head of the department of the supervisor / consultant shall decide about this, with the agreement of the supervisor.
- (18) The work done by a doctoral student – including work which may be required under (17) – shall not exceed, on average over a semester, fifty per cent of the total weekly working hours. The schedule of the doctoral student should be organized in such a way that he/she is able to fulfil his examination and examination preparation obligations.

Article 28

The Study Statutes

- (1) The enacting clause of the TVSZ is the Study Statutes which is issued by the rector as a rector's order in agreement with the EHK.
- (2) The Study Statutes can stipulate every question connected to the enactment of the TVSZ.
- (3) The following must be stipulated in the Study Statutes:
 - a) the formation of the working order of the KKBs;
 - b)
 - c)
 - d) the deadline for submitting requests to the KTB as well as the form and content requirements of the requests;
 - e) determining the credits obtained by the students after the exam period of the spring semester;
 - f) the period when students can declare their intention to continue their studies or to suspend their legal relationship with the university;
 - g) the way of and deadline for reporting the changes in the data appearing in the studies information system;
 - h) the way subject programmes are announced;

- i) the way to pre-register and finalise registration for courses in the studies information system;
- j) the deadline for sending an e-mail to students who have already registered for a course which is not going to be started;
- k) the rules for checking participation in the seminars;
- l) the way of and deadline for publishing the results of tests;
- m) the way of publishing the finalised exam order;
- n) the deadline for applying for a (complex) exam and the way of withdrawing from it;
- o) the way of applying for a repeat (complex) resit;
- p) the way of handling the exam sheets;
- q) the deadline for submitting the requests instigating the acceptance of subjects as well as the formal and contents requirements for the request;
- r) the way of inputting the *mark for the finals* and *the grade of the degree thesis* into the studies information system;
- s)
- t)
- u)
- v) the form of the minutes kept about the finals;
- w) the rules for handling the credit book;
- x) the written acknowledgement that can be requested about the evaluation of subjects;
- y) the handling of objections against data regarding the evaluation appearing in the register after the end of the study period.

Article 29

Interpretative provisions

- (1) When applying the TVSZ the following interpretations are to be used in addition to the interpreting points of Art. 108 of the Nftv:
 - a) **active semester:** from the point of view of students it is each and every semester following enrolment at the university in which students have declared their wish to continue their studies.
 - b) **signature:** this certifies the completion of the mid-semester requirements of a subject ending in an exam.
 - c) **degree thesis or dissertation:** a complex individual task which requires the synthesis and creative application of the knowledge acquired on the degree programme.
 - d) **preliminary study order:** all of the preliminary requirements for the subjects which form the curriculum of the degree programme.
 - e) **preliminary requirements:** the knowledge imparted in another subject or group of subjects necessary to understand the knowledge of a subject and/or the certified completion of a certain criteria requirement.
 - f) **mid-semester mark:** a mark which represents the evaluation of a subject to which no end-term exams belong. The mark is determined based on the student's performance on mid-semester checks during the term, except for field surveys.
 - g) **repeat (complex) exam:** the third (complex) exam in a subject in a given semester from which students obtain a grade.

- h) **(complex) resit:** the second (complex) exam in a subject in a given semester from which students obtain a grade.
- i) **concessional study load:** a personal authorisation on the basis which students may be exempted wholly or partially from participation in compulsory classes, their deadline(s) for handing in tasks may be altered, they may sit their exams outside the exam period but before the beginning of the next term at the latest, they may end the study period earlier than normal or may be granted other concessions.
- j) **delayed submission:** submitting a home assignment late. In the case of delayed submission the homework assignment can be handed in under the same conditions but with a different deadline. A minimum of one week has to be given between the old and the new deadlines. The fact of delayed submission can be taken into consideration when evaluating the task up to a maximum of 20% of the value of the task.
- k) **terminated training:** a type of training to which admission is no longer possible in an admission process because it has been terminated (has come to an end).
- l) **consultant:** a university lecturer, researcher, PhD or DLA student or an external expert who helps with the work of the university.
- m) **tutorial:** an informal meeting of lecturers and students during or outside of lesson time in which the lecturer gives a student or a group of students advice on and help with preparing for and completing certain checks and with mastering the course material. During homework tutorials the progress of students with homework must be documented.
- n) **corrected credit index:** the result of the formula (acquired credits / registered credits) \times (acquired credits \times grade) / 30 in a semester.
- o) **credit:** the unit of measuring the amount of students' work. It expresses the estimated time necessary for mastering the knowledge and meeting the requirements in relation to the curriculum unit; one credit represents thirty academic working hours.
- p) **criteria requirements:** conditions which must be met in order to obtain the degree and/or to complete the specialisation requirements but to which no credits belong. Criteria requirements can be given as preliminary requirements for a subject.
- q) **course:** the actual realisation of a subject applied to a semester, (i.e. a period of training.) Several courses can be announced in the same subject in the same semester.
- r) **special charge:** a charge collected according to the TJSZ the amount of which is determined by a rector's order issued with the agreement of the EHK.
- s) **offered mark:** the grade determined by the teacher of the subject on conditions described in the subject requirements. Students can decide whether they accept it or not.
- t) **model curriculum:** the distribution of the subjects of the curriculum which students can follow in such a way that they meet the preliminary study requirements when enrolling for each subject, obtain 30 (± 3) credits every semester and finish their study requirements within the duration of the academic programme or training course set in the qualification requirements.
- u) **homework assignment:** a way of testing in which students carry out an assigned task mainly outside of lessons. The theme, the expected form, the place of and the deadline for submission are included in the announcement of the homework

- assignment. The date of a homework assignment is the deadline for submission, redoing it means delayed submission.
- v) **totalled corrected credit index:** this is calculated in the same manner as the corrected credit index with the additional provision that thirty credits per semester and the credits added and completed during the whole period must be taken into account.
 - w) **stipend index:** $(\text{acquired credits} \times \text{grade}) / 30$
 - x) **passive semester:** a semester in which the legal relationship of a student is suspended.
 - y) **repeat in-class test:** rewriting the in-class test (ZH) or improving its grade. The guiding principle is that the topic of the repeat test, the grade or number of points that can be obtained, the time available for writing it and all other conditions shall be the same as those of the test that is being repeated. A subject may, with the consent of the KTB, employ a resit system in which the repeat test differs from the original test. A minimum of 48 hours should be provided between the announcement of the results of the test to be repeated and the repeat test. Students can repeat tests which they have missed or failed and improve the grades of those which were at least a pass.
 - z) **repeat period:** the period in which there are no lessons and students can retake mid-semester checks and take pre-exams.
 - aa) **registration week:** the first week of the term, during which students finalise the subjects they wish to enrol for in the semester which is beginning and declare in which state (active or passive) they wish to be during the semester.
 - bb) **weighted academic average:** $(\text{acquired credits} \times \text{grade}) / \text{all acquired credits}$
 - cc) **professional specialisations/specialisations and modules:** units of a curriculum which form the curriculum of a degree programme and are composed of subjects which cover knowledge which is thematically related to the training purpose of the degree programme, or which include knowledge common to more than one degree programme; modules and specialisations can build upon or be substituted for each other. Professional specialisations lead to the award of a self-contained professional qualification, whereas specialisations do not.
 - dd) **professional specialisation/specialisation requirements:** the conditions set down in the model curriculum for choosing a specialisation or a module.
 - ee) **complex exam:** testing the synthesised knowledge of several subjects. Where the regulations do not stipulate otherwise, the provisions valid for exams must also be applied to complex exams.
 - ff) **complex exam period:** the complex exam period of a given semester lasts from the beginning of the registration week until the beginning of the following registration week.
 - gg) **Practical period:** the first week of a term is the registration week. For the rest of a term students attend (contact) lessons of the subjects they have taken and take related mid-semester checks.
 - hh) **(contact) lesson:** activities students take part in requiring the personal contribution of a lecturer or instructor which are a part of the academic requirements of the curriculum.
 - ii) **acceptance of a subject:** this refers to determining the number of credits awarded for completing a subject, whether it is permitted to substitute other subject(s) for it and the ways in which it differs from other subjects. Subjects offered at other faculties, institutes or at other levels of training may be accepted by the BME.
 - jj) **announcement of subjects:** the listing of courses.

- kk) **subject requirements:** a statement of the requirements students have to meet to complete the subject and the deadline for doing so.
- ll) **subject programme:** the definition of the knowledge to be acquired in each subject.
- mm) **curriculum:** the definition of the detailed educational and academic outcome requirements as well as the detailed regulations governing the academic programme.
- nn) **completed subject:** each subject in which students have achieved at least a pass result and thus obtained the credits associated with the subject. In the case of criteria subjects (with the exception of complex exams) completion is certified by a signature and no credits can be obtained.
- oo) **supervisor:** the person overseeing the preparation of the degree thesis or dissertation.
- pp) **field survey:** consists of surveys of a given area or establishment, which can only be carried out at an external location.
- qq) The **leaving certificate** certifies that the student has successfully completed the subjects stipulated in the curriculum and fulfilled the other academic requirements - apart from passing the language exam and completing the degree thesis - and that he/she has obtained the necessary number of credits as set forth in the training and output requirements. It attests without assessment or evaluation that students have met all the study and exam requirements set in the curriculum.
- rr) **legal relationship as a guest student:** this is formed if a student, at his/her own request, is permitted to do his/her studies at a home or foreign institute of higher education for a given period.
- ss) **exam period:** the period for sitting exams.
- tt) **exam mark:** the mark determined either by taking both the mid-semester checks and the performance in the exam into account or exclusively based on the performance in the exam.
- uu) **exam course:** a course announced according to (5) of Art. 11, without lessons.
- vv) **finals:** the checking and assessment of the knowledge (skills) necessary to obtain a higher education degree, in the course of which candidates must prove that they have the knowledge necessary for the qualification, understand the material they have learnt in its complexity and can apply it under the scrutiny of the finals committee of the faculty.
- ww) **in-class test (ZH, zárthelyi dolgozat):** any kind of written tests which count for more than 10% in the case of subjects in which have a final exam mark as part of their requirements and at least 20% for subjects assessed on the basis of the mid-semester mark or which allow more than 30 minutes for students to complete the test.
- xx) **Optional “catch up” subject:** a subject covering basic knowledge in the field of natural sciences, with course groups having a maximum of 35 students. The subject requirement must demand the presence of students at a minimum of 70% of lessons.
- yy) **zero-credit language course:** a zero-credit language course of a subject announced by the BME Centre for Modern Languages of at least 4 hours per week.
- zz) **second retake in-class test (re-retake test):** repeated retake of an in-class test. The conditions of the second retake in-class test are equal to the conditions of the

- in-class test that is to be retaken. The result of the retake test has to be made accessible within at least 48 hours prior to the second retake possibility of the test.
- aaa) performance index: the index of the academic achievement as defined in the TJSZ.

Article 30

Closing provisions and relation to other regulations

- (1) The TVSZ comes into force on 1st January 2015. Simultaneously all other regulations contradicting this present one lose force.
- (2) Only the vice-rector for education is entitled to make a statement in relation to the interpretation of the TVSZ, with the agreement of the president of the EHK.
- (3) If a student who began his/her studies preceding the academic year 2007/2008 ought to be dismissed in accordance with clause b) of (6) of Art. 3, but not according to any of the TVSZs which were in force prior and was in force at the student's enrolment, the student cannot be dismissed.
- (4) The Regulations of Payments and Benefits regulate the benefits connected to the students' studies, payments to be made to students and the charges to be paid by them.
- (5) If the language exam is the prerequisite of gaining the diploma or the certificate those are exempted who turn 40 in the first year of their studies. This rule can be applied latest for those who take their final exam in the academic year 2015/16.
- (6) If there are no other provisions, the TVSZ must be applied both to academic programmes and training courses which began earlier and the students participating in them, with the exception of those who began their studies before 1st September 2006. Those students who started their higher education studies before 1st September 2006 can finish them based on the curriculum requirements approved by BME according to the previous qualification requirements and can acquire college level or university level diploma as defined in the 1993. Law on higher education. The study time guaranteed for the student, the rules for interruption and pause of studies must be determined based on regulations valid at the time of enrolment. The rules for obtaining the diploma must be determined based on regulations valid at the time of obtaining the leaving certificate. BME can differ from these regulations from 1st September 2015.
- (7)
- (8) The signature obtained according to (4) of Art. 14 is valid in the semester when it is obtained and in six further consecutive semesters. This point is applicable in the case of signatures obtained after the regulations came into force on 1st September 2007. Signatures obtained before that date are valid for five years in accordance with (7) of Art. 13 of the BME TVSZ approved in June 2006.

- (9) Regulations in 10. § (16) and 12. § (5) shall be applied only to students enrolled after 1st August 2010. For students enrolled before 1st August 2010 it is a criteria requirement to take and complete physical education classes four times.
- (10) Students not reaching the academic average according to 3. § (15) should be assigned to self-financing state first after the academic year 2013/14.
- (11) The rules described in 3.§ (6) f.)-j.) must be applied from the second semester of 2015/2016 academic year.
- (12) The rules described in 3.§(15) must be applied in revisions after 31st of August 2016, the revisions before this date request 30 credits.

Budapest, September 2015.

Dr. János Józsa
Rector

In case of any debate the Hungarian version of the above regulations is normative.

1. §

Students who are in a legal relationship with the BME can be involved as demonstrators in scientific research and teaching preparatory work. The primary aim of employing students as demonstrators is to increase their professional commitment, to prepare them for high level professional work and for PhD (DLA) studies, and for an academic career. Employment as a demonstrator is taken into account in the admission process for PhD (DLA) studies.

2. §

- (1). Appointment to the temporary position of Demonstrator at the BME can be attained through public application. Full time students can become demonstrators.
- (2). Demonstrator appointments can be made for at least one semester and for a maximum of one year. The appointment can be repeated.
- (3). Invitations for applications to become a demonstrator are announced by the head of the competent educational organizational unit. The decision on the appointment is subject to the dean's approval. There are two possibilities:
 - a.) the dean makes the decision, taking into account the opinion of the head of the competent educational organizational unit,
 - b.) the head of the competent educational organizational unit decides.
- (4) The following conditions must be met for submitting a proposal for demonstrator
 - the student must have a BSc/BA diploma, or
 - the student must have at least 60 credits, a weighted academic average of better than 3.5 or a scholarship index of better than 3.5 in both of the active semesters preceding the assignment.Faculties may specify a grade minimum of higher than 3.5.
- (5) Withdrawal of the demonstrator appointment can be initiated by the student demonstrator or by the head of the competent educational organizational unit. Decisions on the withdrawal of a demonstrator's appointment will be made by the person who gave the assignment, taking into account the opinion of the KTB.

3. §

- (1) The university organizational unit enters into a contract of employment with the demonstrator. This contract will include details of the duties of the demonstrator and remuneration for fulfilling these duties.
- (2) The wage paid to the demonstrator must comply with Nftv. § 44..
- (3) A note of the demonstrator's activity must be included in the diploma supplement.

4. §

- (1) These rules come into force on 2nd February, 2009. The former BME regulations on demonstrators concurrently cease to apply on this date, as do all decisions which contradict the current regulations.