

RULES AND PROCEDURES

GÖDÖLLŐ

Curriculum

- In the credit system, the curriculum serves as a guide for students to organize their studies. By following its schedule of semesters and subjects, one can complete his or her studies in the time frame given in the law. A curriculum contains the following for each semester:
 - compulsory and specialized subjects
 - number of lessons per week (or per semester) for each subject, including theory and practice classes
 - number of credits for each subject
 - type of grading for each subject
 - semester of each subject (a number, or fall/spring)
 - prerequisites for each subject (if any)
 - options and conditions of taking up a specialty
 - rules of making the thesis work
 - detailed requirements of the final exam
 - information on field practices and placements
- Each semester, the student should be provided an adequate timetable, so one can complete all compulsory and specialized subjects with no conflicting times.
- Certain subjects can have prerequisite subjects. Prerequisite subjects always shall be completed in an earlier semester than that of the subject to be taken.
- Subjects shall not be completed if the student already has the required knowledge. An exemption can be requested based on earlier studies or work experience. The teacher of the subject shall permit the exemption with his or her signature. The teacher has the option to request an oral, written or practical exam as a requirement of the exemption.

The Student's Legal Relationship

Establishing and Suspending a Student's Legal Relationship

- During his or her studies, the student and the university are in a legal relationship, with mutual rights and obligations for both parties, regulated by Hungarian law and the rules of the university.
- One can become a student of the university by enrollment or by reception from another university.
- Reception is possible for those students who have a valid legal relationship with another university and there is no disciplinary or cancellation procedure in progress against him or her.
- The student's legal relationship is established by registering for the first semester of the chosen program. A training contract is made between the student and the university, based on the financing of the student's studies. The legal relationship stays valid until cancellation or the finishing of studies.

- The student shall register for each semester, with the possibility of continuing his or her studies (active semester) or suspending his or her studies (passive semester). Registering for subjects automatically results in an active semester, while not registering for any subject automatically results in a passive semester.
- The student is allowed to have two passive semesters continuously. During his or her studies, one can not have more than four passive semesters, except in cases of equity, including accidents, illness, childbirth, or other reasons out of the student's influence. In all such cases, the student shall request equity in written form.
- No exams can be completed during a passive semester.

Cancellation of a Student's Legal Relationship

- The student's legal relationship is cancelled
 - if the student is received by another university, on the day of the reception,
 - if the student announces cancellation of his or her student's relationship, on the day of the announcement,
 - on the last day of the final examination period or the last day of the final semester,
 - if the student did not pay the tuition fee for the semester until the given deadline,
 - based on a disciplinary decision, on the day of the decision.
- The university can cancel the student's legal relationship if the student
 - does not complete the requirements regulated by the rules of the university and the curriculum of the program,
 - does not register for the subsequent semester for the third time in a row,
 - has six unsuccessful exams in one subject.
- The university shall warn the student in writing before any cancellation.
- The student's legal relationship is not cancelled when after a bachelor degree the student continues his or her studies on the master level in the subsequent semester.

Partial Studies

- A student can enroll in a program with the purpose of partial studies.
- A partial student can not get any degrees or professional qualifications, be received by another university, have further parallel studies in other programs or universities, or suspend his or her studies.

Studies

Schedule of the Academic Year

- University education is partitioned into academic years in general, and semesters in particular. The fall semester usually lasts from the beginning of September to the end of January, while the spring semester usually lasts from the beginning of February until the end of June. The individual faculties can establish their own schedules, including the study period, the exam period, and the practice period (if any), as well as fall, spring and summer breaks.
- The study period in a semester consists of 13-15 weeks. It is followed by a 6 week long exam period.
- There is usually a one week fall break and a one week spring break. There is a 8-10 week long summer break between the end of the spring semester and the beginning of the fall semester. National holidays, including a usually 2 week long Christmas break, are also study breaks.
- The length of a class is usually 45 minutes. Several classes can last 90 or more minutes, with possible 15 minutes breaks between classes.
- Practice-based bachelor programs have a practice semester (6th or 7th semester).

Registration at the University

- After enrollment or reception, the student shall register at the university at the time and place given by the faculty.
- Registration can only be completed in person.
- Registered students are entitled to a student ID card, which is validated for each active semester.

Registration of Subjects

- Students participating in any program are entitled to an electronic registration course book, printed at the Registrar's Office. It contains all information regarding the program, the subjects, practices, and the final degree. A simplified form, containing only the subjects and their results, is the transcript, also available at the Registrar's Office.
- The student shall register for each compulsory, specialized and optional subject in the Neptun system at the beginning of each semester. Subjects offered by the curriculum should be taken, paying attention to prerequisites.
- Subjects registered in Neptun have the following information: name of subject, name of teacher(s), number of classes (per week or per semester), credit value of subject.

- Students are entitled to select optional – outside the curriculum – subjects. Other than recommended subjects, these can be chosen from the selection of other programs, faculties, or universities. In the latter case, rules of exemption should be used.
- Compulsory (A) and specialized (B) subjects can be taken in the semester defined by the curriculum.
- Subjects can be taken with or without the need to attend classes. For subjects with no classes (exam-only course; Hungarian abbreviation: CV), the student can only take an exam, and he or she does not complete the semester requirements. Completion of semester requirements are verified by the teacher's signature, therefore exam-only courses can be taken only by having a signature from a previous semester.
- All subjects are announced before the beginning of the semester, including:
 - information on the subject and its courses,
 - name of teacher(s),
 - minimal and maximal number of students,
 - course requirements.
- If the student can not obtain the credits for a subject during the semester, he or she can take the subject again in a later semester. If the teacher gave the student a signature – as a verification of completing the semester requirements –, only an exam is needed in the next semester. The student has the option to take an exam-only or a regular course. In the latter case, the requirements for a signature shall be fulfilled again. If the subject material significantly changes, the previous signature is not valid anymore.
- The student can take more credits than needed for completing a program. The number of credits from these optional subjects can not exceed 10% of credits prescribed in the curriculum.
- Registration for subjects usually opens up in the Neptun system two weeks before the beginning of the semester, and it is closed by the second week of the study period. After this deadline, no subject can be taken or cancelled.
- Certain (usually optional) subjects might not start because of the low number of applicants. In this case, the student has to choose a different subject.

Information on Requirements

- The registrars of the faculties provide an information booklet to all students, which includes general information on the university, rules and procedures of study, as well as information specific to the given program. This booklet is usually available in physical and digital form.
- An information booklet contains the following:
 - name, address and ID of the university,
 - general information on the university,
 - schedule of the semester,
 - contact details of the Registrar's Office and the International Office,
 - description of the enrollment and registration process,

- useful information for international students (including information on residential permit, costs of living, healthcare, insurance, and so on),
 - tuition and other fees, as well as the general conditions of program contracts,
 - student hostel information,
 - information on library and computer services,
 - information on sport facilities and extra-curricular activities.
- The program-specific part of the booklet contains the following:
 - the curriculum, the level of the qualification and skills associated with it,
 - conditions of specialization (if any),
 - requirements and rules for the thesis work and final exam, as well as information on final grading,
 - name, teacher, ECTS credits, number of lessons, semester number and prerequisites for subjects,
- All credit values of the subjects are compatible with the European Credit Transfer System (ECTS).
- The teachers of all subjects shall communicate the requirements of the actual semester to the students, for lectures and practices as well. These requirements shall be established at the beginning of the semester, and shall be available in writing on the bulletin board of the department, as well as in digital form in the Neptun system.
- Requirements of a subject shall include the following:
 - rules of attendance,
 - number, requirements and dates of midterm checks (papers, exams),
 - conditions of skipping classes, and in case of denial of a signature, methods and possibilities of repeating the missed parts/exams,
 - conditions of acquiring a practical or exam grade,
 - a bibliography of required and suggested reading,
 - number of ECTS credits,
 - prerequisites,
 - conditions of a semester signature and entry to an exam.

Recognition of Previously Accomplished Credits and Subjects

- The university will recognize the credits from all Hungarian and foreign universities that use the ECTS system. Results from other universities shall be converted into ECTS credits.
- Recognition is based on the comparison of the two subject materials, as well as the opinion of the teacher of the subject. In case of a 75% correspondence of subject material, the recognition should be accepted. In case of a lower percentage (25-74%) of correspondence, a differential exam can be requested by the teacher. In case of a lower correspondence (under 25%), the recognition can not be accepted.
- The process of subject recognition is the following:
 - The subject to be recognized shall be taken by the student at the beginning of the semester, just like any regular subject.

- The student shall submit a request form for subject recognition to the teacher of the subject to be substituted. Attachments shall include an official description/syllabus of the original subject(s), as well as a transcript with the student's grade from the original subject(s). The transcript shall include a grade conversion key (preferably a percentage table) and in case of a non-ECTS system, the necessary information for an ECTS conversion (preferably the number of classes per week and/or per semester).
 - If the teacher agrees with the recognition, he or she or the student should forward the signed form to the Registrar's Office of the faculty.
 - The head of the program shall agree with the recognition.
 - The credit transfer committee of the faculty shall also agree with the recognition.
 - After the final acceptance of the recognition, the grade given by the teacher is registered for the recognized subject.
- Instead of subjects, recognition can be based on miscellaneous studies and work experience. These shall be officially certified for a successful recognition process.
- Credit can be given only once for a given area of study.

Individual Study and Exam Plan

- A student can request an individual study and/or exam plan for a given period, for up to two semesters. The conditions of such a request are determined by the faculties.
- With an individual *study* plan, the student gets a special permission to restructure his or her timetable. This restructuring shall be negotiated with the teacher(s) of the chosen subject(s), however, requirements still shall be completed.
- With an individual *exam* plan, the exam period (usually six weeks at the end of the semester) can be extended. Postponed exams shall be completed the latest by the end the sixth week of the next semester. This extension shall be negotiated with the teacher(s) of the chosen subject(s), however, the exam requirements will be the same as for other, regular students.
- An individual study plan and an individual exam plan can be requested together.
- The process of an individual study and/or exam plan request is the following:
 - The student shall submit a request form for an individual study plan to the Registrar's Office. The form includes an explanation of the reasons for the request. This explanation shall be officially proven or certified. Typical reasons for such requests include: foreign studies (Erasmus Scholarship), accidents, prolonged illness, childbirth. Working beside studies is not a valid reason for an individual study plan!
 - If accepted by the faculty, the form is returned to the student, together with another form, which serves as a registry for the negotiated study plans for each subject. The student shall arrange the conditions for each with the teacher of the given subject. These conditions shall be included on the form, signed by the teacher.
 - After the completion of all negotiations, both forms shall be returned to the Registrar's Office.

Knowledge Assessment and Acquiring a Signature

Attending Classes

- *Lectures* are classes that communicate the theoretical part of a given subject. As this is an integral part of the subject material, it will be required for a successful exam. Attendance is strongly recommended.
- *Practices* are classes in which students do practical or field work, and get first-hand experience of a given field. Practices are usually held in smaller classes (5-20 students) and might include field trips or visits outside the university. Attendance is mandatory.
- Skipping a practice class is possible, but there are rules for making up for missed classes. These rules can vary from subject to subject, but usually three classes can be skipped per semester. Missing more than the allowed number of classes results in an automatic fail grade.

Forms of Knowledge Assessment

- In the Hungarian education system, grading is based on a five-grade scale:
 - excellent (5)
 - good (4)
 - average (3)
 - satisfactory (2)
 - failed (1)
- Some subjects require only a signature by the teacher as a certification of completion. Therefore these only have a two-grade scale:
 - signed
 - failed
- Notable forms of knowledge assessment are the following:
 - *Practice grade*: For subjects that require a more practical approach, a real-life use of the acquired skills. Practice grades are usually based on the work of the student during the study period. Optionally a practical exam, a term paper, or some kind of project work can be required for a signature and/or a grade.
 - *Exam grade*: An exam usually checks the student's theoretical knowledge of a given subject for the entire semester. Its form is usually oral, written, electronic (e-learning), or a combination of these.
 - *Comprehensive exam grade*: A special type of exam that includes the material of several subjects and/or several semesters.

Recommended Grades

- Some subjects might give the opportunity to the student to get a recommended grade, based on his or her work during the study period. Accepting the recommended grade means that that grade will be the final grade for the subject, without the need for an exam. Not accepting the grade means that the student shall pass the usual exam.

Getting a Signature

- A signature means that the student has completed the requirements of a subject for the study period. It is a prerequisite to be allowed to have an exam from the subject.
- Denial of a signature means that the student can not register for an exam, and the subject will not be completed.

Exams

- A student can apply for an exam only through the Neptun system. The deadline for application and cancellation – unless otherwise noted – is 12 a.m., one day before the date of the exam.
- Exams can be held during the study period in some cases. The teacher of the subject shall let the students know about this opportunity at the beginning of the semester.
- Exams during the exam period should be arranged together with the students. For a written exam, there shall be at least 3 exam dates for the exam period, while for oral exams, there shall be at least 1 exam date every week during the exam period.
- All information regarding an exam is available in Neptun, including: the name of teacher(s) at the exam, exact date and time, minimum and maximum number of participants, location. The exact requirements should be communicated to the students at least 3 weeks before the exam period.
- Oral exams – including the final exam and the defense of the thesis – are public for the students and teachers of the university.
- The examinee should have a short time to prepare before his or her exam.
- Comprehensive exams shall be conducted by at least two teachers, and a report shall be made.
- If the exam was conducted by one teacher, the student can request a second exam with another teacher or a committee. This request should be forwarded to the department or the faculty.
- If the student applies for an exam, but does not appear, he or she will not get a grade. A missed exam counts as one opportunity out of the allowed maximum number of exams. If not justified by the student, missing an exam can incur a fine.

- The student should be identified before the exam, therefore an ID is needed for entering an exam.
- The teacher shall register the exam grade in the Neptun system two working days the latest after the exam. All grades shall be registered in Neptun 14 days the latest after the end the exam period. This is also the deadline for the student to check his or her grades and contact the teacher in case of any problems. After this deadline, no addition or modification of grades is possible.

Repeating Exams

- The student can repeat an exam to get a better grade (improving exam) or to correct a failed exam (retried exam).
- In any case, an exam can be repeated up to two times per semester per subject (it means up to three exams per semester for one subject). Altogether during the studies, an exam can be repeated up to five times (it means up to six exams for one subject).
- The first repeated exam for each subject is free, but after that, all repeated exams incur a fee.
- Repeating a field-practice-type subject (including engineering practice, teaching practice, one week practice, field trip, etc.) is possible with conditions set by the faculty.

How Credit Averages Are Calculated

- After the exam period, credit averages are calculated and shown in Neptun. The deadline for this can vary, but usually one can see his or her average two or three weeks after the end of the exam period.
- Grade Points Average (GPA) is based on the number of credits and grades obtained during the semester. It is calculated for a given semester, and a cumulated one is calculated for all completed semesters. The calculation method is the following:

$$GPA = \frac{\sum (credits \cdot grades)}{\sum credits}$$

- A Scholarship GPA is also calculated for all students, however it is significant only for those who receive a monthly scholarship by the state (usually Hungarian state-financed students). It is based on the number of credits and grades obtained compared to the number of credits for the actual semester in the model curriculum (fixed as 30 credits for this purpose), as well as on the rate of taken and obtained credits. The calculation method is the following:

$$SGPA = \frac{\sum (credits \cdot grades)}{30} \cdot \frac{\sum credits_{obtained}}{\sum credits_{taken}}$$

- Recognized subjects are counted as regular completed subjects.

- Failed grades are not counted. Out of several grades for one subject, only the final grade is counted.

Repeating Subjects

- A failed subject shall be repeated, if it is a compulsory (A) subject in the model curriculum. Usually, specialized (B) subjects also shall be repeated, but there might be exceptions. Optional (C) subjects shall not, but can be repeated.
- A subject can be taken up to three times during the studies, if the repeated number of exams (up to six exams for one subject) makes it possible.

Ethical Norms and Censure

- There are certain written and unwritten rules of ethical norms that the student shall adhere to. Using unauthorized or unethical methods to attain a result can incur a verbal censure, a written censure, a fine, or even a cancellation of the student's legal relationship.
- The most notable unethical behavior includes the following:
 - Presenting another's work as one's own, or not referring adequately to another's work (plagiarism).
 - Trying to obtain exam questions, if those are not public.
 - Helping others in an exam in a non-authorized way, or getting help from others (cheating).
- The exact type and extent of censure is determined by the examiner, the teacher of the subject, the department, or the faculty.

Rules for the Pre-Degree Certificate, the Thesis, the Final Exam, and the Degree

Finishing the Program

- Finishing their studies, students attain a pre-degree certificate. It certifies that the student has completed all subjects, passed all exams, and finished all field practices, therefore acquiring all credit points required by law. It does not require the completion of the thesis work. The pre-degree certificate is issued in the same semester in which the student completes his or her studies.
- A student who attained a pre-degree certificate, can enter the final exam.

The Final Exam

- After attaining a pre-degree certificate, a program is finished with a final exam.
- To enter a final exam, the following are required:
 - Attainment of a pre-degree certificate.
 - Handing in a thesis work and having the reviewer's evaluation.
 - Having no debt toward the university.
- The final exam consists of the following parts:
 - Defense of the thesis.
 - A complex oral exam.
 - Optionally, some programs might require other parts, including written or practical exams.
- The final exam takes place in the final exam period, determined by the faculty. A final exam is conducted by a committee.
- Faculties can have their own, more detailed requirements for a final exam.
- A report is made of the final exam. Partial results and the final result are entered into Neptun.
- The result of the final exam is based in the thesis grades and the grades of the oral exam. If any part of the final exam is failed, then the final exam shall be repeated.
- The result of a successful final exam cannot be improved.
- The defense of the thesis and the result of the oral exam is determined by the closed consultation of the committee. The final result is communicated by the chairman of the final examination committee.
- The final examination committee usually consists of a chairman and at least two other members. At least one member comes outside the university, usually an expert or a professor of another university.

The Thesis Work

- As part of finishing a program, the student has to make a thesis work.
- Thesis topics are issued by the departments.
- The student can also suggest a thesis topic, which shall be accepted by the department or the faculty.
- The exact format and other requirements of a thesis work are regulated separately.

Repeating a Failed Final Exam

- In case of a failed final exam, the student can repeat it in any of the final exam periods of the following semesters, inside two years. Two years after attaining the pre-degree certificate, faculties can have special requirements for entering a final exam. Five years after attaining a pre-degree certificate, the student cannot make any further final exams.

The Degree

- A successful final exam means that the student can receive his or her degree.
- Some programs can require the student to have one or more language certificates. The exact details on these requirements are issued by the faculties, but usually the accepted languages and types of certificates are regulated.
- The degree is issued to the student up to 30 days after the successful final exam.
- The degree is signed by the dean of the faculty.
- The grade of the degree, its method of calculation is determined by the faculties.
- Degree grading is based on the following averages:
 - excellent 4.81 – 5.00
 - very good 4.51 – 4.80
 - good 3.51 – 4.50
 - average 2.51 – 3.50
 - satisfactory 2.00 – 2.50
- Degree grading for the doctoral certificate of veterinaries is based on the following averages:
 - summa cum laude 4.51 – 5.00
 - cum laude 3.51 – 4.50
 - rite 2.51 – 3.50
- The university also issues a diploma supplement together with the degree in Hungarian and English. The diploma supplement is supported by the European Union, and considered an official document.

Degree with Honors

- A degree with honors is issued to the student who completed the final exam with excellent grades only, his or her thesis and comprehensive exams are all graded excellent, the average of all other subjects is at least 4.00, and he or she does not have a grade worse than average. Faculties can have stricter requirements.
- For master and specialized program students, a degree with honors in their previous (bachelor or college) program is also required.

Equity

- The dean of the faculty can exercise equity if the student did not complete one of the requirements of the program. An equity can be granted to:
 - Complete an exam after the exam period.
 - Have a fourth exam of a subject in a semester. (Normally only three is allowed in one semester.)
 - Have a seventh exam of a subject altogether. (Normally only six is allowed altogether.)
 - Take a course for the fourth time altogether. (Normally a course can be taken only three times altogether.)
- One student can be granted an equity up to two times, but only one equity can be used for one subject.
- Equity cannot be granted to acquire a signature, to extend the length of studies or study periods, or to be exempt from any requirements of a program.
- Faculties can have their own supplemental rules for equities.