



PÁZMÁNY

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PÁZMÁNY PÉTER CATHOLIC
UNIVERSITY
EDUCATION AND EXAM
REGULATIONS

Effective as of August 15, 2025.

EDUCATION AND EXAM REGULATIONS

Based on Act CCIV of 2011 on National Higher Education and in line with the provisions of the relevant government decrees and other pieces of legislation, the University Council of the Pázmány Péter Catholic University hereby enacts the following regulations as an annex to its Organizational and Operational Rules.

Part I **General provisions**

Scope and application of these Regulations

Section 1 (1) These Regulations apply to all educational programs attended by university students at the University, with the exception of doctoral education.

(2) The scope of the Regulations shall cover all persons with student legal status at the University – with the exception of doctoral students – regardless of the time when such legal status was established. The provisions of the Regulations shall also apply to persons without student legal status who intend to take final examinations, regardless of the fact that they do not have a student legal status at the University.

(3) The scope of the Regulations extends to all the educational organizational units and teachers involved in education, as well as employees performing education organizational tasks in any legal standing.

(4) In view of the characteristics of purely theological education and based on the unique regulations stipulated for the proper observance of the mandatory requirements of the Holy See, the Faculty of Theology and the Postgraduate Institute of Canon Law may deviate from the provisions of these Regulations.

(5) Within the framework defined in the Regulations as well as in issues not regulated herein, the Faculties have the right to add complementary provisions to the Regulations. The complementary provisions added by the Faculties may not be in conflict with the provisions of these Regulations – unless expressly stated otherwise by these Regulations – and shall apply solely to the students studying at the Faculty concerned and only in relation to the education provided by the given Faculty.

(6) In their complementary provisions pertaining to students participating in postgraduate specialist training or to students taking part in studying courses abroad based on an international or interinstitutional agreement, the Faculties may adopt rules that deviate from the provisions of these Regulations.

(7) In the event of any doubt, the Rector has the right to provide for the authentic application of the Regulations and to issue any provisions needed for the enforcement of the Regulations, without prejudice to the Grand Chancellor's right set out in the University's Organizational and Operational Rules to provide the correct interpretation of the University's rules and regulations.

Bodies and persons acting in study-related matters

The Dean

Section 2 (1)¹ The Dean of the Faculty – or the Assistant Deans appointed by the Dean – shall have sole competence to proceed in the first instance regarding the following issues:

- deciding on applications for transfers between full-time and correspondence education,

¹ Amended by Decision 68 of June 27, 2017 of the University Council.

- terminating student legal status for study-related reasons,
- deciding on transfer applications,
- deciding on applications for changing majors,
- permitting passive semesters before the completion of the first study period,
- permitting passive periods exceeding two consecutive semesters – due to child birth, accidents, or other unexpected reasons,
- deciding on applications for equity submitted to the Dean.

(2) The competent Assistant Dean shall be responsible for proceeding in the first instance in respect to all educational and exam related matters of students where the decision-making rights are not reserved for any other body or person. In relation to postgraduate specialist training programs, the Assistant Dean may transfer this right to the person in charge of the program in question.

Study Committee

Section 3 (1) The Study Committee is a permanent committee organized at each Faculty.

(2) The Study Committee shall be competent in making decisions on

- permitting deferred enrollment/registration,
- allowing special schedules,
- permitting the establishment of guest student legal status.

(3) The Faculties may also determine the types of cases belonging to the competence of the Study Committee.

BTK complementary provisions, Section 2² In addition to the provisions of Section 3 (2) of the Education and Exam Regulations, the Study Committee shall also have competence for making decisions regarding the following types of cases:

- a) special deferred subject registration,
- b) special deferred subject cancellation,
- c) granting exemption from under prerequisite conditions,
- d) deletion of or changes to a thesis title as reported, after the given period for reporting thesis titles.

(4) Decisions on certain issues included in the work order of the Study Committee may be transferred to the head of the Registrar's Office. Such transfers shall take place in writing and with the Dean's approval.

(5)³ The Study Committee shall have four members, and its chair shall be a teacher elected by the Faculty Council. The teacher members of the Committee shall be elected by the Faculty Council, and the student members shall be elected by the Students' Union, for a term of one year each.

(6) Any decision of the Study Committee shall be valid if made by at least two persons (the chair and one student member). Decisions shall be made with simple majority votes. In the case of a tie, the chair's vote shall decide.

(7) The Study Committee shall determine its own schedule for holding meetings and its operating rules, in consultation with the competent Assistant Dean.

² Amended by Decision 52 of June 19, 2024 of the Faculty Council. Effective as of August 15, 2024.

³ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

Credit Transfer Committee

Section 4^{4,5} (1) For the recognition of credits earned in any other domestic or foreign higher education institution, or at this University, the Credit Transfer Committees operating at the individual Faculties shall determine the rate of recognition in line with the opinion of the person responsible for the major (or subject) or the competent department, as necessary. The Credit Transfer Committee shall make such decisions until the deadline set by the Faculty. The Credit Transfer Committee shall establish equivalence if the completed subject shows at least a 75% rate of correspondence with the learning materials required by the curriculum or if the application for recognition pertains to an optional subject as per the student's educational curriculum.

BTK complementary provisions, Section 3⁶ **Under Section 4 (1) of the Education and Exam Regulations, the Credit Transfer Committee shall pass a decision on credit transfer applications for the first time in the given semester no later than the last day of the first school week. The Credit Transfer Committee shall publish the deadlines for submitting applications for the upcoming session on the Faculty of Humanities and Social Sciences website.**

(2)⁷ The Credit Transfer Committee may recognize earlier studies and work experience as the fulfilment of study-related requirements. The recognition of any competence learnt in non-formal (education not belonging to the school system but provided in an organized form) or informal (education not belonging to the school system but based on empirical ways of learning) education, or experience earned during work may take the form of accepting any specific competence (knowledge, performance, achievement, abilities, further competences) in the given major by means of credits, or exemption from certain requirements. Students shall be required to provide credible evidence of earlier studies and work experience, including the detailed contents of those.

(3) As a special case of credit transfer, if a student has successfully completed a subject at the University in other than the current educational program and could presently transfer the results for current studies with the same subject code, contents, and credit value (but has not done so), the Registrar's Office shall transfer the results for the student's current studies, upon the student's request.

(4)⁸ In the given semester, the credit values of the recognized subjects shall – unless provided otherwise by rules or regulations – be added to the completed credits and may not be considered for any average calculation, with the exception of the subjects actually completed in the given semester in the framework of guest student legal status.

(5)⁹ Upon the student's request, the Credit Transfer Committee may also conduct a preliminary credit recognition procedure for admission to any Masters educational program or postgraduate specialist training, as well as in connection with guest student status.

(6) The Credit Transfer Committee shall consist of at least two but no more than seven teachers. The members shall be elected by the Faculty Council at the Dean's recommendation, so that all major fields of science are represented. The chair of the Committee shall be appointed by the

⁴ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁵ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

⁶ Amended by Decision 71 of November 22, 2017 of the Faculty Council. Effective as of the second semester of the 2017/2018 academic year.

⁷ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

⁸ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

⁹ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

Dean from among the Committee members. The Committee shall be appointed for a term of three years.

(7) The Credit Transfer Committee shall form a quorum if its meeting is attended by the majority of the members. The Committee shall decide its own schedule of meeting and operating rules, in agreement with the competent Assistant Dean.

(8)¹⁰ In its decision, the Credit Transfer Committee is bound to decisions passed regarding credit transfer applications submitted for the same subject, for a period of five years of such decision.

Committee for the Review of Student Affairs

Section 5 (1) Students may file an application for legal remedy against any decisions passed or omitted on the basis of these Regulations. Such applications shall be submitted within 15 days following the communication of the decision or, if not communicated, following their becoming aware of the decision, with a reference to the violation of rights provided by law of the Regulations.

(2) An application for legal remedy may be lodged against a decision relating to the evaluation of studies only when the decision is based on requirements not adopted by the University, is in conflict with the provisions of the University's organizational and operational rules, or is in violation of the provisions relating to the organization of exams.

(3) With the exception of the violation of procedural rules, no application for legal remedy may be lodged against decisions made by way of individual consideration, especially decisions passed as a result of requesting equity or regarding a special schedule.

(4)¹¹ Applications for legal remedy shall be submitted via the Neptun system.

(5)¹² The Dean of the Faculty concerned shall review applications for legal remedy. If the Dean agrees with the contents of the application, the decision in question may be withdrawn or amended, or the omitted decision may be passed. If the Dean disagrees, the application for legal remedy, together with all the available documents of the case and, if necessary, the Dean's own comments, shall be submitted to the Committee for the Review of Student Affairs within 8 days.

Section 6 The detailed rules pertaining to legal remedy procedures are set out in the Rules for Legal Remedy for Students at the Pázmány Péter Catholic University.

Section 7¹³

Equal Opportunities Committee

Section 8 Decisions concerning the provision of education-related allowances to students with disabilities shall be made by the Equal Opportunities Committee, as required by the provisions of these Regulations.

The rules for submitting and evaluating applications

Section 9¹⁴ (1) Applications shall be submitted in writing to the Faculty's organizational unit appointed for the receipt of the applications in question or via the Neptun system, for the types of cases defined therein. The applicant shall provide evidence pertaining to the contents of the application and the underlying reasons. To this end, certificates confirming the grounds of the

¹⁰ Enacted by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹¹ Amended by Decision 68 of June 27, 2017 of the University Council.

¹² Amended by Decision 68 of June 27, 2017 of the University Council.

¹³ Repealed by Decision 43 of July 17, 2019 of the University Council. Repealed as of August 15, 2019.

¹⁴ Amended by Decision 68 of June 27, 2017 of the University Council.

application shall be attached to the application. It is not necessary to provide proof of facts that the University is officially aware of.

(2) If there is a dedicated form for the given application, the application may be submitted only with the use of such form. If the application can be submitted via the Neptun system, the application must be submitted through Neptun.

(3) The deadlines for the submission of certain applications not included in the schedule for the semester and the place and method of the submission of such applications shall be determined and published by the Faculties.

BTK complementary provisions, Section 5 Under Section 9 (3) of the Education and Exam Regulations, applications to the Faculty of Humanities and Social Sciences shall be submitted in writing. Unless these Regulations provide otherwise, the place for the submission of applications has to be published on the Faculty website or, in absence thereof, applications shall be submitted to the Registrar's Office. If a form is available on the Faculty website for the submission of a given application, the application has to be submitted with the use of such form. In exceptional cases, an on-line form may also be used for submitting an application, which shall be made available on the Faculty website. The information pertaining to the various applications and the deadline for submitting the given application shall be published on the Faculty of Humanities and Social Sciences website.

(4) If the application is submitted by mail, the date of submission shall be the day it is delivered to the competent Faculty.

(5) A prerequisite for the evaluation of the application shall be the payment by the student of any service fee required for such application, concurrently with the submission of the application. The service fee will be automatically charged to the student when submitting the application via Neptun. The service fee may not be paid after the expiry of the application submission deadline, even if the application has already been submitted. In this case, the application will not be evaluated.

(6) Applications may be submitted via the Neptun system only by the student. The student and other authorized persons and representatives may submit applications by other means. If the application is submitted by other than the authorized person, the authorization for representation must be credibly proven at the time of submitting the application.

(7) The authorization for representation shall be valid solely in writing and if

- a) it includes the personal information of the person authorized to submit the application and of the authorized agent (e.g. place and date of birth, mother's maiden name, home address, personal identification card (or other official identification) number) and the signature of the person granting the authorization,
- b) it indicates the procedural issues in which the authorized person is entitled to act,
- c) it is signed by at least two witnesses.

(8) An application shall be declined without any review on the merits if

- a) it is incomplete,
- b) it was submitted by other than the authorized person or his/her representative,
- c) it was submitted with the use of the required form,
- d) an application that can be submitted only via the Neptun system was submitted by any other means,
- e) it was submitted after its deadline.

(9) The deadline for the evaluation of applications shall be thirty days following the date of submission, unless provided otherwise by applicable rules. In justified cases, the Dean of the

competent Faculty may extend the deadline of administration – by simultaneously notifying the applicant or the applicant's representative – on one occasion and for no more than thirty days.

Customary communication and information disclosure methods at the University

Section 10 (1) The Educational Information Notice, the public information posted on the notice board of the competent organizational unit (hereinafter: the notice board), the Faculty website, the Neptun system, and correspondence posted via email or mail are used to communicate with students of the Faculty.

(2)¹⁵ Communications involving academic information pertaining to all students or a specific group of students shall be posted on the notice board, faculty websites, or the Neptun system.

(3) Decisions involving a specific student shall be communicated in writing via the Neptun system.

(4) If the student has provided a permanent home address and a different mailing (notification) address in the Neptun system, notices sent via mail will be sent to the mailing (notification) address.

(5) Students are obliged to continuously follow notices on the competent organizational units' notice boards and websites, emails, and messages in the Neptun system. Information so published shall be deemed to have been communicated on the 8th day following the date of sending or posting. In the case of any correspondence sent by mail, if postal delivery is unsuccessful because the addressee or the addressee's authorized representative declares that he is not willing to take over the letter, the document shall be deemed to have been delivered on the date of the attempted delivery. If the document is returned marked as "not collected", it shall be considered as having been delivered on the 10th workday following the first attempted postal delivery.

(6) The student shall be liable for the consequences of providing an inaccurate or incorrect email or mailing (notification) address or failing to update the data upon any change of such addresses.

Deadlines

Section 11 (1) Deadlines defined in days or workdays shall not include the day of the occurrence of any act or circumstance that causes the given deadline to commence, or the day of the communication, delivery, posting, or removal of any related notice.

(2) A deadline expressed in months or years shall expire on the day which corresponds to the starting date; or if the month of expiry does not include that date, the expiry shall take place on the last day of the month.

(3) If the last day of any deadline is a day when office hours at the University are suspended, the deadline shall expire on the next workday unless the deadline pertains to the execution of any action that can be performed on holidays, with special respect to actions that need or can be executed via the Neptun system (registration, signing up for subjects, payment, submission of applications).

(4) Where a right is contingent upon a specific day, it shall take effect at the beginning of that day. The deadline shall be considered to have been missed and the legal consequences of default shall take effect on the last day of the deadline.

(5) The deadlines set by the University shall be deemed as terms of preclusion, with special respect to deadlines for the submission of applications – unless otherwise required by these Regulations or the complementary provisions to these Regulations defined by the Faculty with competence in the given matter. Thus, if a deadline is not met, no application for certification may be submitted.

¹⁵ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

(6) In the event of doubt, the time limit shall be considered observed.

Part II

The training system and the rules of education

Training system

Section 12 (1)¹⁶ The University shall provide education at the Bachelor and Masters levels, as well as single-cycle long programs, postgraduate specialist training, partial education, and doctoral programs for full-time, correspondence, evening, and distance learning students. A major is the educational program that covers the uniform system of the educational contents (knowledge, abilities, skills) necessary for the attainment of a professional qualification.

(2)¹⁷ University students shall pursue studies based on the educational and output requirements of the given major and the curricula elaborated with respect to such requirements. The curriculum determines the subjects that are required, elective, and offered as optional for the given major, the credit values assigned to the individual subjects, the foreign language skills necessary for practicing the qualifications provided by the given major, as well as the substantive requirements and conditions for the issuance of the final certificate, the granting of the permission to take the final examination, and the issuance of the degree. The curriculum shall further determine what subjects need to be completed as a condition of admission to certain other subjects (rules on prerequisite studies), as well as the types of the requirements belonging to specific subjects, the number of the associated classes, and the subject codes. The prerequisites for any specific subject may include up to three other subjects or a group of subjects of no more than fifteen credits. Registering for certain subjects may require students to register for other subjects at the same time (parallel registration).

(3)¹⁸ The successful completion of the student's studies is assisted by the model curriculum, which covers the subjects to be completed and the recommended scheduling of their completion. The model curriculum may also be defined as parts of the curricula of the individual majors. When planning their studies, students may deviate from the model curriculum at their own risk. Students may also obtain the credits required for the degree over a longer or shorter period of time. When compiling the model curriculum, it is recommended for students to take thirty credits each semester, including optional subjects. The model curriculum shall contain an indication of the period (mobility window) within the curriculum that can be used for international student mobility to study courses abroad, for foreign practice periods, or for preparing the thesis abroad.

(4) The various curricula may set out special rules for the given Faculty as compared to these Regulations and the complementary provisions of the Faculty. The Faculty's complementary provisions to these Regulations shall define the mandatory contents of the curricula, the rules for amending those – with special respect to their introduction in a phasing-in system – and the academic issues relating to specific majors that have to be regulated in the curricula.

BTK complementary provisions, Section 6 (1) Under Section 12 (4) of the Education and Exam Regulations, the curricula of the individual majors shall specify:

a) as regards the subjects available in the given major:

- the subject title,
- the subject code,
- the subject type (required, elective, or optional),

¹⁶ Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

¹⁷ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

¹⁸ Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

- the subject's credit value,
 - any prerequisites for the subject,
 - the type of the subject's performance requirement,
 - the number of classes per week in the subject,
 - the recommended semester for the subject,
 - the organizational unit responsible for announcing the courses for the subject,
 - any other information pertaining to the subject.
- b) the specializations that lead to separate qualifications available on the given major, and the information pertaining thereto
- c) the specializations (sub-specialisations) that do not lead to separate qualifications available on the given major, and the information pertaining thereto
- d) the minor programs announced for the given major, and the information pertaining thereto
- e) the major-specific requirements pertaining to the content and form of the thesis
- f) the parts of the final examination and the rules specific to the major
- g)¹⁹

(2) The various curricula can be amended in a phasing-in system, and no more than once a year. The Study Committee shall decide on amending the curriculum. The provisions of the amended curriculum shall apply in the semester following the approval thereof, in the case of students starting their studies in the given program as well as students who started their studies in the given program prior to the approval of such amendment but who request in writing that they be subjected to the scope of the amended curriculum.

(3) The scope of the curriculum for the major extends only to the training provided in the given major.

(5)²⁰ In the case of certain majors, students are entitled to complete minor programs or specializations within the framework of the given curriculum.

(6)²¹ Specializations are forms of training that provide an independent professional qualification as part of the given major, giving specialized knowledge.

(7) Minor programs are packages of associated subjects compiled from the offering of any given major, adding up to 50 credits. The completion of a minor program does not provide any specific professional qualification. Minor programs are not mandatory. The Faculty's complementary provisions to these Regulations define special rules for the minor programs.

BTK complementary provisions, Section 8²² (1) Minor programs are packages of associated subjects compiled from the offering of any bachelor major, containing 50 credits, which does not result in any independent professional qualification.^[SEP] In line with the training and output requirements, the curriculum of the given bachelor major may allow students participating in the program to complete the minor program of another bachelor program. Students of a given bachelor program may not complete the minor program of the same bachelor program as a minor program.

(2) A sub-specialization is a package of subjects that provides specialized knowledge but does not result in any independent professional qualification as part of the given bachelor or master program. In line with the training and output requirements, the curriculum of

¹⁹ Repealed by Decision 5 of February 15, 2023 of the Faculty Council.

²⁰ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

²¹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

²² Amended by Decision 29 of March 14, 2017 of the Faculty Council. Applicable to procedures initiated from the 2017/2018 academic year.

the given major may allow students participating in the program to complete the sub-specialization of the given program. Students who participate in another program may not complete the sub-specialization of the given program. The fact that the requirements of the sub-specialization have been met has to be indicated in the clause to the degree.

(3) Only registered students may complete the sub-specialization or minor program. The curriculum of the given program specifies the list of sub-specializations or minor programs available to students and may even require the performance of one or more sub-specializations or minor programs. This list of available sub-specializations and minor programs may differ within the same major depending on the schedules, languages, and campuses of the various programs.

(4)²³ Students participating in a bachelor program may only be registered for one sub-specialization or minor at one time. Students participating in a master program may only be registered for one sub-specialization at one time. If, under the curriculum of the given program, the credits necessary for the issuance of the final certificate can be fulfilled only by completing more than one sub-specializations, the student may register for more than one sub-specialization. In especially justified cases, at the student's request, the Assistant Dean may authorize the concurrent registration of no more than one additional specialization or minor program in addition to the number specified in the general rules. The relevant application can be submitted via the Neptun system using the form for other applications to the Dean.

(5) Once every academic year, students participating in a bachelor program may, in the period exactly specified in the schedule for the semester, register for a sub-specialization or minor in the Neptun system.

(6) Once every academic year, students participating in a master program may, until the last day of the registration period for the first semester, register for a sub-specialization in the Neptun system.

(7) The institution responsible for organizing the given sub-specialization or minor program may specify the minimum and maximum number of students who may be accepted.

(8) If the curriculum of the given program includes only the number of sub-specializations that students participating in the program have to complete to obtain a degree, the Registrar's Office shall automatically register students for the sub-specialization, and there will be no need for a separate application.

(9) Students registered for a sub-specialization or minor program are entitled to request the Registrar's Office in writing to cancel their registration at their own liability, with the provision that they may only apply for another sub-specialization or minor program in the upcoming registration period.

(10)²⁴ The rules for registering for a sub-specialization or minor program shall be applied *mutatis mutandis* to

a) selecting a specialty in the bachelor and master archaeology programs, selecting the optional technical modules of the liberal arts.

(8)²⁵ A subspecialization shall be a form of training that provides specialized knowledge but does not result in any independent professional qualification as part of the given major. Successfully completed sub-specializations are indicated in the clause to the degree. The individual Faculties may define additional rules pertaining to sub-specializations in their complementary provisions to these Regulations.

²³ Amended by Decision 73 of November 20, 2024 of the Faculty Council. Effective as of November 21, 2024

²⁴ Amended by Decision 11 of March 13, 2019 of the Faculty Council.

²⁵ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

Section 13 (1) The educational program shall be organized into semesters, with an academic year consisting of two semesters. Semesters (educational periods) consist of term times and exam periods. Term times are fifteen weeks long and the subsequent exam times are no more than six weeks long. Classes are generally not held in the first week of term time.

(2)²⁶ The schedule of any semester shall be determined by the Education and Registrar's Office in agreement with the Faculties, and approved by the University Council. The approved schedule shall be published on the University website no later than the last day of the term time of the previous semester. The schedule shall provide for the following in particular:

- a) the date of enrollment,
- b) the first and last day of term time,
- c) the deadlines for paying tuition,
- d) the first and last day of the registration period,
- e) the first and last day of the subject registration period,
- f) the first day of the exam registration period,
- g) the first and last day of exam time,
- h) breaks.

(3)²⁷ The Dean of the Faculty shall pass decisions on any deadline not included in the schedule for the semester – with the prior approval of the Education and Registrar's Office. The Dean shall then inform the Rector's Office in writing of such decisions.

Section 14 (1) Subjects for any given semester shall be announced by making the available courses public.

(2)²⁸ Subjects shall be completed by completing the associated courses. A course is the educational pursuit in which a student meets the specific academic requirements. A subject may be associated with one or more courses. Courses may be

- lectures,
- seminars,
- laboratory practices, and
- exam courses.

(3) The courses associated with subjects shall be announced in line with the requirements of the model curriculum.

(4) Courses may be announced as including classes or as exam only courses.

(5) Courses for the given subject and concluding with their own exams may also be announced without holding classes (i.e. as CV (exam only) courses) in semesters when the model curriculum does not require the courses to be announced or when the courses would not otherwise be announced. Only those students may sign up for CV (exam only) courses who have already met the conditions required for being admitted to the exam in the given subject. Signing up for a CV (exam only) course is considered registration for a subject.

(6) Early exam courses (exam only courses) may be announced for subjects that are prerequisites for any other subject as defined by the rules on prerequisite studies. Only those students may sign up for early exam courses who have met the conditions for being admitted to examination in the given subject in the previous semester. Signing up for an early exam course shall be deemed as registration for a subject. Exams in the framework of early exam courses may be held outside of exam time, i.e. in the early exam period defined by the schedule for the semester. Students who fail early exam courses they have registered for in the given semester

²⁶ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

²⁷ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

²⁸ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

may not receive a signature for the subject that had the completion of the early exam course as a prerequisite (succeeding subject). Such subjects are qualify as uncompleted.

Part III **Student legal status**

Establishing student status, enrollment, and registration

Section 15²⁹ (1) Those students who have gained admission to a major or who have transferred by means of a final decision and have thus established a student legal status shall be authorized to commence studies at the University. The student legal status permits the student to study at one or more of the University's Faculties, including more than one major at a time. Students may pursue studies concluding in separate degrees only in majors where they have been admitted in the framework of an admission procedure, transfer, or a change of majors.

(2)³⁰ The student's legal status as a student is established upon enrollment. Enrollment is initiated with the completion and signing of the enrollment form. At the time of enrollment, students have to provide their personal information required for the pursuit of studies and – concurrently with the presentation of the original counterparts – have to submit the copies of the documents required for admission.

(3)³¹ Students are obligated to report any changes to the information they provided to the University without delay. Students shall be liable for any damages incurred in relation to provide such notification or providing false information. Based on the official data in the records containing the personal and address data of citizens, the University is entitled to ex officio amend the data of students, informing the given student of the changes made.

(4)³² The University shall notify admitted students of admission and of the time and rules of enrollment via email. The competent Dean shall ensure that students commencing their studies receive the appropriate information in relation to the accessibility of the educational information.

(5) Admitted applicants who are unable to participate in enrollment for a fault other than their own and do not enroll during the first week of the semester may submit an application, no later than the end of the second week of the term time, for deferred enrollment to the competent Faculty. The reasons for such omission shall be attached to the application. The detailed rules of submitting the application shall be set forth in the Faculty's complementary provisions to these Regulations.

(6)³³ Following first enrollment and during the term of the student's legal status, there is no need to enroll again, not including enrolling for educational programs that provide additional separate degrees or partial trainings.

(7) As part of the enrollment procedure, the University shall conclude the study contract with each of the admitted applicants entitled to enroll and initiating enrollment for self-funding education. As part of the enrollment procedure, applicants admitted to education with state scholarships shall declare – in line with the rules defined in the relevant legal regulations – on accepting the conditions of the educational program.

(8) Any applicants who receive a state scholarship but refuse to make the declaration may register for the same educational program in self-funding form.

²⁹ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

³⁰ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

³¹ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

³² Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

³³ Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

(9) If an applicant admitted to a self-funding educational program fails to validly conclude the study contract for any reason, the enrollment shall be invalid and no student legal status shall be established.

(10) The declaration on the acceptance of the conditions of the educational program and the study contract shall be signed by the admitted applicant or by his/her representative.

Admitted applicants may be represented by a legal representative or any person provided authorization in the form of a private or public deed with full probative value. An original copy of the document certifying the authorization of the representative shall be attached to the declaration or the contract.

(11) The enrollment in a given major by a student attending self-funding education shall be invalid unless the entire amount of the respective tuition fee is paid by the deadline – or, if the University has granted any allowance for payment in instalments, the amount due until the deadline for the payment of the total amounts of tuition fees, unless he has been granted a payment extension.

(12)³⁴ In the first semester after enrollment, the student is obligated to register for an active semester in the Neptun system. Failure to do so – or withdrawal of the registration for the active semester in the first academic year following enrollment in line with Section 17 (1) e) – results in the invalidity of enrollment, in which case the student status will not be created.

(13) After the last day of the registration period, the Registrar's Office checks whether all the conditions for enrollment have been met and, if yes, validates the enrollment form. The enrollment process is concluded with the validation of the enrollment form.

³⁴ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

Section 16 (1)³⁵ Before the educational period but by the deadline set forth in the schedule for the given semester, students are required to indicate in the Neptun system whether they intend to continue their studies in the semester in question (active semester) or to suspend their student status (passive semester). Students studying for more than one major in the framework of their student status have to register separately for each major; the legal status of such students shall not be suspended if they register for at least one major. Students who fail to register by the specified deadline may submit an application for deferred registration using the Neptun system, no later than the end of the second week of the term time. The reason for such omission shall be attached to the application. The student status of students who fail to register for any of the majors until the respective deadline shall be suspended for the given semester, in absence of an application for deferred registration approved by the Study Committee. Students who study more than one major and, though not suspending their student legal status, fail to register for any of these majors may not study any major in the given semester.

(2)³⁶ The student legal status may only be suspended before the completion of the first semester in particularly justified cases, with the Dean's special permission. The associated request shall be submitted by the student via the Neptun system after August 20 for the fall semester and January 20 for the spring semester and no later than the last day of the registration period. In spite of having submitted such a request, the student is obligated to register for an active semester. However, if the request is granted by the Dean, the Registrar's Office shall cancel the active semester along with all registered subjects.

(3)³⁷ Students with overdue amounts owed to the University -for any reason – may not register, and their semester shall be set to passive.

(4)³⁸ The registration of students attending self-funding education for a given major shall be invalid unless the entire amount of the respective tuition fee is paid by the provided deadline or, if the University has granted any allowance for payment in instalments, the amount due until the deadline for the payment of the total amount of tuition fees by other students and any late fee imposed for defaulting on tuition fee, or leaves any financial administration obligation unfulfilled.

(5) The condition for exercising the rights stemming from active student legal status – not including rights associated with signing up for subjects – is the payment of the due amount of the respective tuition fee as set out in Section (4).

(6) The number of active semesters used for the obtainment of the final certificate is not restricted.

Suspension of the student legal status and studies

Section 17 (1)³⁹ The student legal status shall be suspended if:

- a) the student fails to comply with the registration obligation for any major until the respective deadline, or such registration is invalid,
- b) the student has validly declared by the given deadline his/her intention of suspending the student legal status for the semester,
- c) the student has been banned from continuing studies as a disciplinary sanction and therefore may not pursue studies in the given semester,

³⁵ Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

³⁶ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

³⁷ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

³⁸ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

³⁹ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

- d) ⁴⁰any student attending self-funding education who fails to pay the total amount of the respective tuition fee – or, if the University has granted any allowance for payment in instalments, the amount due until the deadline for the payment of the total amounts of tuition fees by other students – until the prescribed due date of payment, or leaves any financial administration obligation unfulfilled until the same date; if the student pursues studies in more than one major, such obligations are not met for any of the majors,
 - e) the student withdraws registration for the active semester within one month following the first day of the semester, in writing at the Registrar's Office,
 - f) the student is not able to meet study-related obligations due to child birth, accident or other unexpected reasons not attributable to the student.
- (2)⁴¹ During the suspension of their student legal status, students may not exercise the rights stemming from such legal standing, perform study-related requirements, receive benefits, or have final certificates issued; however, they shall remain entitled to submit requests and applications in connection with their studies. During the suspension of student legal status, study-related requirements and credits recognized via credit transfer may be taken into consideration in the student's subsequent active semester.
- (3)⁴² The number of passive semesters shall not be restricted. However, the consecutive duration of the suspension of the student legal status or studies in any given major may not exceed two semesters, or four semesters if the student receives infant care allowance, childcare allowance, or an allowance for exemption from service due to childbirth. The Dean of the competent Faculty may permit additional consecutive passive semesters beyond the consecutive duration of the passive semesters specified in this point in case the student is not able to meet obligations arising from the student legal status for reasons of child birth, accident, or other unexpected reasons not attributable to the student. The application for passive semesters exceeding two consecutive passive semesters and, if the student receives infant care allowance, childcare allowance, or an allowance for exemption from service due to childbirth in the third and/or fourth consecutive semesters, the certification thereof shall be submitted by the student via the Neptun system after August 20 for the fall semester and after January 20 for the spring semester, but no later than the last day of the registration period. The burden of proof regarding the contents of the application shall be with the student.
- (4)⁴³ If the student is not able to meet his study-related obligations due to child birth, accident, or some other unexpected reason not attributable to the student, this fact may be notified via the Neptun system at any time during the semester, after a month has passed since the start of the given semester and until the last day of the exam time. The respective proof shall be attached. The Dean of the competent Faculty shall decide on the authorization of suspension. If such authorization is granted, the student legal status shall be suspended for the given semester, and therefore – upon the student's request – the Registrar's Office shall cancel all the subjects for which the student registered in the given semester, regardless of the fact of whether they have been completed in part or full by the student.
- (5) The legal status of students studying more than one major at the same time shall not be suspended, but they may not study in the given major if
- a) they fail to comply with the registration obligation for the major until the respective deadline, or such registration is invalid, or
 - b) they validly declare by the given deadline the intention to suspend studies for the semester.

⁴⁰ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁴¹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁴² Amended by Decision 4 of February 13, 2025 of the University Council.

⁴³ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

(6)⁴⁴ If the legal status of the student is still suspended after registration for any reason during the given semester, the Registrar's Department shall cancel all the subjects for which the student registered in the given semester, regardless of the fact of whether they have been completed in part or full by the student.

Exemption from the performance of academic obligations

Section 18 (1) If it is no longer possible to withdraw registration, a student may, during the education period, request exemption from under academic obligations. Such request may be filed on one occasion, and shall be submitted in writing no later than the last day of term time to the Faculty with competence for the given major. The method, place, and deadline for submitting the application shall be set out in the Faculty's complementary provisions to these Regulations.

(2) At the student's request, the Registrar's Office shall cancel all the subjects for which the student registered in the given semester, regardless of whether they have been completed in part or full by the student. Such exemption from the fulfilment of academic obligations may be requested only in relation to all the subjects for which the student registered in the given semester and not for individual subjects.

(3) Students participating in more than one educational program at the same time may request exemption from under the performance of academic obligations separately for the individual majors, but only once for each major.

(4) The exemption from the fulfilment of academic obligations may not result in the suspension of the student legal status or the studies pursued in the given major.

Guest student legal status

Section 19 (1) Without any separate permission or authorization, the students of the University are authorized to attend studies in other domestic or foreign higher education institutions as guest students. The conditions for establishing guest student legal status shall be determined by the receiving higher education institution.

(2) Credits obtained in other domestic or foreign higher education institutions may be transferred to the student's current education in line with the general rules of credit transfers.

(3) The student is entitled to seek the Credit Transfer Committee's preliminary opinion as to whether any subject attended in the framework of the guest student legal status can be accepted for the current studies. Students shall attach to their applications the information provided by the given higher education institution regarding the contents of the subject to be completed. In all other respects, the procedure shall be governed by the general rules of credit transfers. In the case of students requesting the recognition of any subject that was completed in the framework of a guest student legal status in studies deemed acceptable based on the Credit Transfer Committee's preliminary opinion, the Registrar's Office shall transfer the results to the student's current studies upon the student's request, after having confirmed the results. For recognition as a subject completed in the given semester, students are obligated to submit the credit certificate relating to the completion of the subject to the Registrar's Office until the last day of exam time. However, if the title or credit value of the subject as specified in the credit certificate issued by the other higher education institution differs in any way from the subject examined in the preliminary procedure, the general rules of credit transfers shall be applicable.

⁴⁴ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

(4)⁴⁵ The credit transfer request may not be fulfilled in the given semester for the recognition – or transfer – of a subject in which the student has attempted to pass an exam in the given semester during the studies at the University.

(5) If the student establishes guest student legal status in a domestic or foreign higher education institution where the institution as a whole or the selected major was not awarded official accreditation as required in the given state, then the completed study units may not be recognized in the framework of a credit transfer procedure. An exception to this rule is when the higher education institution in question or the selected major belongs to any education that is officially recognized by the Holy See. If the subjects completed in the guest student status were closed before the withdrawal of official accreditation, then the decision on their recognition shall be made by the Credit Transfer Committee pursuant to the general principles of credit transfers set out in these Regulations.

(6) The costs of studies pursued in the framework of the guest student legal status shall not be covered or supported by the University to any extent – unless required otherwise by the affected Faculty's complementary provisions to these Regulations.

Section 20 (1) The students of other – domestic or foreign – institutions of higher education may attend studies at the University in the framework of guest student legal status with the permission of the affected Faculty's Study Committee.

(2)⁴⁶ Applications for guest student legal status shall be submitted to the Faculty concerned, by the deadline defined in the schedule for the semester and in the manner and place specified by the given Faculty.

(3) The application shall include the subjects intended to be taken, and the certificate of the student legal status issued by the student's mother institution shall be attached. The validity of the student legal status during the term of the guest student legal status shall be certified every semester. The individual Faculties may set further requirements regarding the contents of the application.

(4) Guest students shall be subject to the rules imposed by their own institutions.

(5) The guest student legal status shall be terminated immediately if the student legal status of the student is terminated. Students are obligated to notify the Registrar's Office immediately of the termination of their student legal status.

(6) Upon termination of the guest student legal status, the credit certificate defined in relevant legislation shall be issued to the guest student. The certificate suitably certifies the fulfilment of the educational requirements by the student and can be used as the basis of a credit transfer procedure.

Section 21⁴⁷

Training providing partial training

Section 22⁴⁸ (1) Any persons may be admitted to self-funded partial training programs without holding a separate admission procedure.

(2) The person admitted to the partial training program who does not have student legal status at the University at the time of enrollment will enter into a student legal status at the time of enrollment; the person who already has student legal status at the time of enrollment will enter into a separate training legal relationship without establishing a new student legal status.

⁴⁵ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

⁴⁶ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁴⁷ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

⁴⁸ Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

(3) The individual Faculties shall have the right to announce partial training programs. Such programs may include individual subjects and subject groups.

(4) Micro-credentials shall be issued on the successful completion of the partial training program, which shall certify the study requirements completed by the student and can be used for a possible credit transfer procedure.

(5) The provisions of these Regulations shall apply to the partial training program and the students participating therein, with the following deviations.

- a) The partial training program curriculum shall be set up by the Faculty that announced the program prior to such announcement.
- b) The partial training program curriculum may not specify a final examination, and a mobility window does not have to be required.
- c) The rules pertaining to the final certificate and the issuance of the certificate may not be applied to the partial training program.
- d) A student participating in a partial training program only shall not be entitled to receive permission for a transfer from another higher education institution or to apply for transfers between majors or between full-time and correspondence education.
- e) A student participating in a partial training program shall not be entitled to suspend his/her student legal status in respect of the partial training program, to apply to the Dean for equity, or to request payment allowances in connection with payments for the partial training program.

(6) The legal status of the student participating in the partial training program, or, if the student is not participating in any other studies at the University, the student's student legal status will be terminated if such legal status would be suspended or terminated under the provisions of these Regulations.

(7) Disciplinary action against the student participating in a partial training program may not extend to banning the student from continuing his/her studies.

(8) The other rules pertaining to partial training programs shall be determined by the individual Faculties."

BTK complementary provisions, Section 9⁴⁹ (1) Under Section 22 (7) of the Education and Exam Regulations, applicants to programs for the obtainment of partial education announced by the Faculty of Humanities and Social Sciences may apply

- for no more than one specific minor program or sub-specialization, or
- for programs for the obtainment of partial education, and
- for programs that provide additional education in the specialty after obtaining a teaching education.

(2)-(4)⁵⁰

(5) Applications may be submitted for announced courses with the use of the provided form, attaching the annexes specified. The application form and its annexes have to be mailed to the Faculty Registrar's Office by August 10 of each year. No possibility is provided for submitting missing information or an application for *restitutio in integrum*: the Faculty is entitled to reject late or incomplete applications without examining the merits thereof.

(6) In case of completing specialized education, the specialized education certificate will be issued in addition to the credit certificate.

⁴⁹ Amended by Decision 45 of May 22, 2017 of the Faculty Council.

⁵⁰ Repealed by Decision 14 of March 22, 2023 of the Faculty Council.

Preparation courses

Section 22/A⁵¹ (1) Foreign students may attend preparation courses for a maximum of two semesters – within the framework of their student legal status – prior to the commencement of their studies in Hungarian higher education.

(2) Enrollment in preparation courses may be offered, or made compulsory, to admitted applicants in the decision on admission.

(3)⁵²

(4) The other rules pertaining to preparation courses shall be determined by the individual Faculties.

Transfers, changing majors

Section 23 (1)⁵³ During their student legal status, students pursuing studies in the same or a similar study field of another higher education institution may request a transfer to the University's respective major in the case of Bachelor and Masters programs, on condition that the student has acquired at least 30 credits at the previous institution.

In case of such transfer, the student legal status with the previous institution shall be terminated as at the day preceding enrollment at the University.

(2)⁵⁴ During their student legal status, students studying a major at the University may request a change to any other major at the University belonging to the same or a similar study field (changing majors). In the case of Bachelor and Masters programs, a further condition for changing majors is that the student acquire at least 30 credits in the given program prior to changing majors. If such change in majors is authorized, the student may not study the previous major following the date of registration for the new major.

(3) Transfers and changes in majors may be requested only between identical levels of education, with the exception of transfers and changes in majors

a) from a Bachelor level education to single-cycle teacher training,

b) from single-cycle education to a Bachelor level education.

(4)⁵⁵ Applications for transfers and changes in majors may be submitted until August 20 or January 20 of the given year.

(5) The decision authorizing the takeover or change in majors shall lapse if the applicant fails to enroll or register for the first semester following the passing of the decision, and if the student legal status of the applicant is terminated before the enrollment or registration based on the decision.

(6)⁵⁶ The minimum requirements of transfers and changes in majors shall be set out in the affected Faculty's complementary provisions to these Regulations. The Dean of the competent Faculty shall decide on transfers. Applications for changing majors shall be submitted via the Neptun system.

(7) The Faculty involved in the transfer or change in majors shall be the University's Faculty that provides education for the given major where the student wishes to transfer.

⁵¹ Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁵² Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

⁵³ Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

⁵⁴ Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

⁵⁵ Amended by Decision 2032 of October 30, 2015 of the University Council.

⁵⁶ Amended by Decision 68 of June 27, 2017 of the University Council.

BTK complementary provisions, Section 10 (1) Under Section 23 (3) of the Education and Exam Regulations, a student may be permitted to transfer from the major of another institution in the same study field if:

- the student status was valid until the day of transfer,**
- the student completed at least 60 credit points in the program,**
- the student does not have more than four subjects closed with a failing grade or classified as “did not meet expectations”, and**
- the weighted average of all grades obtained in the given program is equal to at least 3.50.**

(2) The Dean may allow a student to transfer from another major in the University’s same study field if

- the student has at least two closed active semesters,**
- no grounds for exclusion apply to the student, also taking into account the complementary provisions of the faculty to which the student has requested the transfer,**
- the student has completed the minor program of the given major or, if there is none at the given major, at least 50 credits from the model curriculum for the major, and**
- the weighted average of all grades obtained in the given program is equal to at least 3.50.**

(3) A change in majors may not be directed at changing to a master program.

(4) If a change in major is permitted, the student shall be considered as having been originally admitted to the given major to which he/she has transferred. Accordingly,

- the student’s legal status shall remain uninterrupted,**
- the subjects completed by the student may be transferred to the program in the new major, in line with the general rules of credit transfers,**
- for the purposes of determining causes of dismissal, any events that took place in the previous major shall be taken into account unchanged.**

(5)⁵⁷ If a student participating in single-cycle teacher training participates in training where the institution can provide both elementary school teacher and high school teacher qualifications, the student shall be entitled to choose, in the sixth semester following five closed semesters, the program providing such qualifications in which he/she intends to continue his/her studies.

(6)⁵⁸ A student participating in single-cycle teacher training is entitled to change no more than one of the teaching majors in the pair of majors. The relevant request shall be submitted in accordance with the general rules of changing majors.

(7)⁵⁹ A student participating in single-cycle teacher training who has completed at least 60 credits in the program of the given major may request a transfer to the bachelor major corresponding to the program in question.

(8)⁶⁰ A student participating in a bachelor program who has completed at least 60 credits in the given major may request a transfer to the single-cycle teacher training major corresponding to the given major, indicating the related pair of majors.

(9)⁶¹ The Dean may, in especially justified cases and based on equity, grant an exemption from under the minimum transfer conditions.

⁵⁷ Amended by Decision 41 of December 02, 2015 of the Faculty Council.

⁵⁸ Amended by Decision 14 of March 22, 2023 of the Faculty Council.

⁵⁹ Enacted by Decision 28 of May 19, 2014 of the Faculty Council.

⁶⁰ Enacted by Decision 28 of May 19, 2014 of the Faculty Council.

⁶¹ Enacted by Decision 71 of November 22, 2017 of the Faculty Council. Effective as of the second semester of the 2017/2018 academic year.

Transferring between full-time and correspondence education

Section 24⁶² (1)⁶³ Upon the student's request, the Dean may, in justified cases, authorize changes to other educational programs with different schedules within the same major.

(2)⁶⁴ Applications for changing educational programs may be submitted via the Neptun system until August 20 or January 20 of the given year.

(3)⁶⁵

Changing financing forms

Section 25 (1)⁶⁶ The Rules of Reimbursements and Benefits for Students lay down the rules for changing between educational programs provided state scholarship and self-funding programs, as well as other provisions relating to the student's financing status.

Termination of the student legal status

Section 26 (1)⁶⁷ The student legal status shall be terminated

- a) ⁶⁸if the student has been transferred to another higher education institution, as of the day preceding the day of enrollment to the receiving institution, provided that the student does not study any other major at the University,
- b) ⁶⁹if the student submits the application provided in the Neptun system for this purpose, as of the date of the notification,
- c) if the student is not allowed to continue studies in a state scholarship-funded program and does not wish to continue studies as part of a self-funding program, or refuses or fails to conclude the study contract in due time, provided that the student does not study any other major at the University,
- d) ⁷⁰on the last day of the semester in which the doctoral student has obtained a final certificate, provided that the student is not studying any other major at the University,
- e) if the Rector cancels the student legal status for any payment arrears, after the student has been warned ineffectively and the student's social standing has been reviewed, on the effective date of the decision on the termination,
- f) by expulsion, on the effective date of the disciplinary decision,
- g) ⁷¹if the student participating in teacher training does not meet the eligibility requirements included in the educational and output requirements – if such student is not studying another major at the University – on the day the decision regarding termination becomes final.

(2)^{72,73,74} If, after two consecutive semesters or before completing the first semester of the suspension of the student legal status, the student fails to register for an active semester without the required permission to do so provided by the Dean, or is forced to register for a passive

⁶² Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁶³ Amended by Decision 68 of June 27, 2017 of the University Council.

⁶⁴ Amended by Decision 68 of June 27, 2017 of the University Council.

⁶⁵ Repealed by Decision 68 of June 27, 2017 of the University Council.

⁶⁶ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁶⁷ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁶⁸ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁶⁹ Amended by Decision 46 of June 19, 2025 of the University Council. Effective as of August 25, 2025.

⁷⁰ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁷¹ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

⁷² Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

⁷³ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

⁷⁴ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

semester within the meaning of these Regulations, the student legal status shall be terminated on the first workday following the last day of the deferred registration deadline or, in case of any passive semesters, the workday following the termination of passive status. If a student has two consecutive passive semesters, the Registrar's Office shall send a written warning via the Neptun system to the student no later than the last day of the term time of the second semester (or, in case of a suspension prior to completion of the first semester, of the given semester) of having to continue studies and the legal consequences of a failure to do so.

(3)⁷⁵ If the student does not continue studies in any major for two consecutive semesters, the student shall be subjected to the procedure defined in paragraph (2), with the difference that if the student has the right to study another major, the student legal status shall not be terminated but the student may no longer continue the given major.

(4)⁷⁶ The student legal status of students shall not be terminated if they declare in writing that they do not intend to continue studying a given major, have been transferred to another higher education institution for the given major, or are not allowed to continue studies in any educational program with state scholarship and do not wish to continue such studies in self-funding form but still have the right to study another major at the University.

However, they may no longer study the major referred to in the declaration, involved in the transfer, or where the self-funding program was refused.

(5)^{77,78} The student may not continue a major for failing to fulfil obligations relating to academic advancement if the student failed to complete any given subject after three attempts.

If the student is not entitled to study any other major, the student legal status shall also be terminated. If the student fails to submit an application for the Dean's decision on equity for exemption from under the sanction or if the student is not eligible to submit such an application, the student's legal status will be terminated on the workday following the last day of the deadline for submitting the application. If the student submits an application for the Dean's decision on equity and the application is rejected, the student legal status will be terminated as of the date of the negative decision.

(6) The individual Faculties' complementary provisions to these Regulations may define additional obligations in relation to academic advancement and, in the event of failure to meet such obligations, the student shall not be allowed to continue the given major (causes of dismissal). If the student is not entitled to study any other major, the student legal status shall also be terminated.

(7) Sanctions against the student for failing to fulfil obligations in relation to academic advancement may be applied only if the student has been warned in writing of the need to fulfil such obligations in due time and advised of the legal consequences of omission.

(8)⁷⁹ If the legal status of the student is terminated after registration without the student having obtained a final certificate during the given semester, the Registrar's Department shall cancel all the subjects for which the student registered in the given semester and which have not been completed by the student by the end of the legal relationship.

BTK complementary provisions, Section 11 (1)⁸⁰ In addition to the provisions of Section 26 (6) of the Education and Exam Regulations, the student may not continue his/her studies in the given major for failing to fulfil his/her obligations regarding advancement if:

⁷⁵ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁷⁶ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁷⁷ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁷⁸ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

⁷⁹ Enacted by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

⁸⁰ Amended by Decision 2 of January 27, 2014 of the Faculty Council.

- the student did not complete the preliminary language exam even after registering for the subject for the second time,
 - the student has failed to complete at least sixteen subjects in a BA program, at least nine in an MA program, or at least twenty-five in a single-cycle program.
- (2) A request for the Dean's decision on equity may be submitted in line with the general rules for the purposes of exemption from under the sanctions applicable for failing to fulfil obligations in relation to academic advancement. A request for the Dean's decision on equity may be submitted no more than once, regardless of whether it is aimed at exemption from under the sanctions imposed for obligations in relation to academic advancement specified in the Education and Exam Regulations or in these Regulations. A request for the Dean's decision on equity may not be submitted if more than one reason for dismissal applies to the student.
- (3) If the Dean grants exemption to the student for a sanction applicable for failing to fulfil an obligation in relation to academic advancement specified in these Regulations, the sanction shall nevertheless be applied to the student if:
- it applies for failing to fulfil an academic obligation other than for which the exemption was requested,
 - the student did not complete the preliminary language exam even after registering for the subject repeatedly, or
 - the student fails to complete another three subjects.

The Dean's decisions on equity

Section 27 (1)⁸¹ In representation of the Dean of the competent Faculty responsible for the given major, the competent Assistant Dean may provide exemption to any student from under sanctions for failing to perform obligations in relation to academic advancement. Such decisions based on equity may be passed once during the term of the student legal status. In this case, the student shall have one more opportunity to register for a subject that was not completed in three attempts.

(2)⁸²

(3)⁸³ Applications for decisions on equity shall be submitted via the Neptun system after the last day of term time in the given semester but no later than the fifth workday following exam time.

(4) With respect to the causes of dismissal determined by the Faculties, the Dean's option to make decisions on equity shall be regulated in the Faculties' complementary provisions to these Regulations.

⁸¹ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

⁸² Repealed by Decision 49 of June 15, 2023 of the University Council. Repealed as of August 15, 2023.

⁸³ Amended by Decision 68 of June 27, 2017 of the University Council.

The Rector's decisions on equity

Section 28 (1)^{84,85,86} In cases deserving especial equity, the Rector may provide exemption from the application of sanctions due to failing to perform obligations in relation to academic advancement to those students who have exhausted the option to request the Dean's decision on equity, i.e. have already been granted equity by the Dean. An application for the Rector's decision on equity may not be submitted if the application for the Dean's decision on equity has been refused.

(2)⁸⁷ The Rector's decision on equity may be requested only once in each training. Applications shall be submitted via the Neptun system.

(3)⁸⁸ The student's educational administrator shall inform the Rector's Office in an email of having received the application so the Office can have the Rector pass a decision. If the Rector does not exercise this right within five workdays, the Dean of the competent Faculty shall be obligated to proceed in the given case without any action taken by the Rector, in proper consideration of the facts and circumstances.

(4) No further legal remedy is available against decisions made by the Rector on equity.

Part IV

Performance of academic obligations

Registering for subjects

Section 29 (1)⁸⁹ The following shall be entered in the Neptun system by the last day of the term time of the previous semester:

- the courses belonging to the various subjects,
- course descriptions,
- the exact location and times of the classes and the teacher of the given course,
- any prerequisites for the subject,
- the testing methods.

(2)⁹⁰ At least one week before the subject registration period, the following details shall be entered in the Neptun system:

- the educational materials required by the subject,
- the minimum and maximum number of students that can apply for the various courses, and
- the data required by the given Faculty.

(3) In addition to the announced courses, new courses may be announced on the basis of the actual figures of student registration until the last day of the subject registration period at the latest, or those subjects shall be cancelled on the second day before the last day of the course registration period – with the concurrent notification of the students concerned – where the number of applicants has not reached the announced minimum.

(4) The times of the announced courses may not be changed during the subject registration period.

⁸⁴ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁸⁵ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

⁸⁶ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

⁸⁷ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁸⁸ Amended by Decision 68 of June 27, 2017 of the University Council.

⁸⁹ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁹⁰ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

(5) The courses for the subjects that have to be completed for the obtainment of the final certificate shall be announced in a manner that takes into account the number of students who are expected to sign up for the subject in the given semester on the basis of the model curriculum and the total number of students.

(6) The Faculties' complementary provisions to these Regulations may determine different rules for certain groups of students in relation to registration for certain courses. When registering for these courses, especially those students may be preferred who need the completion of the given course for the fulfilment of their major-related or specialized education to the detriment of students who want to complete the course as an optional subject.

(7)⁹¹ It shall be ensured that the student can choose optional subjects in a credit value of at least five percent of the total credit amount required for obtaining the degree, or that the student can participate in voluntary activities instead of these subjects.

BTK complementary provisions, Section 12⁹² (1) Under Section 29 (6) of the Education and Exam Regulations, the following students shall be given preference when registering for courses:

- a) students who are required to complete the course in question under the curriculum for the major are given preference over those who are not required by the curriculum for the major to complete the course,**
- b) for the purposes of courses necessary for the completion of a minor program, students who have registered for the given minor are given preference over those who have not registered for the minor and who are not required by the curriculum for the major to complete the course,**
- c) students starting their studies in the first semester are given preference in first subject registration over other students.**

(2) The method for giving preference in the Neptun system

- a) making registration available at different times for students belonging to the various preference groups,**
- b) restricting the number of students permitted to register for the course according to the model curriculum or as an elective subject, and**

in exceptional cases, setting the number of active semesters, the applicant's major or specialization, or the campus of the applicant's program as a prerequisite for registering for the course in the Neptun system.

Section 30 (1) Students shall register for subjects and the courses serving their completion in the subject registration period via the Neptun system. Only those students shall be eligible to register for subjects and courses who have validly declared their intent to continue studying the given major during the semester and whose student legal status has not been suspended. The subjects in the given majors of students who withdraw their registration by the provided deadline shall be cancelled by the Registrar's Office ex officio.

(2)⁹³ The subject registration period shall be included in the schedule for the semester. The subject registration period may not end earlier than the last day of the first week of the term time.

(3) The subjects that a student can register for shall be regulated in the rules on prerequisite studies set out in the model curriculum. Students may sign up for subjects that are bound to

⁹¹ Enacted by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁹² Amended by Decision 26 of June 27, 2018 of the Faculty Council. Effective as of the 2018/2019 academic year.

⁹³ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

prerequisites only when they have already performed the prerequisites or, if the prerequisite is the concurrent completion of any other subject (parallel registration), it is completed in the same semester.

Section 31 (1)^{94,95} If the student does not register for a subject or course for any reason during the course registration period that would otherwise be permitted by the rules on prerequisite studies, the student may request registration for the subject or course within ten days following the last day of the subject registration period from the Registrar's Office via the Neptun system. Based on the request, the Registrar's Office may register the student for the course, unless the given subject is not announced in the given educational period or all of its courses have been filled.

(2) The Faculties may provide for the option to cancel subjects following the subject registration period in the complementary provisions to these Regulations.

BTK complementary provisions, Section 13 (1) Under Section 31 (2) of the Education and Exam Regulations, the Faculty of Humanities and Social Sciences provides a possibility to cancel registered subjects after the course registration period has been closed. Students may request the subsequent cancellation of a registered subject no later than six workdays after the last day of the course registration period, in return for a fee.

(3) Students are obliged to complete registered subjects. If the student fails to complete a registered subject, then the subject shall remain unfulfilled. The student may register for any unfulfilled subjects again in later semesters. Subjects that have already been completed and courses serving the completion of a completed subject may not be taken again.

(4) The maximum number of incomplete subjects may be defined by the individual Faculties in their complementary provisions to these Regulations in the form of study advancement obligations.

(5)⁹⁶ If the student participates in a practice period outside the educational period, the associated certificate shall be promptly submitted following its completion to the appropriate organizational unit of the Faculty that is deemed to be competent with respect to the training. The performance of this requirement shall be recorded in the Neptun system for the current active semester at the time of the submission of the certificate or the first active semester following submission.

Section 31/A⁹⁷ (1) On the workday following the last day of the deferred subject registration period, the student shall receive written notification from the Registrar's Office in the form of a Neptun message that the subjects and courses registered for the given semester have been finalized and may be viewed in the Neptun system.

(2) Upon the student's request, the "Registered courses" form printed out by the student from the Neptun system shall be certified by the competent educational administrator following the last day of the deferred subject registration period. The authenticated document shall certify the subjects for which the student had registered in the given semester. Deviations from this list are possibly only if any of the student's deferred subject registration or cancellation cases were concluded after the authentication. In this case, authentication of the form may be repeatedly requested as described in the decision.

⁹⁴ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁹⁵ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

⁹⁶ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁹⁷ Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

(3) Within five days following the sending of the notice – or if any of the student's deferred subject registration or cancellation cases is concluded after the workday following the last day of the deferred course registration period, within five days following the sending of the relevant resolution – the student may file a written complaint to the Registrar's Office in case the student is of the opinion that the received notice states erroneous data:

- a) any course that the student has not registered for, or
- b) the lack of a course that the student has registered for, or
- c) any unlawful change took place in the material data of the registered course after registration.

(4) Based on the data entered in the Neptun system, the student's complaint shall be examined within 5 workdays by the head of the Registrar's Office, who shall notify the student of having corrected the error or rejecting the complaint. The rejection shall be properly justified.

(5) An application for legal remedy may be lodged against the rejection of the complaint in accordance with the general rules.

Special schedule

Section 32 (1)⁹⁸ In justified cases, the Study Committee may provide a special schedule for studies at the student's request. A special schedule may be justified, in particular, by pregnancy, care for a small child, studies abroad, serious illness of the student or relative, and professional athletic activities. The Study Committee shall decide individually in each case whether permitting the special schedule in the given situation is justified, with the provision that at the request of a student who is certifiably raising a child under the age of fourteen, the Study Committee shall be obligated to grant applications for exemption from the obligation to attend classes requested for the purposes of caring for the child, unless such exemption would lead to an exemption from under the basic educational requirements of the given major.

The maximum duration of the preference permitted in the framework of any single procedure shall be one semester.

(2) In their applications, students are obligated to describe the justification of the special schedule and provide credible proof of such. The requested preference, the completion of which specific subjects is planned in the preferential period, and the manner and schedules of performance shall also be specified.

(3) The application for the special schedule may not be targeted at exemption from under administrative obligations that are mandatory for all students (e.g. registration, financial administration, etc.), at financial obligations (e.g. payment of tuition or other fees, etc.), or at the continuation of studies during a passive semester. Applications that would result in a violation of the law may not be permitted.

(4)⁹⁹ In the framework of special schedules, the following may be granted in particular:

- a) exemption from the obligation to attend classes,
- b) examination options during the preferential exam time specified in the semester schedule.

(5) The Study Committee has the right to offer a preference different than that requested in the application if the application would be otherwise impossible to fulfil, while the goal specified therein could be ensured by authorizing such other preference.

(6) If options pertaining to exams taken during the preferential exam time have been authorized, it shall be ensured that in case any exam shall be unsuccessful, the student can take a repeated exam in the same educational period.

⁹⁸ Amended by Decision 4 of February 13, 2025 of the University Council.

⁹⁹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

(7)¹⁰⁰ The application for a special schedule can be submitted via the Neptun system, from the start of the regular subject registration period until the end of the regular subject registration period in the given semester. If such a possibility is provided by the Faculty, the application for an exceptional special schedule may be submitted from the start of the regular subject registration period until the end of term time.

Records on Academic Advancement

Section 32/A¹⁰¹ (1) The University shall keep records of the student's academic advancement and other details in the Neptun system.

(2) The University ensures students have continuous access to the personal and study-related information that is maintained in connection with them in the Neptun system.

(3) Hardcopy certificates associated with the studies of students and certificates of the student legal status shall be issued by the Registrar's Office of the competent Faculty. Documents so issued shall be authenticated with the signature of the competent administrator at the Registrar's Office and the stamp of the organizational unit.

(4)¹⁰² Hardcopy certificates issued in relation to the studies of students, certificates of the student legal status, and other study-related documents can be received in person at the Registrar's Office of the competent Faculty. Upon the student's request – following the payment of the mailing fee – such documents may be sent to the address specified by the student via registered mail with return receipt.

(5)¹⁰³ Any information related to the student's studies or student legal status may be disclosed to a third person only

- a) upon authorization by the student,
- b) upon the request of the authorities,
- c) to parents obligated to pay child support, and
- d) in the framework of data service obligations required by law.

Part V Testing knowledge

The general rules of testing knowledge

Section 33 (1) The curriculum defines the method used for testing in each subject.

(2)¹⁰⁴ The student's performance may be evaluated:

- in a five-grade system with the following grades: excellent (5), good (4), satisfactory (3), pass (2), and fail (1), or

- in a three-grade system with the following grades: excellent (5), satisfactory (3), and fail (1).

(3) Any subject completed with a grade that is better than failing or is qualified as passing shall result in the associated credit points.

(4) The grade or qualification given to any specific subject may consist of several partial qualifications, while eligibility to take an exam may require the preliminary fulfilment of study-related obligations.

(5)¹⁰⁵ The available grading methods:

¹⁰⁰ Amended by Decision 4 of February 13, 2025 of the University Council.

¹⁰¹ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁰² Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁰³ Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁰⁴ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁰⁵ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

- mid-term testing during the semester: for a signature (signed if passed or denied signature if failed), practice grade (using the three or five level grading system), written assignment (with a three-level grade), or a term paper (with five-level grade),

- exam-type testing: mid-term exam (with five-level grades), preliminary exam (with five-level grades), comprehensive exam (with five-level grades), exam (with three or five-level grades), final examination (with five-level grades).

(6) Exam-type testing may be organized particularly in the form of:

- oral exams,

- written exams,

- combined exams.

(7) Combined exams shall be organized in a form where students are tested both in writing and orally, and the qualifications of these two shall result in the ultimate grade of the exam.

(8)¹⁰⁶ Oral exams may also be organized so that on the same exam occasion the student shall take the exam both in writing and orally, and both parts of the exam shall be considered as the prerequisite of the other. In especially justified cases, written exams may also be held as electronic exams, pursuant to the provisions of these Regulations.

(9) Attendance at lectures – unless provided otherwise in the complementary provisions to these Regulations defined by the Faculty in charge of the major – is mandatory. The attendance of seminars and practical courses, as well as the fulfilment of mid-semester study-related requirements, is mandatory.

(10)¹⁰⁷ The competent teacher shall have the right to determine the mid-semester study-related requirements stipulated for admission to the exam or resulting in determining the practice grade, as well as the extent of absences still allowed for admission to the exam – unless otherwise required in the complementary provisions to these Regulations defined by the Faculty in charge of the major – with the additional condition that they shall be announced and communicated to the students on the first study occasion at the latest.

If the teacher sets a written examination as a mid-semester study-related requirement, the teacher shall also provide information on the time within which the examination will be corrected following its having been taken or submitted, and will inform students of the results. In connection with courses not resulting in independent qualification, the mid-semester study-related requirements shall not be considered testing, because they do not evaluate the performance of the student but only check active participation in the course.

(11)¹⁰⁸ Unless otherwise required by the Faculty's complementary provisions to these Regulations, the teacher shall inform the student in question about the evaluation of the fulfilment of mid-semester study-related requirements until the last day of the term time. The practice grade and the signature confirming the fulfilment of the mid-semester study-related requirements for admission to the exam shall be recorded in the Neptun system.. The information relating to practice grades, graded mid-semester tests, as well as the granting or refusal of signatures needed for admission to exams shall be provided to students in writing, via the Neptun system.

BTK complementary provisions, Section 14 (1)¹⁰⁹ Under Section 33 (10)-(11) of the Education and Exam Regulations, correspondence students may be absent from no more than 50% and full-time students from no more than 25% of lectures. Students may be absent from no more than 25% of practical courses.

¹⁰⁶ Amended by Decision 2032 of October 30, 2015 of the University Council.

¹⁰⁷ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁰⁸ Amended by Decision 46 of June 19, 2025 of the University Council. Effective as of August 15, 2025.

¹⁰⁹ Amended by Decision 37 of March 19, 2025 of the Faculty Council. Effective as of March 19, 2025

(2)¹¹⁰ Teachers shall be required to enter the practice grade in the Neptun system no later than the last day of the first week of the exam period.

(3)¹¹¹ Mid-semester academic requirements may not be specified as a condition for admitting students to take exams for lecture-type courses or that directly influences the exam grade; however, if a student is absent for more than the amount specified in these Regulations, the student may not be admitted to the exam and the teacher shall deny the signature necessary therefor.

(12)¹¹² If the student fails to meet the required mid-semester study-related requirements, the teacher shall refuse the signature of confirmation and the student shall not be admitted to take an exam in the subject; moreover, the student's registration for the exam – if any – shall be cancelled. The teacher shall record refusal of providing a signature in the Neptun system on the last day of the term time at the latest.

(13) The complementary provisions to these Regulations defined by the individual Faculties may a grade to be offered on the basis of the student's mid-semester study-related performance, without holding an exam.

BTK complementary provisions, Section 14/A¹¹³ (1) By no later than the end of term time, the teacher may make a suggestion for a recommended grade via the Neptun system, which the student may accept or reject also via the Neptun system, but only if the student has no valid exam registration for the given semester. If the student has already registered for an exam when the grade recommendation is made, the student has to cancel the exam registration before accepting the grade.

(2) If the student accepts the recommended grade, or, if the student has not registered for an exam by the time the grade recommendation is made, the student may not register for any exam in the given subject during the exam period, including retake and modifying exams, until deciding to reject the recommended grade.

(3) If the student fails to accept the grade recommendation by the last day of the exam period and, accordingly, does not take an exam, the Registrar's Office shall, on the second workday following the last day of the exam period, reject the grade recommendation *ex officio*, and the subject will be in unfulfilled status.

(4) The teacher may make the grade recommendation in the Neptun system no later than the last day of term time. Simultaneously to making a grade recommendation in the Neptun system, the teacher is also required to issue a hard-copy exam form and submit it to the competent department staff.

(14) In case the teacher concerned is incapacitated in any way, the head of the department or institution shall have the right and obligation to record the grades and signatures for the confirmation of the mid-semester study-related requirements in the Neptun system.

(15)¹¹⁴

(16)¹¹⁵ The student's semester shall be closed by the Registrar's Office within three workdays following the last day of the exam time. Students who consider their exam time to be finished

¹¹⁰ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

¹¹¹ Amended by Decision 47 of October 2, 2019 of the Faculty Council.

¹¹² Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

¹¹³ Enacted by Decision 67 of November 23, 2022 of the Faculty Council. Effective as of November 25, 2022.

¹¹⁴ Repealed by Decision 2015 of June 04, 2015 of the University Council. Repealed as of August 15, 2015.

¹¹⁵ Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

may request the competent Registrar's Office in writing to close the semester earlier – but shall acknowledge that such closing cannot be withdrawn, meaning that no further exams may be taken within the given exam time and no exams can be registered, and any existing registrations for exams shall be cancelled.

(17)¹¹⁶ Documents generated in the course of checking mid-term study requirements and containing personal data shall be disposed of after one year following the last day of the term time of the given semester.

(18)¹¹⁷ If artificial intelligence or any automated translation or text generation algorithms are used, their use shall be properly indicated along with the precise parts of the text or content elements, in line with the supplementary provisions of the present Regulations provided by the given Faculty.

Preparations for exams

Section 34 (1)¹¹⁸ The times and dates of exams, the starting time of registration for the exam, as well as the persons participating in testing shall be announced at least three weeks before the end of the term time. The number of the optional exam places announced for the exams shall be 10% more than the number of students accepted to the course belonging to the given exam. At least two exam days shall be announced for all courses, so that at least one week shall elapse between the two occasions. In addition to the exam dates announced as described above, exam dates according to the number of failed exams, but at least one more exam date, shall be announced for the last week of the exam time, which shall be the week of repeated exams.

(2) In the case of oral exams, a single teacher may test no more than 30 students a day.

(3)¹¹⁹ With the exception of electronic exams, exams shall be conducted in the official premises of the Faculty concerned, between 8:00 AM and 6:00 PM on school days. On the day of the exam, the time of the exam may be specified by the examiner for groups or individuals separately, if the examinees are notified accordingly within a reasonable time. Examinees shall arrive at the place of the exam by the starting time of the exam or shall otherwise be considered to not have attended the exam. The examiner and the head of the organizational unit where the examiner is employed are responsible for holding the announced exams.

(4)¹²⁰ Only those students may take exams who have registered for the given exam via the Neptun system. Only those students may register for exams who have registered for the given course and fulfilled any mid-semester study-related requirements. If a student takes an exam without having validly registered for it or for which the student was not authorized, the exam shall be invalid irrespective of its results, and the associated entries shall be deleted from the Neptun system.

(5) A student may be registered only for one exam date in connection with any specific course. Student may withdraw a registration for an exam until 12:00 PM on the day preceding the day of the exam without consequences. In this case, the student may register for another exam date, provided there is any vacancy on other exam dates.

(6) If the student fails to appear at or does not start the exam, the student's performance cannot be assessed.

(7) Unless otherwise provided by the complementary provisions to these Regulations defined by the Faculty responsible for the major, the student shall have the right to sign up for the exam

¹¹⁶ Enacted by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹¹⁷ Enacted by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

¹¹⁸ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹¹⁹ Amended by Decision 2032 of October 30, 2015 of the University Council.

¹²⁰ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

date announced for the week of repeated exams as the first exam occasion. However, in this case the student acknowledges that the University is not obligated to offer the option of a repeated exam during the same exam time. The same provision shall be applicable in case the student has already signed up for an earlier exam date but only commences the exam on the exam date announced for the week of repeated exams.

(8) As regards CV (exam only) and EV (early exam) courses, as well as comprehensive exams, the Faculties may stipulate different rules in their complementary provisions to these Regulations concerning the announcement of and registration for exams.

(9)¹²¹ As set out in the schedule for the given semester, the exam registration period may be opened earlier for those students who have signed up for all subjects required for the issuance of their final certificate in the given semester and no other educational requirements are missing for the issuance of the final certificate.

Holding exams

Section 35¹²² (1) With the exception of electronic exams, exams shall be considered to have been started when the student has received or drawn an exam question in an oral exam, or the examiner has begun to distribute or dictate the exam questions in a written exam. Before the commencement of the exam, the examiner shall verify the personal identities of the attending examinees and check whether they have signed up for the exam. Any withdrawal from the exam declared after its commencement shall result in a failing grade.

(2)¹²³ The examiner or the chair of the board of examiners shall be responsible for the order, undisturbed implementation and calm atmosphere of the exams. At the exam, prohibited devices and aids, or methods and means prohibited by the examiner shall result in a failing grade, if there is no suspicion of a disciplinary offense. In case of a suspicion of a disciplinary offense, the examiner or, in the case of a final examination, the chair of the board of examiners, may suspend the exam with the concurrent initiation of disciplinary proceedings and the taking of minutes. In such cases, the student's performance will not be evaluated and shall be considered as not having started the exam.

(3) Exams shall be closed events, meaning that they may be attended only by the examiners and examinees. With the consent of the examinee, the examiner may allow other persons to attend the exam as listeners in case they do not disturb the order of the exam.

(4)¹²⁴ With the exception of electronic exams, exams shall be considered as completed when, in the case of a written exam, the examiner has taken the test form over from the student or, in the case of an oral exam, the student's achievement at the exam has been graded.

(5)¹²⁵ For any written examination or graded partial examination, the teacher concerned is obliged to check and correct the examination tests within five workdays following the date of the exam, but no later than 11:00 am on the Friday preceding the week of repeated examinations (excluding the examinations written on the week of repeated examinations) and to record the results on the test forms and in the Neptun system. The grade shall be indicated by the teacher on the test as well. The student shall be notified in writing about the awarded grade, via the Neptun system. The teacher shall correct the examination tests written on the week of repeated examinations and record the results on the test forms and in the Neptun system no later than the last day of the exam period.

¹²¹ Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

¹²² Amended by Decision 2032 of October 30, 2015 of the University Council.

¹²³ Amended by Decision 4 of January 25, 2018 of the University Council.

¹²⁴ Amended by Decision 2032 of October 30, 2015 of the University Council.

¹²⁵ Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

(6)¹²⁶

(7)¹²⁷ The student may inspect the checked and corrected test within fifteen days following the entry of the grade in the Neptun system, at a time agreed with the teacher. Tests shall be disposed of one year after the last day of the given exam period.

(8) Students registering for oral exams are obligated to print out the performance evaluation sheet from the Neptun system and bring it to the exam. In the absence of the performance evaluation sheet, the exam may be taken only at the student's express request, and in this case the student irrevocably waives the right to be provided a hardcopy certification of the grade earned at the given exam.

(9) At oral exams, the grade earned by the student shall be recorded by the examiner in the exam form and the student's performance evaluation sheet.

(10) The examiner shall ensure that the grade of the oral exam is entered in the Neptun system on the workday following the exam at the latest. The student shall receive an automatic Neptun message of the grade having been registered in the Neptun system.

(11) In the event of the incapacitation of the examiner, the subject owner, the head of the competent department or institution, or the Dean shall be responsible for entering the exam grade in the Neptun system.

(12)¹²⁸ No grades may be entered in the Neptun system for any semester that has already been closed.

Section 35/A¹²⁹ (1)¹³⁰ Written exams may be organized as electronic exams only for exceptionally justified educational organizational reasons, with the express written permission of the Dean(s) of the Faculty (Faculties) concerned or the Rector of the University when involving all Faculties. A student or a group of students may not request the organization of a written exam as an electronic exam in full or part: such requests shall be turned down without any consideration on the merits.

(2) Electronic exams may be organized only in a written format and with the use of the University's dedicated software.

(3) At the time of the announcement of the exam, students shall be clearly notified if the written exam is held in an electronic format.

(4) The information pertaining to the use of the software used for holding electronic exams shall be made available to the students. If a student uses his/her own computer to take an electronically held exam, the student shall be responsible for having a suitable software environment on the computer and a browser that is compatible with the University's exam software. The Faculty organizing the written exam in an electronic format shall ensure that a sufficient number of computers suitable for taking the electronic exam should be available for the students in the Faculty's computer room.

(5) The announcement of electronic exams and registration for these exams shall be governed by the general rules pertaining to exams. Students may choose when to start the electronic exam between the starting and closing time of the exam. If a student registers for an electronic exam but fails to start taking the exam within the available time period, the student's knowledge cannot be assessed and the student shall be considered as not having attended the exam.

(6) An electronic exam shall be considered to have been started when the student starts the exam by pressing the Start button after logging in with his/her own credentials. After pressing

¹²⁶ Repealed by Decision 2015 of June 04, 2015 of the University Council. Repealed as of August 15, 2015.

¹²⁷ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹²⁸ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹²⁹ Enacted by Decision 2032 of October 30, 2015 of the University Council.

¹³⁰ Amended by Decision 44 of June 10, 2016 of the University Council.

the Start button, the exam shall be considered to have been started even if the student does not answer any questions.

(7) During the electronic exam, the student is given the number of randomly selected questions determined by the examiner from the list of questions included in the exam software.

(8) In the exam software, the examiner is obliged to enter at least five times as many questions in total and in each of the question groups as the number of questions given to a student at the exam. The questions may be arranged in groups according to topics, or the exam can be sectioned so that a certain number of questions or question groups are included on each page.

(9)¹³¹

(10) The examiner shall set a time limit for answering the exam questions, which shall be displayed on the starting page of the electronic exam software. After the commencement of the exam, the time still available for the completion of the exam shall be continuously visible in the bottom right corner of the screen.

(11)¹³²

(12) The electronic exam shall be considered completed if it is finished by the student by pressing the appropriate button, or the time limit made available for the completion of the exam has expired. Students may, at their own responsibility, decide on finishing the exam at any time.

(13) Before the exam, students shall be informed of the rules of evaluating the electronic exam.

(14)¹³³ After the electronic exam, students may review the achieved score or percentage result. The answers given during the electronic exam shall be kept by the system for 30 days following the last day of the exam time, and they can be inspected by students upon their request.

(15) The University may take any technical problem or other disturbing factor arising during an electronic exam due to any external, uncontrollable reason into consideration if the exam has been taken on any computer operated in the University's dedicated computer room, provided that the University's competent employee has taken certified minutes of the occurrence of the disturbance or fault.

Retake and modifying exams

Section 36 (1) An exam shall be considered successful if the student has been given a grade that is better than failing or receives a passing grade. The first attempt to improve the result of any failed exam shall be deemed as a retake examination and all additional attempts shall be defined as repeated exams (hereinafter collectively referred to as: exam).

(2) The student may attempt to pass a failed exam during the same semester only once.

BTK complementary provisions, Section 15 The curriculum for the major may prohibit attempting to repeat an unsuccessful language preliminary exam in the same exam period.

(3) If the student is unable to improve the result of a failed exam, or the retake examination is not successful either, the student has the right to sign up for the course in later semesters and complete it in line with the general rules.

(4)¹³⁴ If an unsuccessful exam is retaken within the same semester, the student may sign up for a new exam only after the closing time of the last exam date. At least 4x24 hours have to elapse between the starting dates of the two exams.

(5) In the case of repeated exams, if the exam and repeated exam of the student were held by the same examiner, the student shall have the right to request in writing at least three working

¹³¹ Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹³² Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹³³ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹³⁴ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

days before the day of the exam to have another examiner or board of examiners hold the exam. The method, place, and deadline for submitting the application shall be set out in the Faculty's complementary provisions to these Regulations.

Section 37 (1) If an exam is successfully passed, students may take a modifying exam to improve the results of the exam.

(2) A modifying exam may be attempted only once for any subject in the same semester and if the student is able to find a vacant place at the announced exams and signs up for the exam in line with the general rules.

(3) Starting the modifying exam invalidates the grades earned by the student at previous exams, and only the results of the modifying exam may thereafter be taken into consideration.

Section 37/A¹³⁵ (1) Within 15 days following the last day of exam time, the student is authorized to file a written objection in relation to the evaluation indicated in the Neptun system, to the organizational unit in charge of holding the given exam.

(2) Based on the data recorded in the Neptun system, the head of the organizational unit shall review the student's complaint and notify the student of the correction of the error or the rejection of the objection. The rejection shall be properly justified.

(3) In the case of oral exams, the student's grade can be certified with the performance evaluation sheet or the exam form and, in the case of written exams, the exam test itself. The opinion of the examiner concerned may also be requested as necessary.

(4) In view of the objection, the only aspect that can be reviewed is whether the grade has been correctly entered in the Neptun system. The review of the content behind the grade correctly entered in the Neptun system may be initiated with the application of the general rules pertaining to legal remedy.

(5) An application for legal remedy may be lodged against the rejection of the complaint in accordance with the general rules.

Determining average grades

Section 38 (1) The following methods to calculate average grades may be used to evaluate the study results of students.

(2) Weighted study average (for the given semester):

$$\frac{\sum (\text{credit values of the subjects completed in the semester} \times \text{their grades})}{\sum \text{credits completed in the semester}}$$

(3) Cumulated weighted study average (for all studies):

$$\frac{\sum (\text{credit value of all completed subjects} \times \text{their grades})}{\sum \text{all completed credits}}$$

(4) Credit index (for the given semester):

$$\frac{\sum (\text{credit values of the subjects completed in the semester} \times \text{their grades})}{30}$$

(5) Adjusted credit index (for the given semester):

$$\frac{\sum (\text{credit values of the subjects completed in the semester} \times \text{their grades})}{30} \times \frac{\text{credits completed in the semester}}{\text{credits registered for the semester}}$$

(6) Aggregated adjusted credit index (for all studies):

$$\frac{\sum (\text{credit values of all completed subjects} \times \text{their grades})}{30 \times \text{number of active semesters}} \times \frac{\sum \text{completed credits}}{\sum \text{registered credits}}$$

¹³⁵ Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

(7) For students who are studying more than one major at the same time, averages shall be calculated separately for the individual majors.

(8)¹³⁶ In the given semester, the credit values of the recognized subjects shall – unless provided otherwise by rules or regulations – be added to the completed credits and may not be considered for any average calculation, with the exception of the subjects actually completed in the given semester in the framework of guest student legal status.

Part VI **Completion of studies**

The final certificate

Section 39 (1)¹³⁷ The final certificate shall be issued to students who have met the study and exam requirements set out in the curriculum and the required practice period – with the exception of writing the thesis – and have obtained the required number of credits.

The requirements pertaining to practice periods may be defined by the individual Faculties in their complementary provisions to these Regulations.

(2)¹³⁸ The final certificate shall be a certified hardcopy document issued by the University. Upon its issuance, the final certificate shall be affixed with a unique serial number, and its data shall be recorded in the Neptun system.

(3)¹³⁹ If the conditions are met, the final certificate shall be issued as of the effective date of fulfilment, within twenty days following the date of fulfilment by the Registrar's Office ex officio, and the student shall be notified accordingly.

(4) The final certificates shall be issued separately for the individual majors in the case of students studying more than one major.

(5)¹⁴⁰,

If any previous studies attended at the University or in other higher education institutions, as well as any other earlier studies or previously gained knowledge are recognized in the form of credit values, students are still obliged – unless stricter requirements are stipulated in the given Faculty's complementary provisions to these Regulations – to acquire at least one-third of the number of credits required for the issuance of the respective degree at the given training as a condition of the issuance of the final certificate, with the exception of the following students:

- a) students participating in joint educational programs held as part of doctoral studies or the Erasmus+ and its successor programs,
- b) students who transferred to the University from a defunct higher education institution on the basis of an interinstitutional agreement,
- c) a student previously admitted to the same major,
- d) refugee, immigrant, and students with protected status, and
- e) if the training involves studies pursued in the framework of guest student legal status of which the higher education institutions in question have agreed and the subjects specified in the inter-institutional agreement are taught in a closed electronic distance education system, and furthermore if the higher education institution, with the exception of optional subjects, in regard to the subject in the offered curriculum, and the institution's credit transfer committee acknowledges the subject taught by the other higher education institution as part of performing

¹³⁶ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

¹³⁷ Amended by Decision 9 of February 16, 2023 of the University Council.

¹³⁸ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹³⁹ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁴⁰ Amended by Decision 4 of February 13, 2025 of the University Council.

the educational requirements, and this decision is then made available via its educational system.

(6)¹⁴¹ The final certificate may only be issued to students with active student legal status. Following the issuance of a final certificate for a certain education program,

- a) the registration for the active semester may not be withdrawn in the semester in which the final certificate is issued, and
- b) the student may not register for an active semester again in future semesters.

BTK complementary provisions, Section 16 (1) A condition for the issuance of the final certificate is the completion of certain subjects in line with the University's Catholic essence and pertaining to culture and religion, specified separately for the various programs.

(2) 2 credit points are awarded for each subject related to the University's Catholic essence and pertaining to culture and religion, in bachelor, master, and single-cycle programs.

The thesis

Section 40 (1) The thesis is a special paper prescribed in the educational and output requirements in association with the conclusion of studies that the student is obligated to write and successfully defend in order to earn his degree. Students studying more than one major at the same time are required to write and defend their theses in all majors separately.

(2)¹⁴² Theses may be submitted whether or not the student has a student legal status.

(3) The rules for the recommendation, selection and approval of thesis topics shall be set out in the Faculty's complementary provisions to these Regulations.

(4) The supervisor shall assist the student in preparing the thesis. The supervisor shall be a teacher employed by the University, preferably with the appropriate qualifications. During a single semester, a teacher may contribute to the preparation of the maximum number of theses specified in the given Faculty's complementary provisions to these Regulations. In justified cases, the head of the educational unit of the organization competent in the given thesis topic may also request an external expert to act as supervisor. The detailed rules on thesis consultations may be defined by the individual Faculties in their complementary provisions to these Regulations.

(5) If, before the submission of the thesis, the supervisor renounces the thesis consultation for any reason or is unable to provide for the thesis consultation due to any external circumstance (hereinafter collectively: resignation) but did commence consultation activities with the student before resigning, the educational unit of the organization that is competent in the given thesis topic is obliged to offer a new, appropriate supervisor for the student with respect to the given topic. If the resigned supervisor has not yet had any consultations with the student and the student does not wish to collaborate with the recommended new supervisor but cannot select an appropriate supervisor for the given topic from those offered by the University, the student shall change or select a new topic in line with the general rules. If, before the resignation of the supervisor, the supervisor had already began consultations, the date of the announcement of the student's original topic shall be considered as regards the calculation of the time limitation of the announcement of the topic, regardless of whether or not the student has been forced to select a new topic.

¹⁴¹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁴² Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

- (6)^{143,144} By submitting the thesis, the student irrevocably declares that the thesis is exclusively the student's intellectual product and only the sources specified in the thesis have been used only to the described extent for its preparation, and the same paper has not been submitted earlier by any other person as a thesis, unless these Regulations expressly provide a possibility for submission on multiple occasions.
- (7)^{145,146} A thesis may be validly accepted only if the supervisor has submitted a statement in the Neptun system on the admissibility of the thesis.
- (8)^{147,148} The thesis shall be submitted electronically – in pdf format – by uploading it to the Neptun system. The deadline and specific requirements pertaining to the content, form, and hard copies of the thesis, and the submission of any such hard copies, shall be set out in the Faculty's complementary provisions to these Regulations.
- (9) The head of the educational unit that is competent in the given thesis topic shall ask one or more reviewers to evaluate the submitted thesis. If more than one reviewer is asked to contribute, the supervisor may act as a reviewer in justified cases. The reviewers shall submit their opinions in writing to the organizational unit appointed by the Faculty, at least two weeks before the date of thesis debate. The method for defining the details of evaluation shall be set out in the Faculty's complementary provisions to these Regulations. In postgraduate specialist training, the reviewer may be identical to the supervisor.
- (10) The thesis shall be graded in a five-grade system.
- (11) If a thesis receives a failing grade, the student is obligated to submit a new thesis.
- (12) The thesis shall be defended as part of the final examination. During the thesis debate, the board of examiners shall verify the authorship of the thesis, the knowledge of the author on the topic of the thesis, and whether or not the student is able to defend the concepts explicated in the thesis.
- (13) Theses that have been awarded the grand prize or ranked in the first three places by the National Conference for Student Researchers, otherwise meet the requirements set out for theses, and have been submitted in line with the general rules may be accepted by the board of examiners without a separate evaluation. Such theses shall receive a grade of “excellent”.
- (14)^{149,150} The Faculty's competent Library shall store, in electronic format, theses awarded passing grades.
- (15)^{151,152} In justified cases, the student may request that the thesis be handled confidentially, at the latest at the time the thesis is submitted. The Faculty shall specify – in the complementary provisions to these Regulations – the formal and content requirements of the application and the assessment procedure, with the provision that the submission of a request for confidentiality shall be indicated in the Neptun system upon the electronic submission of the thesis.
- (16)^{153,154} Unless the thesis has been deemed confidential as per the student's request, it can be viewed in the library without restrictions. Theses may not be borrowed from the library and no electronic copies may be made.

¹⁴³ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁴⁴ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁴⁵ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁴⁶ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁴⁷ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁴⁸ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁴⁹ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁵⁰ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁵¹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁵² Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁵³ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁵⁴ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

BTK complementary provisions, Section 17 (1)¹⁵⁵ The list of teachers eligible as supervisors in the given training program will be published by the competent institute via the Neptun system, no later than the first day of term time in the given semester.

(2)¹⁵⁶ After consultations with the supervisor, the student may apply to the given supervisor via the dedicated Neptun interface by entering the exact title of the thesis during the period for reporting thesis titles, which lasts from the first day of term time until March 15 or October 15, respectively, of the given semester. The supervisor in question shall, no later than March 20 or October 20, respectively, approve or reject the proposed title via the Neptun system. The student may withdraw or modify the application within the given period for reporting thesis titles; any changes thereafter require the permission of the Study Committee.

(3)¹⁵⁷ The curricula of the various programs may specify a shorter period for submitting the thesis from the date of reporting the thesis title.

(4)¹⁵⁸ Theses may be submitted by November 15 or April 15 of the respective semester via the Neptun system.

(5) The curricula for the majors shall set the requirements pertaining to the content and form of theses.

(6) At the request of the head of the respective institution or department, the thesis shall be evaluated by

- in case of a bachelor program, a teacher employed by the Faculty,
- in case of a master or single-cycle program, the teacher employed by the Faculty as well as a person not employed by the Faculty.

(7) In exceptionally justified cases, a person not employed by the Faculty may be requested to evaluate the thesis in a BA program.

(8)¹⁵⁹ The opponent shall be required to send the written evaluation to the given institution or faculty at least a week prior to the respective final examination period. The secretariat shall have the grade of the thesis evaluation recorded in the Neptun system no later than the first day of the final examination period.

(9) The thesis grade:

- in bachelor programs, the grade given by the opponent.
- in master and single-cycle programs, the average of the two grades given by the two opponents, rounded to the nearest whole number, with the condition that if either opponent has awarded a failing grade, the thesis shall receive a failing grade without calculating the average.

The final examination

Section 41 (1) The final examination shall be conducted for the verification and evaluation of the knowledge, skills and abilities required for the obtainment of the degree. In the exam, students shall also prove their capability of applying the attained knowledge. As defined in the curricula of the individual majors, the final examination may consist of several parts. The thesis debate is part of the final examination. The requirements of the final examination and the topics (questions) to be asked shall be published on the Faculty websites.

(2) Student may register for the final examination if they

- a) have been awarded a final certificate, and

¹⁵⁵ Amended by Decision 52 of June 19, 2024 of the Faculty Council. Effective as of August 15, 2024.

¹⁵⁶ Amended by Decision 52 of June 19, 2024 of the Faculty Council. Effective as of August 15, 2024.

¹⁵⁷ Amended by Decision 52 of June 19, 2024 of the Faculty Council. Effective as of August 15, 2024.

¹⁵⁸ Amended by Decision 67 of November 23, 2022 of the Faculty Council. Effective as of November 25, 2022.

¹⁵⁹ Amended by Decision 28 of May 18, 2016 of the Faculty Council.

b) have validly submitted a thesis, and

c) do not have any outstanding payment obligations towards the University.

(3) The final examination may be taken during the exam time following the obtainment of the final certificate in the framework of the student legal status, or during any exam time within five years following the termination of the student legal status, in line with the relevant educational requirements. After two years have elapsed following the termination of the student legal status, the Faculty with competence in the given educational program may set, in the complementary provisions to these Regulations, specific conditions for taking the final examination.

(4)¹⁶⁰ The final examination shall be taken at the board of examiners, which consists of a chair and at least two additional members. The board of examiners shall be set up so that at least one member shall be a university or college professor or an assistant professor, while another member should not be employed in any form by the University or be the teacher of another major of the University. The reviewer(s) of the thesis shall also be invited to the board of examiners for the duration of the student's exam.

Minutes shall be kept regarding the final examination. The maximum number of persons who may take the final examination at the board of examiners during a single day shall be regulated in the Faculties' complementary provisions to these Regulations.

(5) The chairs of the boards of examiners shall be commissioned by the Rector upon the recommendation of the Faculty Council for the given academic year, whereas the permanent members shall be appointed by the Dean for a term of no more than 3 academic years.

(6) The final examination may be attempted only once per final examination period. Students are not provided the opportunity to retake final examinations awarded a passing grade.

(7) The method and deadline for registering for the final examination, the rules for publishing the topics (questions) to be tested, and the method for calculating the result of the final examination shall be regulated in the Faculties' complementary provisions to these Regulations.

BTK complementary provisions, Section 18 (1) Under Section 41 (1) of the Education and Exam Regulations, in addition to defending the thesis, the curriculum for the major may also require

- an oral exam involving the topics published beforehand
- a written exam involving the topics published beforehand
- a written skill level assessment exam

(2) The topics that may be included in the final examination have to be published on the Faculty of Humanities and Social Sciences website by October 15 or March 15, respectively, prior to the given final examination period.

(3)¹⁶¹ Students may apply for final examinations in writing at the Registrar's Office, no later than December 1 or May 1, respectively, prior to the given final examination period.

(4) The final examination grade is the average of:

- the thesis grade
- the thesis defense grade, and
- the grades of any partial exams required by the curriculum of the given major rounded to the nearest whole number, with the condition that if a failing grade has been awarded for any of the above, the final examination shall receive a failing grade.

(5) If the final examination receives a failing grade but the student receives a grade better than the failing grade on any part of the final examination, only the parts awarded a failing grade have to be retaken when repeating the final examination.

(6) Any given final examination committee may test no more than 15 students a day.

¹⁶⁰ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁶¹ Amended by Decision 27 of June 29, 2015 of the Faculty Council.

The diploma

Section 42 (1) The diploma is a public document carrying the image of Hungary's coat of arms and including the name of the issuing higher education institution; the institution identification number; the diploma serial number; the name, name at birth, place and date of birth of the holder of the degree; the level of qualification; the awarded level of the degree and major; the place, year, month and day of issuance; and the classification of the qualification attested by the diploma under the Hungarian Qualifications Framework and the European Qualifications Framework.

(2) The diploma shall also include the original signature of the Dean of the Faculty with competence in the given educational program or the competent Assistant Dean, as well as the stamp of the higher education institution.

(3)¹⁶² A precondition of the issuance of the diploma is a successful final exam.

(4)¹⁶³

(5)¹⁶⁴ The diploma shall be issued and delivered within thirty days of the successful final exam.

(6)¹⁶⁵

(7)¹⁶⁶ As an appendix to the Bachelor, single-cycle education, and Masters diplomas, the University shall issue a diploma supplement in Hungarian and English. At the request of the student, the diploma supplement may also be issued for postgraduate specialist training.

(8) The conditions for issuing diplomas with honors shall be defined by the individual Faculties in their complementary provisions to these Regulations.

(9) The method for determining the qualification or grading of degrees shall be defined in the curricula of the individual majors.

(10)¹⁶⁷ In line with the general rules of official administrative proceedings, the University may invalidate any diploma or diploma supplement issued by the University or its legal predecessor if it is found that the diploma was obtained illegally. Invalidated diplomas shall be withdrawn and destroyed by the University.

(11)¹⁶⁸ If requested, the University shall issue a duplicate degree based on the registry sheet, including a duplicate clause and authentication, to replace any diplomas lost, stolen or destroyed after their delivery. The rules for the record-keeping of duplicates shall be identical to those that apply to the original diplomas. The procedure used for the issuance of the first duplicate shall be followed when making additional duplicates of the same diploma.

(12)¹⁶⁹ Ex officio or upon any related request, the University shall withdraw and destroy erroneously issued diplomas, record the correction of the error in the registry sheet, and re-issue the diploma on the basis of the corrected registry sheet. The diploma so issued shall include the correction clause and authentication. If the change also affects the contents of the diploma supplement, it too shall be re-issued concurrently to the withdrawal and destruction of the former diploma supplement.

(13)¹⁷⁰ The name and the birth name of the certificate holder will be indicated on both the Hungarian and the foreign language certificate in the order last name followed by the first name. The name and birth name of persons with foreign identity documents figure in the order first name followed by last name both on the Hungarian and the foreign language certificate if the

¹⁶² Amended by Decision 9 of February 16, 2023 of the University Council.

¹⁶³ Repealed by Decision 9 of February 16, 2023 of the University Council.

¹⁶⁴ Amended by Decision 9 of February 16, 2023 of the University Council.

¹⁶⁵ Repealed by Decision 9 of February 16, 2023 of the University Council.

¹⁶⁶ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

¹⁶⁷ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁶⁸ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁶⁹ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁷⁰ Enacted by Decision 46 of June 19, 2025 of the University Council. Effective as of August 15, 2025.

beneficiary submits an applicable request to the Registrar's Office no later than the day of the successful final examination. The last name is always written in all capitals.

BTK complementary provisions, Section 19 (1) Under Section 42 (9) of the Education and Exam Regulations, the diploma grade is equal to the grade awarded at the final examination.

(2)¹⁷¹ A diploma with honors is issued to the student

- a) who is awarded a grade of “excellent” at the final examination (or, in case of more than one partial exam, at each partial exam),**
- b) who is awarded a grade of “excellent” for the thesis,**
- c) the weighted (cumulated) average of whose grades obtained in the given program is equal to at least 4.51, and**
- d) who has received no failing grades for the subjects completed or acknowledged in the given program.**

(3) A condition for the issuance of the diploma is the fulfilment of the foreign language requirements specified in the Training and Output Requirements for the given major.

Part VII

Special provisions pertaining to various groups of students

Students with disabilities

Section 43¹⁷² (1) Students with disabilities shall be provided with facilities allowing preparation and exams adjusted to their disabilities. Furthermore, assistance shall be provided to them so that they can fulfil their obligations arising from the student legal status. In justified cases, disabled students shall be exempted from taking certain subjects, studying certain units, or taking exams and being tested. If required, disabled students shall be exempted from providing proof of foreign language skills, a part of those, or their level. A longer preparation period shall be ensured during exams and assessments of skills. The use of technical aids, and therefore, in particular, typewriters and computers, shall be provided for compiling reports in writing, or by substituting a written exam with an oral one and vice versa.

(2) Students with disabilities may be granted allowances in the pursuit of studies upon their related request, based on the decisions of the Equal Opportunities Committee. Applications may be submitted via the Neptun system. An expert opinion certifying the disability has to be attached to the application.

(3)¹⁷³ The following expert opinion may be used to certify the disability:

- a) if the disability or unique educational requirement of the student (applicant) had already existed during his/her secondary school education, the disability or unique educational requirement shall be certified with an expert opinion issued by the county (or Budapest) education expert services or their member institutions proceeding as county or national expert committees;**
- b) if the disability or special educational requirement of the student (applicant) had not yet existed during his/her high school education, the requirements may be certified with an expert opinion issued by the Eötvös Loránd University Gyakorló Országos Pedagógiai Szakszolgálat [National Practicing Expert Pedagogical Service].**

¹⁷¹ Amended by Decision 71 of November 22, 2017 of the Faculty Council. Effective for students starting their studies in the second semester of the 2017/2018 academic year and thereafter.

¹⁷² Amended by Decision 9 of February 16, 2023 of the University Council.

¹⁷³ Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

(4) If the certifications attached to the application show that the student's equal opportunity data as registered in the Neptun system are not accurate, the data in the Neptun system have to be updated on the basis of the certifications attached to the application.

(5) Students with disabilities may submit an application for an allowance at any time, but the procedure of the Equal Opportunities Committee shall not have a suspensory effect with respect to the student's current academic matters. The established benefit may not be enforced with retrospective effect.

(6) The Equal Opportunities Committee may grant a student with disabilities the allowances and exemptions defined in relevant legislation, with the additional condition that any exemption may be granted only in respect of the circumstance serving as its basis and may not lead to any exemption from the fundamental academic requirements needed for the obtainment of the professional qualification certified by the diploma.

(7) With respect to the allowances and exemptions, the Equal Opportunities Committee is not bound by the details in the student's application. Thus a decision may be made within the relevant legal framework on the provision of allowances and exemptions that are different from the ones described in the application in view of the submitted professional opinions and all the circumstances of the given case.

(8)¹⁷⁴ The provision of assistance to students with disabilities is facilitated by equal opportunities coordinators acting on behalf of the University and the various Faculties.

The coordinators shall have higher education qualifications and competence or professional experience in matters relating to people with disabilities.

(9)¹⁷⁵ In case of a health detriment not resulting in a disability or a chronic disease, the Equal Opportunities Committee may, upon presentation of a suitable medical opinion, provide the student with personalized assistance.

Students studying courses abroad

Section 44¹⁷⁶ (1) The provisions of these Regulations shall apply to students who study courses abroad based on any international or institutional agreements (hereinafter: studying courses abroad) – unless otherwise regulated in the competent Faculty's complementary provisions to these Regulations and with the deviations set out in this Section.

(2) The provisions of this Section shall only apply to studying courses abroad that are not managed by the University or as part of an international mobility program that required an application for a scholarship if the student has informed the Faculty's competent organizational unit dealing with foreign affairs of participation in studying courses abroad no later than at the time of their commencement.

Section 45 (1)¹⁷⁷ Students may apply for international mobility scholarships (especially Erasmus, CEEPUS, etc.) through the University under the conditions defined in the respective calls for proposals and the complementary provisions to these Regulations issued by the Faculty competent in the student's studies.

(2) The calls for proposals shall be published by the Faculty competent in the student's studies.

(3) The place, method, and deadline for submitting applications shall be defined in the call for proposals.

¹⁷⁴ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁷⁵ Enacted by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

¹⁷⁶ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁷⁷ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

Section 46¹⁷⁸ The data of students participating in international mobility programs (especially Erasmus and CEEPUS) and managed by the University shall be entered by the organizational unit of the competent Faculty ex officio in the mobility section of Neptun in each semester, until October 15 or March 15, respectively.

Section 47 (1)¹⁷⁹ Students awarded Erasmus or CEEPUS scholarships shall register for active semesters for the duration of studying courses abroad for at least one educational program at the University. Participation in studying courses abroad does not prevent the student from registering for subjects in the domestic educational program during the active semester, provided they can be fulfilled in line with the general rules. With respect to studying courses abroad, students have the right to request preferential schedules of studies in line with the general rules.

(2)¹⁸⁰

Section 48 (1)¹⁸¹ At the time the international mobility scholarship is announced, the list of those subjects can be published (and, in the case of dual/multiple or joint programs based on interinstitutional agreements, shall be published by the last day of the term time of the previous semester) that can be accepted in the student's educational program – based on the preliminary opinion of the Credit Transfer Committee – when the student is admitted to a foreign partner institution.

(2) As regards subjects announced in foreign institutions of higher education that do not qualify as automatically recognizable within the meaning of paragraph (1), the student may request the Credit Transfer Committee's preliminary opinion until April 15 in the spring semester or November 15 in the fall semester. If the preliminary opinion of the Credit Transfer Committee is positive, the credit transfer procedure may be ignored in line with the general rules.

(3) In the case of students who have been awarded an Erasmus or CEEPUS scholarship, the competent Faculty organizational unit dealing with foreign affairs shall, no later than April 15 or November 15, respectively, ex officio initiate – after consulting with the student beforehand, if necessary – the preliminary credit transfer procedure based on the study contract concluded in the mobility program. The study contract may only be approved in the case of subjects that is adjudged to be recognized for the student's studies based on the Credit Transfer Committee's preliminary procedure.

In exceptional cases, the Credit Transfer Committee may approve subjects that do not correspond to any required, elective or optional subject in the student's domestic educational curriculum as optional subjects with values of two credits.

(4) In cases not regulated in paragraphs (1)-(3), the subjects completed as guest students in the framework of studying courses abroad may be recognized for domestic education under the general rules of credit transfer.

Section 49¹⁸² (1) The student's semester spent studying courses abroad shall be closed by the Registrar's Office as soon as it is practicable, but no later than by October 15 in the fall semester and until March 15 in the spring semester of the semester following that in which the credit certificate on subjects completed in the courses studied abroad.

¹⁷⁸ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁷⁹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁸⁰ Repealed by Decision 49 of June 15, 2023 of the University Council. Repealed as of August 15, 2023.

¹⁸¹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁸² Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

(2) Students shall be obligated to submit, as soon as possible after returning home, the credit certificate on completion of the subjects completed abroad, subject to automatic recognition, and which can be recognized on the basis of the Credit Transfer Committee's preliminary

- a) decision, to the competent Faculty organizational unit dealing with foreign affairs in case of Erasmus and
- b) CEEPUS mobility programs and to the organizational unit designated by the Faculty in the case of other courses studied abroad.

(3) If the credit certificate is not submitted by October 10 or March 10, respectively, the subjects falling under automatic recognition or which can be recognized on the basis of the Credit Transfer Committee's preliminary decision will be recognized only for the student's subsequent active semester.

(4)¹⁸³ If the results of courses studied abroad are entered in the Neptun system following the closing of the exam period (but prior to *October 15* or *March 15* of the following academic semester, respectively), the student shall be entitled to submit a written objection against the evaluation in the Neptun system to the organizational unit designated by the faculty. If the time limit prescribed in Section 37/A for the submission of objections has passed, it shall be submitted within five days of the entry of the evaluation.

Section 50¹⁸⁴ (1) Any subject completed while studying courses abroad that – based on the rules of credit transfer or the Credit Transfer Committee's preliminary opinion or special decision – corresponds to a required, elective or optional subject that is a part of the student's domestic educational curriculum and that the student has not yet fulfilled during his studies shall be accepted with the name and credit value belonging to the given subject in the student's domestic educational curriculum.

(2) Subjects completed while studying courses abroad that do not correspond to any required, elective or optional subject in the student's domestic educational curriculum shall be recognized as optional subjects and entered in the Neptun system with the use of the technical names of the subjects.

With the application of these rules, subjects may be recognized as optional subjects up to a maximum of thirty credits for the given semester.

The original names of the subjects recognized on the basis of this rule shall be entered in the Neptun system.

(3) Subjects that have already been completed by the student may not be recognized as completed abroad.

(4) In the event of any doubt, the qualification of a subject completed and recognized while studying courses abroad shall be decided by the Credit Transfer Committee.

Section 51 (1) In the semester after having taken the courses, the student may register for an active semester even if the semester spent studying courses abroad – as provided by these Regulations – has not yet been closed.

(2) If the student intends to register for a subject that is a prerequisite for any subject to be fulfilled in the previous semester – spent studying courses abroad – but, according to these Regulations, the previous semester has not yet been closed, registration for the succeeding subject may be requested from the Registrar's Office if

- a) the student has been provided the prior positive opinion of the Credit Transfer Committee for the prerequisite subject, and

¹⁸³ Enacted by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

¹⁸⁴ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

- b) this is communicated to the Registrar's Office before the subject registration period of the new semester, at the same time requesting the registration of the prerequisite subject for the semester of studying courses abroad in writing, as well as the registration of the succeeding subject for the next semester.
- (3) If the prerequisite subject is not recognized for the semester spent studying courses abroad by the closing of the semester in due time under these Regulations, the Registrar's Office shall cancel both the prerequisite subject and the succeeding subject.

BTK complementary provisions, Section 21¹⁸⁵ (1) The provisions of the Education and Exam Regulations and these Regulations shall apply to students who study courses abroad with scholarships based on any international or institutional agreements or in a training program provided a Hungarian state scholarship under Section 44 of the Education and Exam Regulations, with the derogations specified in this Section.

(2) If, in the semester following the semester in which the student participated in such courses, the student wishes to register for a subject with a prerequisite that the student fulfilled in the semester of the course in question, the student shall notify the educational administrator no later than the end of the registration week.

(3) The student may register for an active semester in the semester following such course even if the previous semester has not been closed.

(4) The student of a foreign higher education institution who studies at the Faculty with guest student legal status may, regardless of the original credit value of the course, be issued an ECTS credit certificate for the courses completed, as set out below:

- a) 6 credit points/course under the ECTS for the completion of each course in a bachelor program,
- b) 8 credit points/course under the ECTS for the completion of each course in a master program.

Section 22 (1) The provisions of these Regulations shall apply to students participating in postgraduate specialist training, with the deviations set out in this Section.

(2) Transfer from an identical postgraduate specialist training major provided by another institution may be permitted if

- the student status was valid until the day of transfer,
- the student does not have more than four subjects closed with a failing grade or classified as “did not meet expectations”.

(3) Where the Education and Exam Regulations and these Regulations refer to a curriculum of a major, in the case of a postgraduate specialist training, such shall be understood to mean the training program of the postgraduate specialist training major.

(4) In postgraduate specialist training, the supervisor for the thesis may be a person not employed by the Faculty, even without the student's separate requirement to such effect. In postgraduate specialist training, the thesis is evaluated by one opponent.

(5)¹⁸⁶ In postgraduate specialist training, the grade of the diploma is determined by the training program of the postgraduate specialist training.

¹⁸⁵ Amended by Decision 71 of November 22, 2017 of the Faculty Council. Effective as of the second semester of the 2017/2018 academic year.

¹⁸⁶ Amended by Decision 5 of February 15, 2023 of the Faculty Council.

Students participating in dual or joint education programs implemented in cooperation with partner foreign institutions

Section 51/A¹⁸⁷ (1) The provisions of these Regulations shall apply to students participating in dual or joint education programs held in cooperation with partner foreign institutions, with the deviations set out in this Section.

(2) Only such education shall be deemed as a dual or joint education program implemented in cooperation with a foreign partner institution that is expressly declared as such in the announcement of admission. In itself, attending a foreign higher education institution shall not result in the application of the rules set out in this Section.

(3) In the case of students participating in dual or joint education programs held in cooperation with foreign partner institutions, the rules pertaining to transfers – with the exception of the rules on deadlines – may differ from those applicable to students participating in other forms of education. Such rules shall be set out in the provisions decided by the Faculty concerned in connection with these Regulations.

(4) In the case of students participating in dual or joint education programs held in cooperation with a foreign partner institution, exams may also be held in the official rooms of the collaborating foreign higher education institution.

(5) In the context of joint education programs implemented in cooperation with foreign partner institutions, the student shall have to obtain at least 30 credits at Pázmány Péter Catholic University to earn a final certificate. The general rules shall apply to dual education programs.

(6)¹⁸⁸ Students participating in dual or joint education programs held in cooperation with a foreign partner institution, are authorized to submit the same work to all cooperating institutions as their theses.

(7)¹⁸⁹ The student's semester spent studying courses abroad as part of dual or joint education programs held in cooperation with a foreign partner institution shall be closed by the Registrar's Office as soon as it is practicable, but no later than by October 15 in the fall semester and until March 15 in the spring semester of the semester following that in which the credit certificate on subjects completed in the courses studied abroad was submitted.

Students studying as part of the Stipendium Hungaricum Scholarship Program or the Scholarship Programme for Christian Young People¹⁹⁰

Section 51/B (1) The provisions of these Regulations shall apply to students studying as part of the Stipendium Hungaricum Scholarship Program or the Scholarship Programme for Christian Young People with the derogations specified in this paragraph.

(2) If the issuance of the residence permit for the participant of the scholarship program is still under way as at the last day of the enrollment period, enrollment is possible until March 15 or October 15 of the given year, respectively, without having to apply for deferred enrollment.

Part VIII Interpreting provisions

Section 52¹⁹¹ If a grade in a five-step system has to be established as the average of several grades, the following method is used to round the average result to an integer:

¹⁸⁷ Enacted by Decision 2032 of October 30, 2015 of the University Council.

¹⁸⁸ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁸⁹ Enacted by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁹⁰ Enacted by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

¹⁹¹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

- under 1.50 – fail (1)
- 1.50-2.49 – pass (2)
- 2.50-3.49 – satisfactory (3)
- 3.50-4.49 – good (4)
- 4.50-5.00 – excellent (5)

BTK complementary provisions, Section 26¹⁹² Definitions:

- **course offer:** the list of courses announced in the given academic year, including the subject code and title, the number of courses to be announced, and the teacher.
- **class schedule:** the list of courses announced in the given semester including the holding of classes, which, as compared to the contents of the course offer, also includes the exact time and place of classes.
- **unfulfilled subject:** a subject for which the student has registered in the given semester but which has not been cancelled or completed by the last day of the exam period in the given semester. The fulfilment of the given subject in a subsequent academic semester does not reduce the total number of unfulfilled subjects, and failure to fulfil the same subject in more than one semester, as specified above, increases the total number of unfulfilled subjects in accordance with the number of times it was not fulfilled.

Part IX
Transitional and Final Provisions

Section 53 (1) These Regulations shall enter into effect on the date of its promulgation and its provisions shall be applicable to students in phasing-in system – with respect to the provisions of paragraph (2) – commencing their studies in the 2012/2013 academic year and thereafter. Concurrently to the entry into effect of these Regulations, the Pázmány Péter Catholic University's previous Education and Exam Regulations shall lapse, with the additional condition that its provisions shall be applicable in the cases defined in these Regulations.

(2) The procedural rules of these Regulations that do not concern academic issues shall be binding on all students, irrespective of the date they commenced their studies.

(3) The provisions of these Regulations shall also apply to students who established their student legal status before the time specified in paragraph (1) but, as a result of a requested transfer, change in major, or transfer between full-time and correspondence education, pursue their studies in a different educational format.

(4) Students who commence studies in new educational programs after a new admission procedure in addition to their existing student legal status shall be subject to the regulations in effect at the given institution for the different educational programs concerned, at the time of the commencement of the respective educational programs.

(5)¹⁹³

(6) Students who started their studies in the first semester of the 2006/2007 academic year or thereafter but before the first semester of the 2012/2013 academic year shall be subject to the provisions of the Education and Exam Regulations that entered into effect on September 1, 2011, with the additional condition that in case the provisions thereof or the associated complementary provisions of the Faculty – especially as regards dismissal for study-related reasons – contain more stringent requirements than the ones in the Education and Exam Regulations in effect at the time of the commencement of the student's studies, the provisions in question may not be applied vis-a-vis the student, but the rules in effect at the time of the commencement of the student's studies shall be applied.

¹⁹² Amended by Decision 14 of March 22, 2023 of the Faculty Council.

¹⁹³ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

(7)¹⁹⁴

(8)¹⁹⁵ The rules set out in Section 42 (2) of these Regulations pertaining to signing diplomas shall be applicable to all the diplomas issued after the effective date of these Regulations.

(9)¹⁹⁶

(10)¹⁹⁷ Students who commenced their studies before September 1, 2006 and were granted final certificates without earning their degrees may take final examinations until September 1, 2018.

(11)¹⁹⁸

(12)¹⁹⁹ The University's curricula shall be reviewed until September 1, 2024 with the aim of ensuring that the mobility window is suitable for students.

BTK complementary provisions, Section 20 (1) The provisions of these Regulations shall apply to students who started their studies prior to September 1, 2006, with the deviations set out in this Section.

(2) Students participating in a program providing two majors may be admitted to the final examination even without having obtained a final certificate in the other major.

(3) A student who has missed a semester may not request an exemption from under the performance of academic obligations.

(4) The student may not request a change of majors.

(5) If the student completing studies in a given major would like to obtain a specialist teacher qualification and has already completed the teacher-training subjects and met the teaching practice requirements, the student will be required to take a qualification examination.

(6) The student's legal status will be terminated if the student fails to complete at least eighteen subjects or is unable to pass the language preliminary exam on the second attempt, either. The student's legal status shall be terminated in an additional training program if the student fails to complete eight subjects.

(7) The legal status of students who started their studies prior to 2002 will be terminated if the number of subjects repeated is equal to at least eleven.

(8) Students who are continuing their studies in a non-credit system based program and who are still due a scholarship shall be issued a scholarship on the basis of their grade point average for the semester.

(9) Students who started their studies prior to September 1, 2006 may receive their diplomas after having fulfilled the foreign-language requirements specified in the Qualification Requirements.

(10)²⁰⁰

Section 54²⁰¹ (1) When examining the continuity of studies, the second semester of the 2019/2020 school year shall not be taken into account. The calculation of contiguous passive semesters shall restart, with the first semester of the 2020/2021 academic year at the earliest.

(2)²⁰² Students and alumni who successfully passed their final exams after August 31, 2021 but did not receive their diplomas shall be exempt from under the language exam obligation specified as a condition for the issuance of the diploma. The foreign language skills required

¹⁹⁴ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

¹⁹⁵ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁹⁶ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

¹⁹⁷ Amended by Decision 44 of June 10, 2016 of the University Council.

¹⁹⁸ Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹⁹⁹ Enacted by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

²⁰⁰ Repealed by Decision 5 of February 15, 2023 of the Faculty Council.

²⁰¹ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

²⁰² Amended by Decision 9 of February 16, 2023 of the University Council.

for practicing their vocations shall be specified as part of the curriculum for students starting their studies in the 2022/2023 academic year or thereafter. The foreign language skills required for practicing their qualifications may – contrary to the phasing-in system – be specified subsequently in the curriculum for students who started their studies prior to the 2022/2023 academic year and who do not have the language exams specified in the educational and output requirements valid as of December 20, 2022, with the provision that these requirements may not be more stringent than the language exam requirements specified in the educational and output requirements valid prior to December 20, 2022.

(3) When starting the education program requiring personal attendance, students who started their studies in a distance learning program have to present those of their documents that students have to present upon enrollment when starting education programs that require personal attendance.

Acceptance clause:

The University Council of the Pázmány Péter Catholic University has adopted these amended rules with Decision 46 of June 19, 2025. Effective as of August 15, 2025.

Data protection status: **public**

Dated in Budapest on June 19, 2025

Dr. Géza György Kuminetz
Rector
President of the University Council