

**University of Sopron**

**Student Requirements System**

**Effective: from 5 March 2025**

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The Senate of the University of Sopron regulates the most important rules for the students of the University of Sopron on the basis of the authority given to it in Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) and its implementing regulations. At the University, the rules concerning the study regulations are laid down in Chapter VII of the Regulations on Studies and Examinations (hereinafter referred to as the "Regulations") and its faculty supplements.[[1]](#footnote-2)

**Chapter I[[2]](#footnote-3)**

**General provisions**

**Scope of the Student Requirements Framework**

1. §

1. The Student Requirements Regulations (hereinafter referred to as "the Regulations") apply to all persons who are students (or visiting students) of the University of Sopron (hereinafter referred to as "the University" or "the higher education institution") and, for the period of the administration of the final examination, to persons who apply for the final examination after the termination of their student status - in the latter case only with regard to the provisions related to the final examination.
2. The scope of the CPC applies to a person who has an adult education or other training relationship with the University only if expressly provided for in the CPC or in other University regulations governing such relationships.
3. The scope of the CPD covers all educational establishments involved in training and all staff members performing teaching or training management tasks in any legal relationship.
4. The scope of the Code of Conduct extends to all teaching departments, instructors and staff involved in all aspects of the University's training, and to all staff with any legal status in the organisation of education.
5. The scope of the Code of Conduct covers students who are pursuing studies in higher education in vocational, bachelor, master, split, part-time or part-time programmes, as well as natural persons in further vocational education and training, regardless of the form of study.
6. Students in doctoral studies are excluded from the scope of the IRC. The rules applicable to doctoral students are set out in the University's Doctoral Regulations, which apply to doctoral students and doctoral candidates.
7. The IR governs the rights and obligations arising from the student's relationship with the University.

**The subject of student status**

2. §

* 1. Pursuant to Paragraph (3) of Article 39 of the Nftv., the student's legal status is established upon enrolment on the basis of the decision on admission or transfer.
  2. The rights and obligations of the student status are set out in Article 3 of the Code of Conduct.
  3. The rules for the admission procedure are laid down in Chapter II of the Recruitment Regulation.
  4. The student is subject to the student status regardless of the form of study.
  5. The student's legal relationship is an atypical legal relationship between the student and the university, which regulates in particular the student's personal, study and related property rights, the institution's educational-research and property obligations. The student relationship is established upon enrolment. The content of the student relationship is defined by Act CCIV of 2011 on National Higher Education (Nftv.), its implementing regulations and these Regulations.
  6. Student status may be established with the persons specified in points a) to h) of paragraph (1) of Article 39 of the Nftv.

**Student's rights in relation to studies**

3. §

1. The University of Sopron ensures the rights of every citizen, including students, guaranteed by the Fundamental Law of Hungary.
2. On the basis of the student status, the student is entitled to pursue studies in the given degree programme within the framework of the law, the University regulations, in particular these Regulations, and the curriculum of the degree programme.
3. In the context of their studies, students have the right to continue their studies in a safe and healthy environment at the university, and to receive assistance for their studies and career start, depending on their talents, abilities and interests, in particular to
   1. make use of the facilities and services available on campus or at the college (library, laboratory, computer facilities, sports and leisure facilities, health advice, etc.),
   2. organise their study programme according to the curriculum, choose subjects, specialisations and specialisation options, and make free use of the training opportunities offered by the university,
   3. attend lectures and seminars organised by the university,
   4. choose from a range of parallel lectures, tutorials, seminars and other sessions, lecturers and, as a doctoral student, tutors,
   5. receive care appropriate to their condition, personal circumstances and disability,
   6. be a member of a scientific student circle, participate in its work, take part in the research and development activities of the university,
   7. receive study, social and other scholarships, scientific and research grants,
   8. to submit a scientific or artistic application, to publish his/her scientific or artistic results, to choose the subject of his/her thesis or dissertation,
   9. suspend your student status,
   10. be a visiting student, apply to be transferred to another higher education institution, or apply for additional (parallel) student status.
4. The rules on the benefits and reimbursements to which students are entitled are set out in Chapter IX of the Student Entitlement Rules (Benefits and Reimbursement Rules), and the rules of the College's house rules are set out in the College's Rules and their faculty supplements.
5. On the basis of the student status, the student is obliged to plan his/her studies and to fulfil his/her study obligations within the framework of the law, the University regulations, in particular these Regulations, and the curriculum of the degree programme. In doing so, the student is obliged to use the Neptun study and registration system and - irrespective of the active or passive nature of his/her legal relationship - to continuously monitor the University information and notices published in general or specifically addressed to him/her.
6. At the University, the rules related to the study regime are contained in Chapter VII of the Student Requirements Regulations (hereinafter referred to as the "Regulations on Studies and Examinations") and its faculty supplements.
7. Career counselling and related statutory tasks, as well as the operation of the graduate career tracking system, are carried out by the Vice-Rector for Education's Office. *The* results and data obtained from the questionnaire survey of the Graduate Career Tracking System may be used by the University departments, with the permission of the Vice-Rector for Education, primarily in enrolment information sessions, open days, admission campaigns and in the modernisation and marketability of training courses.

**Property law aspects of student status**

4. §

1. The rules on the benefits and reimbursements to which students are entitled are set out in Chapter IX of the Student Entitlement Rules (Benefits and Reimbursement Rules), and the rules of the College's house rules are set out in the College's Rulesand their faculty supplements.
2. The student card is a public document certifying the existence of student status, and the application and use of the card is governed by the provisions of Government Decree 362/2011 on educational cards.

**Student employment and work placements**

5. §

1. The student may work on the basis of a student employment contract in accordance with § 44 of the Nftv. during the training period of dual training as part of the training programme during the practical training.
2. If a student in a bachelor's or master's degree programme is in continuous training for six weeks or more and is entitled to remuneration of at least sixty-five percent of the compulsory minimum wage (minimum wage) during the period of training, the remuneration is paid by the placement, unless otherwise agreed.
3. If the student is employed on the basis of an employment contract, the provisions of the Act I of 2012 on the Labour Code shall apply to the content of the employment contract, with the exceptions provided for in Article 17 (3) of Government Decree 230/2012 (VIII. 28.) on certain issues of vocational training and professional practice related to higher education.
4. The allowances paid to a student employed under a student employment contract are subject to the tax and contribution rules applicable to salaries in force at the time.
5. A model student employment contract is given in Annex 1.
6. The student's employment contract must specify the working hours in such a way that the student can fully meet the obligations arising from the student's status as a student, as defined in the Study and Examination Regulations.
7. Pursuant to Section 4.12. of Annex 1 of Act CXVIII of 1995 on Personal Income Tax (Tax Act), the part of the value of the allowance and remuneration paid to full-time students of higher education institutions for the duration of their practical training not exceeding the monthly minimum wage applicable on the first day of the month is exempt from tax.
8. The work placement organised as part of the training programme or as part of the training, not including dual training, may take place at a budgetary body or a higher education institution maintained by a public trust with a public service mission, without a student employment contract and without remuneration. In this case too, the student has the same rights as employees under the Labour Code.
9. The aim of the traineeship is to combine theoretical and practical knowledge in the workplace and job function corresponding to the qualification, to develop the employee's competences in work processes required for the practice of the profession, to develop knowledge and practical skills in material and tool technology, as well as personal relationships and cooperation in work processes, to develop evaluative and self-assessment behaviour in task solutions, and innovation skills.
10. The placement is a training activity, defined jointly by the higher education institution or the institution and the placement, which is planned, organised and evaluated in accordance with the higher education programme or the curriculum of the course, as defined in the training and outcome requirements.
11. The detailed rules for completing the internship are set out in the "Rules for higher education vocational training and internships".

**The right to information**

6. §

1. The student has the right to
2. make a suggestion, ask questions to the heads or teachers of the higher education institution or the college, and receive a substantive reply within thirty days of the request,
3. comment on the work of teachers,
4. be fully informed about issues affecting you and your studies.
   1. The student may contact the head of the educational, functional or service unit in writing on any matter related to the student's status: to ask questions, request information or make suggestions. The head of the department to which the request has been addressed must reply in writing. If the student has not submitted his/her complaint to the competent department, the head of the department must transfer the complaint to the competent department within three working days and inform the student accordingly. In the case of a referral, the time of referral shall not be counted in the time limit for the handling of the case.
5. The institutional prospectus in Hungarian and English is published by the University Study Centre on its website before the start of the training period. The content of the institutional prospectus is governed by the provisions of Government Decree 87/2015, § 53. The prospectus compiled by the faculties is part of the institutional prospectus.
6. The rules for student feedback on teaching work are set out in the Quality Development Programme.

**The principle of equal treatment and equal access**

6/A. §

1. The University ensures equal treatment of students both in the administration of student affairs and in the pursuit of their studies.
2. The University ensures that people with disabilities have access to disability-related benefits in examinations, disability-related preparation and equal opportunities to study.
3. The University of Sopron will set up a special committee to deal with the affairs of students with disabilities.

**Student's rights in the community**

6/B. §

1. The student participates in decisions and actions that affect the student body as a whole through the work of a body representing his/her interests. The student council represents the interests of students at the university. The student council is subject to collective student rights. All students are members of the student council. The activities of the student council cover all issues affecting students.
2. In the student government, all students are electors and can be elected.
3. The rules governing the exercise of the student's rights in the community, i.e. the rights and obligations of the student government, are set out in the Student Government Statute.

**The student's obligations**

6/C.§

1. It is the student's responsibility to.
2. fulfil the obligations set out in the Academic and Examination Regulations of the higher education institution,
3. comply ~~with~~ the organisational and operational rules of the higher education institution or college,
4. observe the rules for the use of the premises of the higher education institution and the areas belonging to the higher education institution, the rules of practical training, preserve and handle the equipment entrusted to him/her in accordance with the regulations, protect the facilities and equipment of the higher education institution, protect his/her own and others' physical health and safety, acquire and apply knowledge to protect his/her health and safety,
5. respect the traditions of the higher education institution and the dignity of its staff and fellow students.
6. The prevention of student accidents and compliance with the regulations to be followed in the event of an accident are governed by the University Safety Regulations and the Student Health and Safety Regulations.

**Intellectual works created as a student**

7.§

1. The intellectual property management regulations shall apply to intellectual works created during the student's student status, as defined in Section 1 (2) of Act LXXVI of 1999 on Copyright, and to works in the field of industrial property protection, their management and use.

**The student training contract**

8.§

1. A student participating in a course supported by a Hungarian state (partial) scholarship shall conclude a student training contract with the University for the course pursued with the payment of the co-payment specified in Article 15 (2) - (6) of the Nftv.
2. The student training contract must include:
   * 1. the name of the training,
     2. the amount of the reimbursement of costs/overheads/overheads,
     3. the method and deadline for making the payment,
     4. a provision that the amount of the co-payment/part-cost cannot be changed during the period of the student's student status in respect of the course referred to in point (a).
3. The contract must be in writing and must be kept by the university for five years after the termination of the student's contract.
4. A model contract for students who are self-financed is given in Annex 2.

**Awarding student awards and honorary degrees**

9.§

1. The University has specific rules on the awards that can be given to students.
2. The University may award gold, diamond, iron, ruby and granite decorative diplomas to deserving persons~~,~~ detailed rules for the are laid down in a separate regulation.

**Chapter I/A.[[3]](#footnote-4)**

**Rules on the procedure in student matters**

**Scope**

10.§

1. A student matter is any matter that is related to the student's legal status, affects the student's rights or obligations and is dealt with (acted upon or decided upon) by the person or body specified in paragraph (2) of these Regulations below.
2. The following persons or bodies act in student matters:

|  |  |  |
| --- | --- | --- |
| Case | First degree | Second stage |
| Study case | Faculty Studies Committee | Dean |
| Study case | University Study Centre | Vice-Rector for Education |
| Credit report | Faculty Credit Transfer Committee | Dean |
| Recognition procedure | Dean | Rector |
| Disciplinary and compensation case | University Disciplinary and Compensation Committee | Rector |
| Rules for students with disabilities | Committee for Equal Opportunities for Students with Disabilities | Rector |
| |  |  |  | | --- | --- | --- | | College disciplinary and compensation |  |  | | College Committee | Head of College |
| Benefits and reimbursement | Faculty Benefits and Reimbursement Committee | Dean |

**Availability**

11.§

1. Unless otherwise provided for by law or the University's Rules of Organisation and Operation, the competent body (person) is the one belonging to the faculty in which the student is studying.
2. In academic matters, especially in cases where several students are involved, the University Study Centre may also act.

Opening of the procedure

**12.§**

1. In student cases, the procedure may be initiated ex officio or at the request of the student.
2. Proceedings shall be initiated ex officio if the University is required to do so by law or by any University regulations.
3. A procedure shall be initiated at the request of a student if the student is entitled to initiate the procedure and submits a request to the University, either by law or under the provisions of these Regulations.
4. As a rule, the application must be submitted via the Neptun study and registration system. Only in exceptional cases may a paper application be submitted.
5. In all cases, applications must be considered on their merits, and misdescription of an application should not in itself lead to its rejection.

## **Deadline for action**

13.§

1. Unless otherwise provided by law or these Regulations, the student's case must be settled within 30 days of receipt of the request. This time limit may be extended by the body responsible for the procedure once for a further 30 days in duly justified cases, and the student, if acting by proxy, shall be notified thereof.

## **Participation in the procedure**

14.§

1. The student is entitled to participate in the procedure in person or by proxy.
2. If the student's obligation can be fulfilled in person during the procedural act, the student is not entitled to act by proxy.
3. A power of attorney may only be granted to a person over 18 years of age in the presence of a lawyer or a law firm.
4. A power of attorney given to a non-lawyer may be given in a private document with full probative value.

## **Service and summons**

15.§

1. Delivery to the student can be made via the Neptun system, by post or in person at a University office.
2. If the document was delivered by hand, the duplicate of the document to be delivered must be endorsed with the fact and date of its receipt by the student and the student's signature.
3. The person whom the body (person) responsible for the administration of the student's case wishes to hear in person must be summoned to the hearing.
4. The summons must state the name of the body (person), the case number, the subject of the case, the date and place of the hearing, the question on which the person is to be heard and in what capacity (e.g. witness).
5. In the case of a student, the summons shall be served in accordance with the rules on service of summons, in the case of a university employee, the summons may also be served by personal service.

## **Missing**

16.§

1. If the student's submission is incomplete - it does not contain the information required by law, the IR or the call for applications - must be given a short deadline (maximum eight days) to rectify the deficiencies.
2. The notice of deficiencies must indicate the deficiencies, the manner of their correction, and a warning that the submissions or applications of those who do not or not fully comply with the requirements of the notice of deficiencies will be rejected by the body (person) or will be judged on the basis of their incomplete content.

## **The Protocol**

16/A. §

1. If the matter is to be settled by public deliberation, a committee meeting or, where a personal interview is held, or at the discretion of the administrator, minutes shall be taken.
2. The minutes shall be recorded in writing, and may also be audio-recorded, but before audio-recording is started, those present must be warned of the need to make an audio-recording.
3. The record must contain the name of the body (person), the place and time of the taking of the record, the name of the person heard, his/her mother's name, ID number, address, - in the case of a student - his/her Neptun-generated code, the nature of his/her participation in the case (applicant, respondent, proxy, witness, expert, etc.), a warning of rights and obligations, and the relevant statements and findings in the case and, finally, in the case of a written record, the signatures of the persons heard and of the persons acting as witnesses and the court reporter.

## **Examination of the student's case**

16/B. §

1. As a rule, the person or body hearing the student's case will decide the case on the basis of documents, without a personal hearing.

## **The first instance decision**

16/C. §

1. The body or person acting at first instance shall record its decision in a decision.
2. If the body or person acting at first instance upholds the application, a simplified decision may be taken, which may dispense with the statement of grounds and the information on the remedy. The statement of reasons may also be omitted from a decision which fixes only the date of a procedural step.
3. The decision must include:
   1. the name of the body, person, case number and the name of the person responsible,
   2. the name and Neptun code of the student concerned by the procedure
   3. an indication of the subject matter of the case
   4. the decision and information about the appeal
   5. the date or deadline for performance of the obligation and the legal consequences of failure to comply voluntarily,
   6. the justification
   7. the reasons for the decision.
4. The University shall communicate its decisions concerning the student to the student in writing, in the cases specified in this Act, the Government Decree and the Organisational and Operational Regulations, and if the student so requests.
5. The decision of the higher education institution concerning the student is final if the student does not submit a request for legal remedy within the time limit for legal remedy or if the student has waived the submission of the request.

## **The right of redress**

16/D. §

1. In the event of a breach of your rights, the student may.
   1. may turn to the student self-government for legal assistance, submit a legal remedy application, which the higher education institution is obliged to consider in accordance with the provisions of this Act,
   2. may initiate proceedings before the Commissioner for Educational Rights, provided that he or she has exhausted his or her right of appeal, other than legal proceedings, as provided for in this Act.
   3. The student may challenge the decision terminating the procedure on the application for legal remedy in an administrative lawsuit in accordance with the Nftv. 58.§ (3).
2. The student may appeal against a decision or a measure or failure to take a measure (hereinafter jointly referred to as "decision") of the University within fifteen days of the date of notification or, failing this, of the date on which the decision was brought to his/her knowledge, except for decisions relating to the assessment of studies.
3. The assessor of the appeal cannot be,
   1. who made the contested decision or failed to make the decision,
   2. who is a close relative of the person named in point *(a),*
   3. who cannot be expected to give an objective ruling on the case.
   4. annul the decision and order the decision-maker to start a new procedure.

**Faculty Student Appeals Committee**

17.§

* + 1. The general first instance appeal forum at the university is the Faculty Student Appeals Committee.

1. The Committee shall be competent to consider all student complaints and applications which, by their subject matter, do not fall within the competence of any other body referred to in paragraph (5) of Article 7.
2. The committee is composed of 3 members: two lecturers/researchers or other employees elected by the Faculty Council by simple majority for the duration of their mandate and one member delegated by the Faculty's Student Council.
3. The dean exercises the power of second instance, delegated by the rector.
4. The procedure of the Committee shall otherwise be governed by the provisions of § 7.
5. In the second instance, the persons or bodies listed in § 10 (2) shall act.
6. In the appeal proceedings, equity cannot be exercised.
7. As a rule, the request for redress should be submitted via the Neptun system.
8. The appeal court may take the following decisions:
   1. rejects the application,
   2. order the person who fails to take a decision to take a decision,
   3. changes the decision,
   4. annul the decision and order the decision-maker to start a new procedure.

**Other redress forums**

17/A. §

1. No legal remedy is available in cases where the university and the student agree to provide a service. In the event of a breach of the agreement, the aggrieved party may seek a fine.
2. If the student's rights are infringed, he or she may have recourse to the Education Office. The electronic address of the service is: http://www.oktatas.hu/
3. The student may initiate proceedings before the Commissioner for Educational Rights if he or she has exhausted the right to initiate legal remedies, with the exception of court proceedings.
4. The right to appeal also applies to the procedure for deciding on applications for admission. The right of appeal and the right to terminate an appeal which has been initiated shall also apply to a person whose student status has been terminated in the meantime.

**Chapter II**

**Order of the admission procedure**

**General provisions**

18. §

1. This chapter is based on Articles 39-45 of Act CCIV of 2011 on National Higher Education and Government Decree 423/2012 (XII. 29.) on the admission procedure in higher education.
2. The scope of this chapter covers Hungarian and non-Hungarian citizens applying for bachelor, master, higher and further vocational education.
3. The central higher education admission procedure is an electronic procedure, which is carried out by the body responsible for the operation of the higher education information system via the personal administration interface set up for this purpose.[[4]](#footnote-5)
4. The Faculty Council shall establish an Admission Committee (ad hoc committee) for the conduct of the medical examination, the career aptitude test, the practical examination, the oral entrance examination, the Hungarian language aptitude test for non-Hungarian citizens and the professional examination for admission to higher education***[[5]](#footnote-6)*** . In the case of practical, medical, career, oral and linguistic aptitude tests, as well as in the case of admission tests organised in the Master's programme, the higher education institution may set a procedural fee to cover the costs of organising and conducting the examination, with the maximum amount of the fee being HUF 4,000 per application. The amount paid shall constitute the faculty's own income. The University Study Centre is responsible for the administrative management of the admission procedure in accordance with its own procedures.

**Information on admission to higher education[[6]](#footnote-7)**

**18/a. §**

1. In order to compile the Higher Education Admission Prospectus (hereinafter: Prospectus), the university shall provide the data and information required by Government Decree 423/2012 (XII. 29.) in the manner specified by law. The filling in of data pursuant to § 5 (2), § 33 (2), § 34 (2), (4), § 36 of Government Decree 423/2012 (XII.29.) shall be carried out by the faculties during the general, mid-year and supplementary admission procedures, which task may be delegated to the University Study Centre. The data to be submitted to the Ministry of Culture and Innovation, the Office of Education and other authorities, which are charged to the University, are submitted through the University Study Centre. The Rector is responsible for the provision of data at university level.
2. The higher education institution shall provide the Office with data for the compilation of the Guide and for the application procedure and the creation of the central register.
3. The maintainer of the institution of higher education shall be entitled and obliged to fulfil the obligation to provide data and to make the declarations provided for in this Regulation, and shall exercise these rights and obligations through the person designated by the maintainer. The publication of data provided by higher education institutions is subject to the approval of the Minister responsible for higher education.
4. Deadline for providing data
   * 1. 30 September of the year preceding the start of the training, for notices relating to training courses starting in February;
     2. for notices relating to training courses starting in September, 15 November of the year preceding the start of the course.
     3. for admission to the admission tests, the 7th day following the date on which the pass mark for the general admission procedure is fixed.
5. The Deputy Rector for Education is responsible for the completeness of the institutional data.
6. The Information Booklet contains information on which Hungarian state (partial) scholarships are available for bachelor's, master's, part-time, vocational higher education courses, and other courses of higher education institutions, as determined by the Minister.
7. The Prospectus contains the maximum capacity for Hungarian state scholarship training per field of study, which the higher education institution, taking into account the contribution of the maintenance authority pursuant to [Section 73 (3) h) hb) of Paragraph 73 (3) of the Nftv.](https://njt.hu/jogszabaly/2011-204-00-00) and the available personnel and material conditions, will announce per field of study in the given year. The Prospectus may contain the number of students within the limits of the maximum number of students calculated by the Office on the basis of the maximum number of students specified in the operating licence and approved by the maintaining body.
8. The Prospectus contains information on the admission procedures for the bachelor's degree and master's degree programmes offered by the institution in question at least two years before the date set by the higher education institution.
   1. the range of subjects and subjects for the final examination (study points),
   2. the range of subjects covered by the baccalaureate examination (baccalaureate points), and
   3. institutional point conditions.
9. The information provided provides full information on the quality accreditation of the courses advertised. The faculty is obliged to indicate if a degree course has been approved with restrictions or the conditions under which it will not start the announced degree course.

**The admission procedures[[7]](#footnote-8)**

**18/b. §**

1. There are two admission procedures each year:
2. for courses starting in February, the deadline for application and validation (hereafter referred to as the "cross-entry procedure") is 15 November of the year preceding the start of the course for all levels of training;
3. in the case of application and validation for training courses starting in September (hereinafter: general admission procedure), the deadline for application and validation is 15 February of the year in which the training course starts.
4. Following the general admission procedure, the Minister may authorise a supplementary admission procedure on the basis of the results of the admission procedure, taking into account the specific training characteristics of higher education institutions.

(2a) The rules of the general admission procedure shall apply to the admission to the reserve list, except as provided for in paragraph (3).

1. During the admission procedure
2. you may apply if you did not apply or were not admitted in the open admission procedure;
3. you may only apply for one course at one higher education institution;
4. the closing date for applications is the 8th day after the advertisement;
5. the documents to be attached to your application must be uploaded at the same time as your application;
6. Applications for state scholarships for bachelor, master and higher education vocational training cannot be announced in the cross semester admission procedure.

**Certain rules of the admission procedure[[8]](#footnote-9)**

19. §

1. Applicants may apply for up to six admissions - regardless of their previous qualifications, vocational qualifications and professional qualifications - to a maximum of six different higher education institutions, faculties, courses, vocational training, places and work programmes, and may apply for more than one form of funding. If you apply for both a course of study supported by a Hungarian state scholarship and a self-financed course of study for the same degree course, you are considered to have submitted one application.
2. If the candidate wishes to make use of the option provided for in paragraph 1, he/she must indicate in his/her application for admission that
3. which higher education institutions, faculties, degree courses, vocational training courses - if any, which specialisation leading to an independent qualification, which place of training and language of training -, which form of training, full-time (full-time ), part-time (evening, correspondence) or distance learning, and which form of financing, and
4. the order in which you want your applications to be assessed.
5. Candidates may change the order in which they have been ranked once during the admission procedure, by electronic means, up to 14 days before the date of the ranking decision.
6. You may withdraw your application within 14 days before the date of the decision on the classification of your place of registration, and change the place of registration if the institution, degree course, level of training and work schedule are the same.
7. In the course of data processing - in case of incomplete submission of the application - the Education Office will inform the applicant of the fact of the incompletion and the method of viewing the data by sending a letter to the e-mail address provided by the applicant, by post or by telephone, no later than 28 days before the deadline for the classification decision in the general admission procedure, and no later than 20 days before the deadline for the classification decision in the cross-semester admission procedure, but no later than 3 January of the year in question. The time limit for the submission of a deficiency report shall expire.
8. The following shall be considered as incomplete applications
9. - except for applicants who graduated from secondary school in the year of admission - in the case of applications for basic education, split-level training or higher education vocational training, the absence of a copy of the Hungarian system matriculation certificate issued after 1 January 2006, if the public education information system does not contain data on the matriculation certificate certifying the level of secondary education;
10. in the case of applications for bachelor's, master's or higher education vocational training, the absence of a copy of the Hungarian matriculation certificate, if the date of issue is before 1 January 2006;
11. in the case of applications for a bachelor's degree, an undivided degree or a higher education vocational training, the absence of a copy of a non-Hungarian school leaving certificate;
12. in case of application for a Master's degree, the absence of proof of higher education qualifications obtained before 1 February 2006;
13. the absence of copies of the relevant pages of the secondary school certificate required for the calculation of the number of points indicated by the applicant in the application form;
14. In addition to the incomplete application pursuant to paragraph (6), the Office shall also request the completion of the application if, in the case of applications for a master's degree, the student master subsystem of the higher education information system does not contain data on the higher education qualifications obtained after 1 February 2006, except for graduates in the year of the admission procedure.
15. The time limit for submitting a full application is 5 days for general and cross-semester procedures and 2 days for admission to a reserve selection procedure. In the event of failure to submit a full application, late submission, incomplete or incorrect application, the admission procedure shall be conducted or terminated on the basis of the available information.
16. In the case of open admission, the statistical data on the admission procedure must be published by the 50th day following the closing date for applications.
17. If the applicant fails to submit the documents specified by the institution, which are mandatory for the institution concerned, the higher education institution shall invite the applicant to submit them no later than 45 days before the date of the admission decision - 30 days in the case of a cross-semester admission procedure and 10 days in the case of a make-up admission procedure.

**Scoring for applications to higher education vocational education and training, bachelor and master programmes[[9]](#footnote-10)**

19/a. §

* 1. When applying for a higher education course, the candidate's performance will be assessed by an admission score calculated as follows:

1. by doubling the points obtained on the basis of secondary school performance (hereinafter 'academic points'),
2. by adding together the points obtained on the basis of your academic record and the points obtained on the basis of your school-leaving certificate results (hereinafter referred to as 'school-leaving certificate points'), or
3. by doubling the number of points for graduation,

in all three cases, by adding the institutional points (hereinafter referred to as "institutional points") determined by the higher education institution.

* 1. Of the three methods of calculation referred to in paragraph 1, the one most favourable to the applicant shall be used.
  2. Unless otherwise provided by the university pursuant to Paragraph (8) of Article 18/a, the graduation point of applicants for higher education shall be determined on the basis of the percentage of the two best graduation examination results of the graduation examination subjects included in their graduation certificates or certificates.
  3. In the case of applications for bachelor and master courses, the applicant's performance shall be assessed by an overall admission score, calculated as follows:

1. by adding the points from your studies and your school-leaving certificate, or
2. by doubling the number of points for graduation,

in both cases by adding the institutional points.

* 1. Of the two methods of calculation referred to in paragraph 4, the one which is more favourable to the applicant shall be used.
  2. The total number of candidates in the admission procedure

1. a maximum of 200 academic points, based on the average of your secondary school grades and the percentage of marks obtained in your school-leaving examinations;
2. a maximum of 200 points on the basis of the results of the specified matriculation examinations;
3. 100 institutional points based on the requirements set by the higher education institution

you can get.

* 1. The overall admission score of an applicant with a diploma attesting to a secondary level qualification shall be calculated in the following way, in the case of further studies in the field of the qualification to which the applicant is most suited:

1. by adding together the study points and the final examination points,
2. by doubling the number of points at graduation, or
3. only on the basis of the mark awarded for the professional examination,

and adding institutional points in all three cases.

* 1. Applicants with a diploma or higher education qualification, if they are applying for higher education vocational education, bachelor or diploma courses, may be ranked by higher education institutions on the basis of their higher education qualification, as published in the Guide, without the upper secondary school leaving certificate requirement. In this case, the points awarded for the diploma will be based on the qualification of the diploma up to a maximum of 400 points. To the score thus obtained, the institutional points shall be added to determine the total score obtained by the candidate.
  2. The higher education institution concerned is responsible for the procedure for the recognition of the level of education attested by the school leaving certificate and the higher education diploma of the applicant in the central higher education admission procedure for the purpose of further education, pursuant to Chapter II of Act C of 2001 on the Recognition of Foreign Certificates and Diplomas.
  3. The request for a procedure pursuant to paragraph 9 shall be filed with the Office together with the application. The Office shall issue an opinion at the request of the higher education institution.
  4. In the case of applications to courses in the field of sport science, art and art mediation, as well as in the field of physical education and sport or teacher training, and in the case of applications to single-subject and two-subject teacher training courses in the field of art, where there is a practical examination, the overall admission score for applicants to these courses shall be determined solely on the basis of the practical examination. In this case, the overall admission score shall be determined by doubling the practical examination score, which shall not exceed 200 points, without adding any institutional points.
  5. If the candidate applies to more than one institution for a bachelor's degree in the field of teacher education, he/she shall take the compulsory aptitude test at the institution with the lowest number in the order of the assessment on the date specified in Article 13(1).

1. In particular, the institutional credit points awarded by the higher education institution may be awarded for:
   1. A level A-levels,
   2. A school-leaving examination in the national language, national language and literature,
   3. an entrance examination, which may be in person and may be oral or written, with conditions for participation set by the higher education institution,
   4. competency test,
   5. a language exam or language skills,
   6. academic and artistic competitions,
   7. sports results,
   8. qualification,
   9. equal opportunities,
   10. work experience,
   11. attendance at a training course, or
   12. if the diploma in higher education was not counted as a baccalaureate, for the diploma in higher education in the same field of study.
2. If the knowledge test under paragraph 13 involves a personal appearance, the higher education institution must organise it in such a way that the applicant can appear at any final examination.
3. If the knowledge test pursuant to paragraph 13 cannot be organised for a particular candidate in accordance with paragraph 14, the higher education institution shall provide the candidate with another suitable date.
4. The higher education institution will record the institutional score awarded per applicant and per application on the Office's website.
5. If the applicant is a volunteer reserve soldier pursuant to paragraph (1a) of Article 214 of Act CCV of 2012 (hereinafter: Act CCV of 2012 )on the Status of the Defence Forces on the Status of the Defence Forces
   * 1. has completed at least six months' service without any vocational training, for 16 extra points,
     2. during his six months of service, after the basic training, he has completed the specialised training provided for by the legislation authorised by the Staff Regulations, for 32 additional points,
     3. (b) has, during six months of continuous service following point (b), pursued and completed professional training in accordance with the legislation issued under the authority of the Hjt.

Eligible.

1. A total of 500 points for admission to any course offered by the institution of their choice, if they meet the application and eligibility criteria, for applicants who
   * 1. 1st to 8th place at the Olympic Games organised by the International Olympic Committee, at the Chess Olympiad organised by the International Chess Federation (FIDE), and from 1984 onwards at the Paralympic Games or the Chess Olympiad,
     2. in a sport recognised by the International Olympic Committee or the International Paralympic Committee, for adults of the age group, based on a certificate issued by the Hungarian national sports federation of the sport in question, the Hungarian Paralympic Committee or the Hungarian Sports Association for the Hearing Impaired

ba) 1st to 3rd place in a world championship,

bb) 1st place in a European Championship

achieved.

**The classification decision[[10]](#footnote-11)**

19/b. §

1. The Office and the higher education institutions are involved in the preparation of the classification decision.
2. Universities are required to forward to the Office the institutional marks and results of the candidates they have determined by the date set by the Office for the preparation of the classification decision.
3. Higher education institutions may apply for a reduction in the minimum number of places and an increase in the maximum number of places for courses with a state scholarship, as published in the Guide.
4. You may not apply for a reduction in the minimum number of points for admission to the course specified in the Guide.
5. The Minister decides whether to approve applications from higher education institutions
6. The higher education institutions shall forward to the Office the results of the candidates as determined by them by the date set by the Office for the preparation of the proposal provided for in paragraph 3.
7. The Education Office's classification decision
8. within 8 days of the fixing of the cut-off point in the case of a mid-year admission procedure,
9. in the case of open admission, within 8 days after the threshold has been set,
10. in the case of a reserve admission procedure, within 8 days after the point threshold has been set

bring it.

1. In the classification decision, the Office determines which of the courses indicated and ranked in the application form is the first course for which the applicant has reached the pass mark for admission or for which he/she has not been admitted to any of the places applied for. You may be admitted to only one place in the same admission procedure on the basis of the ranking given by you.
2. The Office decides on classification on the basis of a uniform ranking of applicants for admission to higher education vocational education and training, bachelor's and master's programmes by subject (by specialisation leading to an independent qualification), and for applicants for admission to master's programmes and for applicants who already hold a degree, on the basis of an institutional ranking and the maximum number of students per subject as determined by the Minister for the institution concerned.
3. When ranking applicants, the following should be taken into account
4. the order of application determined by the applicant on the basis of point b) of paragraph (2) of Article 19, including the application for the Master's degree;
5. the Minister's decision as provided for in paragraph (4) of Article 46 of the Nftv;
6. the maximum number of students set by the Minister for the higher education institution concerned.
7. Candidates will be ranked according to a points system. No one with a mark below the pass mark will be admitted to the course in question. Candidates who have reached or exceeded the pass mark, unless they have already been admitted to the first place in the order of merit, must be admitted.

**The admission decision[[11]](#footnote-12)**

19/c. §

1. The University Study Centre shall notify the applicant of its on admission to the given admission procedure within 5 working days of the date of the classification decision. The higher education institution will admit the applicant who, on the basis of the Office's notification, has been admitted to the university.
2. The University Study Centre sends the admission decision by e-mail to applicants who have an e-mail address during the admission procedure. Candidates who do not have an e-mail address will be notified by post.
3. If an appeal against a classification decision justifies a modification of the admission decision, the institution that made the admission decision must make provision for the modification of the decision. If the appeal against the admission decision leads to the applicant being assigned to another higher education institution, both institutions must make provision for the admission decision.
4. The decision must include
5. the name of the higher education institution and its institutional identification number;
6. the exact name of the course chosen by the applicant;
7. the applicant's name, place of residence and, if available, the educational identification number;
8. information on the remedies available to you;
9. the invitation to enrol as a student, warning of the consequences of failing to enrol;
10. the legal provisions on the basis of which the higher education institution made the decision;
11. the place and time of the decision, the name and position of the person who drew up the decision.

(5) The decision may include

1. further information on how to become a student;
2. offering applicants of non-Hungarian nationality admission to the preparatory year.

**Aptitude test, Hungarian language aptitude test, oral aptitude test and practical test for non-Hungarians , professional examination for admission to higher education**[[12]](#footnote-13)**[[13]](#footnote-14)**

20. §

1. The University may organise aptitude tests[[14]](#footnote-15) , practical examinations, oral entrance/aptitude tests**,** motivational interviews for higher education majors, Hungarian language aptitude tests for non-Hungarian citizens, and higher education entrance professional examinations[[15]](#footnote-16) for Hungarian applicants who graduated from high school before 2005 and foreign applicants as defined in the Government Decree on Admission. The detailed rules of the higher education entrance professional examination are set out in Annex 8.[[16]](#footnote-17)
2. The assessment of the aptitude test, practical test, oral aptitude test, Hungarian language aptitude test for non-Hungarians may be marked pass or fail. If you fail, you will receive a pass mark of zero.[[17]](#footnote-18)
3. Practical examinations may also be organised for certain subjects in the fields of art, teacher training and sports science. The requirements for the practical examination are defined by the faculty and published in the Higher Education Admission[[18]](#footnote-19) Information. The practical examination will be assessed by means of scoring and ranking.
4. The faculty may also provide that the overall admission score for applicants in the field of arts and teacher training shall be determined solely on the basis of the practical examination. In such cases, the overall admission score shall be determined by doubling the practical examination score, which shall not exceed 200 points, and excluding any additional points.
5. The candidate takes the entrance examination before the Admission Committee organised by the Faculty Council.
6. Candidates must provide official proof of their identity before the entrance examinations.
7. You will be informed by the University Study Centre of the time, place and date of the examination.
8. Examinations may not be taken by persons who are related to the candidate by blood or marriage, or who cannot be expected to give an objective assessment of the examination for any other reason.
9. The tasks related to the organisation and administration of the entrance examinations are carried out by the faculty staff, the processing**[[19]](#footnote-20)** is coordinated by the University Study Centre and the results are recorded in the admission system.[[20]](#footnote-21)
10. You are not obliged to set any other dates for examinations outside those fixed and published in advance by the institution.
11. In the event of a legal remedy in connection with the results of the aptitude test or practical examination during the higher education admission procedure - pursuant to Articles 57-58 of Act CCIV of 2011 on National Higher Education - within 15 days of the notification or of the date of becoming aware of the results - the applicant may submit a written request for legal remedy to the Rector of the university.

**Scoring based on higher education diploma**

21. §

1. According to the Government Decree 423/2012 (XII. 29.), applicants for bachelor, master and higher education vocational training at the University of Sopron, if they have a higher education degree, can calculate their score based on their higher education degree.
2. Points can be awarded on the basis of the qualification of the diploma obtained at higher education level (bachelor, master, bachelor, university), regardless of the level of education:
3. for a diploma with distinction: 400 points
4. for an excellent diploma: 390 points
5. for a good degree: 370 points
6. for a medium diploma: 340 points
7. for a sufficient diploma: 310 points

The points awarded for higher education qualifications may be supplemented by the number of points laid down by law.

Candidates for the following courses are exempted from the above application of points on the basis of higher education qualifications:

1. [[21]](#footnote-22)certain basic courses in the field of art and teacher training (practical examinations)
2. The points awarded on the basis of the qualification of the diploma obtained in higher education for applications for bachelor's, master's and higher education vocational training from the general admission procedure 2022 for all faculties of the SOE:
3. in the case of a distinction: 400 points;
4. for an excellent rating: 390 points;
5. for a good rating: 370 points;
6. for a medium rating: 340 points;
7. if the qualification is sufficient: 310 points.

**Provisions for people with disabilities**

22. §

1. An applicant with a disability is entitled to the same benefits in the admission procedure as he or she would have had under the legislation on public education in secondary school.
2. If the university sets a medical, career or professional aptitude requirement as a condition for admission, the disabled applicant is entitled to a discount according to Chapter V of the Student Requirements System.
3. Candidates with disabilities are entitled to the number of extra points provided for by law for each place of application and for each field of study, except where the admission score is calculated solely on the basis of a practical examination. If you are admitted successfully, you must present the original document justifying the additional points at the time of enrolment.

**Specificities and remedies for applications for training in a foreign language advertised exclusively for foreign nationals**

23. §

1. Information on courses in foreign languages advertised exclusively for foreign nationals should be published primarily on the university/faculty/ESF websites, so that information on courses starting in February is available from 15 October of the year preceding the semester in which the course starts, and information on courses starting in September from 15 December of the year preceding the start of the course.
2. The application for admission must be sent to the faculty starting the course 15 days before the start of the course, addressed to the Dean of the faculty, who will inform the Vice-Rector for Education of the applications received within 15 days of the closing date of the application.
3. The admission procedure is the responsibility of the faculty. The Dean is responsible for the regularity of the procedure. The Dean informs the Deputy ~~Rector~~ for Education about the data of the applicants and the results of the admission, and sends the data of the admitted applicants to the University Study Centre for further processing, and the Deputy Rector for Education informs the Education Office after the Faculty has been informed.
4. If the applicant applies to the higher education institution after having studied abroad or in a foreign secondary school and therefore his/her score cannot be determined in the manner prescribed by law, the Faculty Admission Committee decides on the inclusion of the grades obtained during the studies as study points.
5. The fees for the admission procedure are set by the Faculty Councils [[22]](#footnote-23)[[23]](#footnote-24) on the basis of the Faculty Admission Regulations for foreign students.[[24]](#footnote-25) The fee is payable to the faculty and constitutes the faculty's own income.

**Admission procedure for Master's, Master's and Doctoral programmes[[25]](#footnote-26)**

24. §

1. The faculty determines the conditions for admission to master's programmes and specialised further education, the range of requirements, the method and conditions of their consideration, the entitlement to and extent of additional points, the procedure for determining them and the method of ranking, with the proviso that the faculty is obliged to apply the same admission requirements regardless of the higher education institution from which the applicant obtained his/her degree.
2. The faculty is obliged to publish the information and data required by law in the Higher Education Admission Guide.
3. Only candidates with a score of 50 percent of the maximum 100 points for admission plus additional performance are admitted to a Master's degree programme. Documents proving professional qualification in accordance with § 40(4) of the Nftv. , a minimum bachelor's degree (formerly a bachelor's degree), a certificate of handicap, disability, unpaid leave to care for a child, infant care allowance, child care allowance, child rearing allowance or child care allowance, are examined by the Education Office in the higher education admission procedure.
4. For Master's degree courses, the entitlement, the amount and the procedure for awarding extra points for additional achievements shall be determined in such a way that the extra point awarded for ensuring equal opportunities shall not be more than 10 points and not less than 1 point.
5. In the case of applicants for training in the field of arts and sports science and teacher training of an artistic nature, the performance of applicants can also be assessed solely on the basis of the practical examination.
6. The faculty initiating the training shall meet the conditions set out in paragraph (1) by the deadline for submitting the data required for the Higher Education Admission Guide, i.e.
7. for Masters courses: for notifications concerning courses starting in February, by 15 September of the year preceding the start of the course, and for notifications concerning courses starting in September, by 15 October of the year preceding the start of the course,
8. in continuing vocational training: must specify by 15 October.

(7) When applying for a Master's degree, if the applicant has only the minimum number of credits required in the field of specialisation, he/she may be admitted, but must complete the difference between the minimum and the required number of credits specified in the training and exit requirements in the first two semesters of the Master's degree in parallel with the Master's degree. During the admission procedure, the Credit Transfer Committee[[26]](#footnote-27) , is obliged to conduct a preliminary credit transfer procedure at the request of the applicant. The request must be addressed to the Dean of the relevant faculty and submitted to the Dean's Office. During the preliminary credit transfer procedure, the CCC determines the courses and credits to be completed by the applicant and the courses and credits to be completed in the first two academic semesters following the establishment of the legal status.

The Faculty sends a copy of the decision on the application for preliminary recognition to the University Study Centre.

The decision must specify the number of missing credits, how they are to be made up and the statutory deadline.

The Faculty will send the decision to the applicant no later than 3 days before the deadline for the submission of documents specified in the admission procedure.

The credits recognised during the preliminary credit recognition procedure are used to determine the conditions for admission, and no credit recognition can be requested in the case of a successful admission procedure.[[27]](#footnote-28)[[28]](#footnote-29)

1. In the case of applications for specialised continuing education, the faculty may set an institutional fee, with a maximum of HUF 9,000 per application. The fee shall be paid to the faculty and shall be due in full to the faculty.
2. In the case of admission examinations organised in the Master's programme, the faculty may set a procedural fee to cover the costs related to the organisation and administration of the examination, with a maximum of HUF 4000 per application. The fee shall be paid to the faculty and shall constitute the faculty's own income in its entirety.
3. In the case of legal remedies related to the results of admission interviews, aptitude tests and practical examinations organised for certain Master's degree programmes, a written request for legal remedy may be submitted to the Rector of the University within 15 days of the notification or of the knowledge of the results, pursuant to Articles 57-58 of Act CCIV of 2011 on National Higher Education.
4. The admission rules for doctoral studies are set out in the Doctoral Regulations.

**Admission to the partial knowledge training**

24/A. §

1. The University of Sopron may admit persons who do not have a student status with it - for the purpose of part-time studies - to any course or module of the institution within the framework of a student status - without a separate admission procedure - for a self-financed course.
2. The University of Sopron may also admit a person who is a student of a course of study other than the course of the partial knowledge course.
3. The University may grant a student status for a maximum of two semesters to a person enrolled in a partial knowledge course at the University for the purpose of acquiring partial knowledge.
4. The status of part-time student is established by enrolment, without a separate admission procedure, after the acceptance of the applicant's application. The deadline for submitting the application is 21 August for the autumn semester and 20 January for the spring semester. The deadline for establishing the student status is 15 September for the autumn semester and 15 February for the spring semester.
5. Applications should be sent to the address of the University Study Centre.
6. The Vice-Rector for Education decides on the application by means of a decision without a separate admission procedure.

**Chapter III**

**Recognition of foreign certificates and diplomas, naturalisation of academic degrees**

**General provision e**

25. §

1. The university's competence *is governed by the Act on the recognition of foreign certificates and diplomas of 2001. C. of 2001 on* the recognition of foreign certificates and diplomas, the recognition of academic degrees and the recognition of periods of study abroad.
2. During the procedure for the recognition of studies, diplomas and degrees:
   1. to cooperate with the Hungarian Equivalence and Information Centre (http://www.oktatas.hu/kepesitesek\_elismertetese/meik\_oldalak) of the Education Office, and
   2. the measures and guidelines issued by the Hungarian Equivalence and Information Centre pursuant to the Ftv. and the C. tv. of 2001 must be taken into account, and
   3. the recommended or mandatory crediting, recognition and naturalisation provisions of the relevant international treaties.
3. A certificate or diploma is a document certifying primary, secondary or higher education, primary, secondary or higher vocational qualification, higher vocational qualification or academic degree. An equivalent document shall also be considered to be a certificate or diploma.
4. In the recognition procedure, the competent authority shall declare the legal effect of the foreign certificate or diploma to be equivalent to the legal effect of the certificate or diploma obtainable in Hungary in the manner provided for in *Act C of 2001 (recognition procedure)*. In the naturalisation procedure, the competent authority shall declare the legal effect of the foreign certificate or diploma to be equivalent to the legal effect of the diploma issued by the competent authority in the manner provided for in this Act *(naturalisation)*.
5. Recognition of a certificate or diploma does not exempt you from fulfilling the additional requirements laid down by law for practising the profession.

**Common procedural rules for the recognition and naturalisation procedure**

26. §

1. The right to have a certificate or diploma recognised, or a scientific degree naturalised, is granted to persons who, at the time of submitting their application, prove their citizenship and personal data by means of an official certificate certifying citizenship and personal data, or by means of an official certificate certifying residence in Hungary.
2. The official identity document serving as proof of personal data is the identity card, passport or driving licence in the case of Hungarian citizens, immigrants and settled persons, the document constituting a personal identification document under the internal law of a Member State in the case of nationals of another Member State, the residence permit in the case of other persons and the residence visa if it has been issued for the purpose of employment, income or family reunification.
3. The applicant need not fulfil the condition in paragraph 2 if
   1. you are applying for recognition for the purposes of further education, or
   2. asks for credit for partial studies.

**The request to open the procedure**

27. §

1. The application to initiate the procedure must be accompanied by:
   1. a certified copy of the original certificate or diploma or, exceptionally, a certified copy of the same document as the original diploma (e.g. a duplicate),
   2. a certified copy of a document issued by the foreign educational institution (e.g. a course book, examination book), which provides credible evidence of the duration of the studies and the successful completion of the study requirements (subjects, examinations, theses, state examinations, etc.) for the certificate or diploma,
   3. a certified translation into Hungarian of the documents referred to in points a) and b), and
   4. if a fee is payable for the procedure, proof that the applicant has paid the fee.
      1. The petition to initiate the procedure must be submitted to the dean of the faculty entitled to conduct the procedure as the competent authority (hereinafter referred to as the "competent authority").
      2. The determining authority may request the applicant to produce the originals of the documents referred to in paragraph 1(a) and (b). The determining authority may specify that in certain languages the said documents may be submitted in a nonauthentic translation.
      3. The determining authority may, exceptionally and on a fair and equitable basis, exempt an applicant from providing the documents referred to in paragraph 1 if the applicant is a refugee, an asylum seeker or a person granted admission, applies for admission for the purpose of further studies and proves or is likely to prove that he does not have the documents at his disposal for reasons beyond his control.
      4. An authentic translation is a translation certified by the National Translation and Translation Certification Office, the Hungarian diplomatic mission or the Hungarian notary.
      5. For the purposes of recognition under these Rules, a Hungarian translation which is certified as authentic under the law of the sending State or the country of origin of the European Union shall also be deemed to be a certified translation.
      6. An authentic copy is a copy certified as authentic by the law and a copy of the original document made and certified by the competent authority.
      7. In the course of the procedure, the applicant may be requested to provide, in addition to the documents specified in paragraphs 1 to 7
         1. produce a copy of the certificates or diplomas attesting the studies for the diploma or certificate, or
         2. submit a copy of a document issued by the foreign educational institution that provides information on the institution, course of study, study programme, if the documents submitted as an annex to the application do not provide sufficient information for the assessment of the application.
2. The determining authority may require the applicant to submit certified copies or certified translations of the documents referred to in paragraph 8.
3. If there are doubts as to the authenticity of the documents submitted by the applicant or if the applicant does not have the necessary documents and the determining authority considers that they cannot be obtained or that it is difficult or impossible for him to obtain them, the determining authority may suspend the procedure and make a request to the competent foreign institution, organisation or authority.
4. The determining authority acts on the basis of the request. If the procedure for taking evidence establishes that the conditions for recognition or naturalisation as set out in the application are not fulfilled, but that recognition or naturalisation by other means is possible, the determining authority shall inform the applicant of the possibility of amending his/her application.
5. If the conditions for recognition or naturalisation are not fulfilled, the competent authority will refuse recognition or naturalisation in its decision.
6. The competent authority shall refuse to proceed with the recognition or naturalisation procedure if the competent authority or another authority has issued a final decision prior to the procedure for the diploma.

**Backlog and deadlines**

28. §

1. Within 22 working days of receipt of the application, the determining authority shall invite the applicant to submit a request for a rectification of the deficiencies if the application has not been submitted in accordance with the legislation.
2. The determining authority shall decide within two months of the date of the request. The time limits may be extended once, for a maximum of 30 days.
3. The date of submission of the application shall be deemed to be the date on which the applicant has submitted all the documents specified in Article 27.

**Remedies**

29. §

1. If the investigating judge finds that a decision of the superior authority or of a court which has not been challenged is in breach of the law, he or she shall amend or revoke the decision within one year of the date of notification.
2. If the applicant has committed a criminal offence affecting the decision, the determining authority shall amend or revoke the decision, regardless of the time limit.
3. The determining authority shall modify or revoke a decision of a superior authority or a court which has not been taken by the court, without prejudice to the time limit, in favour of the applicant, if the decision is unlawful or if facts or evidence relevant to the examination of the application which were not taken into account when the decision was taken have come to light and which the applicant could not establish through no fault of his/her own.
4. Appeals against the first instance decision of the competent authority may be lodged with the Minister for Education and Culture. The appeal may be lodged within 15 days of receipt of the decision of the competent authority.
5. The applicant has the right to apply for re-admission for three years from the date on which the decision resulting from the recognition and naturalisation procedure becomes final. The decision taken in the readmission procedure may not affect the rights, legitimate interests or legal status of others.

**Naturalisation of a scientific degree**

30. §

1. Provisions on the naturalisation of the degree are set out in the Doctoral Regulations.

**Recognition of higher education level**

31. §

1. Foreign diplomas may be recognised as diplomas attesting to a level of higher education qualification obtained at a higher education institution in the country,
   1. attesting the completion of a course of higher vocational education and training of at least three years' duration,
   2. certifying the award of a higher education qualification if the foreign course is multi-degree,
   3. which shows that the levels of education are identical.
2. Foreign diplomas that can be obtained at a higher education institution in your home country may be recognised as a diploma attesting to a level of higher education attained at a higher education institution in your home country,
   1. attesting the successful completion of at least three years of post-secondary education at post-secondary level,
   2. certifying the successful completion of a first degree course at university level, if the foreign course is of a higher level, and
   3. which shows that the levels of education are identical.
3. A foreign degree may be recognised as a diploma attesting to a level of university education obtained at a higher education institution in the home country if
   1. the foreign diploma

* certifies completion of a bachelor's degree at university level,
* certifies completion of an additional bachelor's degree after obtaining a bachelor's degree, or
* if the foreign course is multi-degree, it certifies the award of a second degree after the first degree,
  1. the identity of the educational levels can be established,
  2. the diploma or diplomas together attest completion of training of at least four years' duration, and
  3. the foreign diploma entitles the holder to an academic (doctoral) degree.

1. A foreign diploma may be recognised as a diploma attesting to a level of qualification equivalent to that of a bachelor's degree obtained at a higher education institution in the home country if it
   * 1. attests the completion of at least three years of post-secondary education, or
     2. if the foreign higher education system is made up of consecutive qualifications (degrees), it certifies the first foreign higher education qualification (degree) of at least three years' duration, provided that the comparability of the levels of qualification can be established.
2. A foreign diploma may be recognised as a diploma attesting to a level of education equivalent to that of a Master's degree obtained at a higher education institution in the home country if
   * 1. the higher education system abroad consists of a sequence of qualifications (degrees), provided that the total period of higher education study is four years or more

* at least four years of study at university level, or
* attests that you have obtained a foreign higher education qualification (degree) of at least one year's duration, which is the second highest level obtainable
  + 1. the comparability of educational levels can be established, and
    2. a foreign diploma entitles you to apply for a course of study leading to a degree in the country that awarded it.

1. A foreign diploma attesting to a specialised postgraduate qualification obtained at a higher education institution in the home country may be recognised as a foreign diploma if it
   * 1. a foreign higher education qualification within the meaning of paragraph (3) or (4) is a prerequisite for access to a course leading to a foreign degree,
     2. the duration of training leading to a foreign diploma is one year or more, and
     3. a foreign diploma does not certify a qualification within the meaning of paragraph (3), (4) or (6).
2. A foreign diploma attesting to a level of qualification equivalent to that of a home doctorate may be recognised as a diploma attesting to a level of qualification equivalent to that of a home doctorate if it
3. a foreign higher education qualification within the meaning of paragraph 4 is a prerequisite for starting a course leading to a foreign degree,
4. the duration of the training or research leading to the foreign degree is one year or more, and
5. the level of the foreign degree is comparable to the level of the home doctorate.
6. The applicant may choose between the recognition procedures provided for in paragraphs 1 to 2 and paragraphs 3 to 6.
7. The decision must also specify how the applicant may use the title awarded by the foreign higher education institution. Where the applicant's title may be confused with a national title, the competent authority shall stipulate that the foreign title may be used only with the name of the institution or authority which awarded the degree. When recognising a title awarded by a foreign higher education institution, the provisions of Article 149(11) of the Higher Education Act shall be taken into account.

**Participation studies for crediting a**

32. §

1. The credit for (part of) higher education studies not completed abroad is based on the legal status of the foreign educational institution, the period of study and the study requirements, and a comparison of study obligations at home and abroad. The application for credit must be submitted to the dean of the faculty where the applicant may be entitled to continue his/her studies or where he/she intends to continue his/her studies. The application must be accompanied by:
   1. a certified copy of a document issued by the foreign institution (e.g. a transcript of records), which provides credible evidence of the duration of the higher education studies and the successful completion of the study requirements (courses taken, examinations, etc.) for the degree.
   2. a certified translation of the documents referred to in point (a).
2. In accordance with the faculty's rules of procedure, the credit transfer will be decided on the basis of a written recommendation of the Faculty Credit Transfer Committee, which
   1. full recognition of the coursework, or
   2. the recognition of a specific period (course, semester) or the definition of additional conditions (examinations, practical training), or
   3. can be used to reject the set-off,

the dean of the faculty makes the decision.

1. The decision to grant partial recognition or to refuse partial recognition must be fully reasoned.

**Miscellaneous provisions**

33. §

1. The decision-making bodies must give detailed reasons for their decision in the event that the application for recognition or naturalisation is rejected, if the recognition or naturalisation is subject to conditions, or if the recognition or naturalisation is not granted in accordance with the application.
2. The costs of the procedure are borne by the applicant, unless otherwise provided by law or international agreement. The procedural fees are:
3. aptitude test fee: 10.000-30.000 HUF
4. the internship fee: 15.000-35.000 HUF
5. the fee for the differential examination: 10.000-30.000 HUF
6. thesis consultation and evaluation fee: 10.000-20.000 Ft
7. fees for additional studies (per study): 15.000-40.000 HUF
8. fee for the recognition of secondary/higher education: ¼ of the current minimum wage
9. In the case of recognition of a degree, the university or the faculty is obliged to enter the data in the degree register and in the compulsory registers of academic degrees.
10. In matters not covered by this Chapter, the provisions of *Act C of 2001 on the Recognition of Foreign Certificates and Diplomas* shall apply. For information and assistance on other aspects of the recognition and naturalisation procedure, please consult the information on the website of the Hungarian Equivalence and Information Centre of the Education Office (http://www.oktatas.hu/kepesitesek\_elismertetese/meik\_oldalak).

**Chapter IV**

**Dealing with student disciplinary and compensation cases**

**The disciplinary offence**

34. §

1. Students are obliged to comply with the law and the Rules of Procedure, and to use and protect the equipment entrusted to them or used by them. Any student who seriously and culpably fails to comply with his/her obligations may be subject to disciplinary action by written decision. The disciplinary proceedings may be conducted by the student or his/her authorised representative.
2. Misconduct which is subject to adverse consequences under the Academic and Examination Regulations shall not be considered a disciplinary offence.

**The disciplinary sanction**

35. §

1. The purpose of disciplinary sanctions is education and prevention. In determining the disciplinary sanction, account must be taken of all the circumstances of the offence, in particular the persons harmed, the consequences, the repetition of the offence, the seriousness of the offence, the degree of fault of the student (intentional or negligent), and the mitigating and aggravating circumstances.
2. The disciplinary sanction may be
3. reprimand,
4. a stern reprimand,
5. the reduction or withdrawal of the benefits and allowances provided for in the compensation and benefits regulations, which may not exceed 6 months.
6. a ban on further study for a fixed period of up to two semesters,
7. exclusion from the higher education institution.
8. The duration of the penalty provided for in paragraph 2(c) shall not exceed six months, and the duration of the ban provided for in paragraph 2(d) shall not exceed two semesters. The disciplinary penalty provided for in paragraph 2(c) shall not be the withdrawal of social assistance. The imposition of the penalty provided for in paragraph 2(d) to (e) shall entail the permanent or temporary withdrawal of the benefits and privileges associated with the student status. During the period of the disciplinary penalty provided for in paragraph 2(d), the student's status as a student shall be suspended.
9. Disciplinary proceedings for misconduct in the context of practical training shall be conducted at the university.
10. Disciplinary proceedings for disciplinary offences, damages and violations of the dormitory rules in the context of the dormitory membership shall be conducted in accordance with the Dormitory Disciplinary and Compensation Rules.

**Disciplinary powers at first and second instance**

36. §

1. The Faculty Disciplinary Committee exercises disciplinary powers in the first instance.
2. The Faculty Disciplinary Committee consists of 3 members: two members are elected by the Faculty Council by simple majority from among the lecturers and other employees of the faculty, one member is delegated by the Student Council in accordance with the provisions of its Statutes. The chairperson of the Committee is elected by a simple majority of the members.[[29]](#footnote-30)
3. Disciplinary powers are exercised in the second instance by the Dean of the Faculty, delegated by the Rector.
4. You may not act as a member of the Disciplinary Board in disciplinary matters:
5. who is or has been involved in the case as a person subject to proceedings[[30]](#footnote-31) , or as a defender of rights, as a victim, a whistleblower or their representative, and their relatives,
6. who is or has been a witness or expert in the case,
7. who, for other reasons, cannot be expected to give an unbiased opinion on the case.
8. The provision on exclusion from the disciplinary proceedings shall also apply to the court reporter.
9. It shall not be a reason for exclusion if a member of the Disciplinary Board has reported a disciplinary offence or a criminal offence of which he/she has knowledge in the exercise of his/her official powers.
10. The Disciplinary Committee must ensure that no person is disqualified. In such a case, the chairman of the Disciplinary Board shall take the initiative of his own motion.
11. A member of the Disciplinary Board must immediately inform the head of the Disciplinary Board if there are grounds for exclusion. Failure to report or delay in reporting shall render him liable to disciplinary action and financial liability.
12. The other member of the Disciplinary Board, the person subject to the proceedings[[31]](#footnote-32) , the defender, the victim and the victim's representative may also declare the reason for exclusion.
13. A member of the Disciplinary Board who has himself declared the grounds for exclusion to which he is subject may not act on the case until the matter has been settled.
14. A member of the Disciplinary Board may act without restriction until a final decision has been taken establishing the grounds for exclusion, if the notifying party, after the exclusion has been refused, makes a new notification of exclusion at the same stage of the procedure.

**Ordering disciplinary proceedings**

37. §

1. Disciplinary proceedings are ordered by the Dean of the Faculty or the Head of the College (coordinator), with simultaneous notification of the student subject to the proceedings and the persons concerned. The heads of the departments (rector, director of the institute, head of department, head of other non-teaching departments) initiate disciplinary proceedings in cases of suspected disciplinary offences. Disciplinary proceedings may be initiated within 1 month of the date on which the disciplinary authority becomes aware of the offence. Information shall be deemed to have been acquired when the person entitled to initiate disciplinary proceedings becomes aware of the circumstances giving rise to the proceedings.
2. The faculty responsible for disciplinary proceedings is the faculty with which the student is a student. If the student is a student of more than one faculty, the faculty with which the student has breached his/her obligations or against which the offence was committed shall be entitled to conduct the disciplinary proceedings.
3. No disciplinary proceedings may be initiated if one month or one year has elapsed since the higher education institution became aware of the disciplinary offence. The said knowledge shall be understood to mean the knowledge of the person entitled to order disciplinary proceedings.
4. If the person subject to disciplinary proceedings is the subject of criminal proceedings in the same case, the disciplinary proceedings shall be suspended until the final conclusion of the criminal proceedings or, if the person subject to disciplinary proceedings cannot be heard or attend a hearing for reasons beyond his/her control, until the obstacle has ceased to exist at the latest. During the suspension of disciplinary proceedings, the limitation period shall be suspended. Any procedural action taken against a student on suspicion of disciplinary misconduct (disciplinary proceedings, summons, hearing, etc.) shall interrupt the limitation period.
5. Disciplinary proceedings shall be completed within one month, except as provided for in paragraph 4.
6. If the disciplinary procedure gives rise to a reasonable suspicion that a criminal offence has been committed, the chairman of the Disciplinary Board shall inform the person who initiated the disciplinary procedure. A report shall be made by the Rector of the University.
7. The disciplinary measure shall contain the name, address, identity card number, the name of the faculty and a brief description of the act on which the disciplinary proceedings are based.
8. If there is insufficient information to enable the person who has the power to order disciplinary proceedings to decide whether to initiate disciplinary proceedings, an investigation may be ordered to provide the basis for the decision to initiate proceedings.
9. The person conducting the investigation shall be appointed from among the members of the faculty entitled to initiate disciplinary proceedings. The investigator shall not be a member of the Disciplinary Board.
10. In the course of the investigation, the investigator shall establish the facts on which the disciplinary proceedings are based in sufficient depth to decide whether disciplinary proceedings should be initiated.
11. The investigator may hear witnesses for this purpose.

**The disciplinary hearing**

38. §

1. The disciplinary authority, i.e. the decision on disciplinary liability, is taken by the disciplinary authority at the disciplinary hearing.
2. The student, the witnesses and the invited expert must be summoned in writing to the hearing. The summons must state the name of the student subject to disciplinary proceedings, the place and time of the disciplinary hearing and the capacity in which the addressee is being summoned. The summoned person should be reminded to bring his/her identity card or student ID card.
3. The student subject to disciplinary proceedings shall be warned in the summons that he/she has the right to submit a written defence, that he/she may participate in the proceedings by proxy or by legal representation, and that his/her absence despite two duly served summonses will not prevent the hearing and the decision.
4. The person subject to the proceedings may be represented by any person having legal capacity or by a legal representative.
5. Student rights:
   1. have access to the procedural documents,
   2. may put forward motions,
   3. ask questions to the witness or experts.
6. The disciplinary hearing is chaired by the chairman of the Disciplinary Board. He or she shall ensure that the rules are observed, that the hearing is conducted in an orderly manner and that the persons involved in the proceedings are able to exercise their rights.
7. If the student subject to disciplinary proceedings fails to appear despite being summoned to appear a second time in accordance with the rules - and has not previously excused himself/herself with an acceptable excuse - the disciplinary hearing may be held in absentia.
8. The disciplinary hearing is open to the public. The Disciplinary Board may, by reasoned decision, exclude the public from all or part of the hearing, in the public interest or in the interests of the student being prosecuted, at the request of either party or ex officio. The announcement of the decision shall also be public to the citizens of the university in the case of a closed hearing.
9. The chairman of the Disciplinary Board shall, after taking the number of witnesses present and if there are no obstacles to the hearing, ask the witnesses to leave the room. The chairman shall then present the facts on which the disciplinary hearing is based. The committee shall then hear the student who is the subject of the proceedings. The other student subject to disciplinary proceedings who has not yet been questioned, or the witness who has not yet been questioned, may not be present. If the student under disciplinary proceedings confesses at the hearing to having committed the disciplinary offence and there is no doubt about this confession, no further evidence may be adduced.
10. If further evidence is required, the Disciplinary Board will hear the witness and, if necessary, the expert, and present the documents obtained. The witness shall be asked whether he or she is interested or biased in the case, warned of the obligation to tell the truth and of the criminal consequences of perjury.
11. During the examination of a witness, a witness who has not yet been examined may not be present. If the witness's testimony contradicts the defence of the student subject to disciplinary proceedings or the testimony of other witnesses, an attempt shall be made to clarify this, if necessary by confrontation.

**Minutes, decision**

39. §

1. The disciplinary hearing must be minuted. The minutes shall be signed by the chairman of the Disciplinary Board and by the keeper of the minutes. The record shall be explained to the persons heard and, when this has been done, the relevant part of the record shall also be signed by them. The person heard may request that the minutes be completed or corrected. Any refusal to sign and the reasons for such refusal shall be recorded in the minutes. The minutes shall be attached to the disciplinary file.
2. The Disciplinary Board shall take its decision by a simple majority vote in closed session, after the taking of evidence. Only the chairman and members of the Disciplinary Board and the minute-taker may be present in closed session.
3. The decision may impose a disciplinary penalty or terminate disciplinary proceedings. The Disciplinary Board may base its decision only on the evidence directly examined at the disciplinary hearing. Facts which have not been proved beyond reasonable doubt may not be assessed against the student subject to disciplinary proceedings. The decision shall be made in writing and communicated to the student.
4. The introductory part of the decision must indicate the case number, the higher education institution that issued it, the name of the student against whom disciplinary proceedings were ordered, the place and time of the disciplinary hearing and whether the hearing was open to the public.
5. A decision imposing a sanction shall be taken if the Disciplinary Board finds that the student under investigation has committed a disciplinary offence and therefore considers it necessary to impose a disciplinary sanction.

The operative part of the decision imposing the penalty must include:

1. the name and other personal details of the student subject to disciplinary proceedings (address, ID or student card number, year, course, subject, section),
2. the name of the disciplinary offence committed,
3. the disciplinary sanction applied and other related provisions (e.g. ordering the decision to be made public),
4. information on the right of appeal: the student may appeal to the University Disciplinary Committee within 15 days of receiving the decision. The appeal must be submitted in writing to the Faculty Disciplinary Committee.

The reasons for the decision imposing the penalty must include concise information on:

1. the facts established,
2. the marking and assessment of evidence,
3. if the student's request for evidence has been rejected by the Disciplinary Board, the reasons for the rejection,
4. an explanation of what the offence is and to what extent the student is guilty of it,
5. the circumstances taken into account when imposing the penalty,
6. a reference to the provisions on which the disciplinary sanction was based.
7. The Disciplinary Committee shall take a decision to terminate if:
8. that the conduct of the student subject to disciplinary proceedings does not constitute a disciplinary offence,
9. the offence referred to in the disciplinary motion was not committed by the student subject to disciplinary proceedings,
10. the disciplinary offence cannot be proved,
11. the student's fault cannot be established,
12. the disciplinary offence is time-barred,
13. the act on which the proceedings are based has already been finally adjudicated through disciplinary proceedings.
14. The operative part of the termination decision must include:
15. the name and other personal details of the student subject to disciplinary proceedings,
16. an indication of the disciplinary offence for which disciplinary proceedings have been ordered,
17. a decision to terminate the disciplinary proceedings,
18. the reason for the termination,
19. information on the right to appeal: the student may appeal to the University Disciplinary Committee within 15 days of receiving the decision. The appeal must be submitted in writing to the Faculty Disciplinary Committee.

The reasons for the termination decision must briefly state the facts and evidence established, the reasons which led the Disciplinary Board to terminate the proceedings, and the point on which the termination of the disciplinary proceedings is based.

1. The chairman of the Disciplinary Board shall announce the decision taken at the meeting: he shall read out the operative part and explain the reasons for the decision. After the decision has been announced, the chairman of the Disciplinary Board shall invite the persons entitled to appeal to submit their statements of appeal. After recording the statements, the Chairman shall close the disciplinary proceedings.
2. The decision of the Disciplinary Board must be recorded in writing within eight days of its publication. The written disciplinary decision and the appropriate number of copies shall be signed by the chairman of the Disciplinary Board.
3. The decision must be served on the student and his/her legal representative. The Disciplinary Board may not change its decision. However, it may, on its own initiative, correct errors (names, numbers, arithmetical errors or other similar errors) which are not related to the merits of the decision and the reasons for it, either on request or ex officio.

**The appeal**

40. §

1. The student subject to disciplinary proceedings may appeal the decision of the first instance on the merits in writing to the dean of the first instance body within 15 days of receipt of the decision.
2. The appeal has suspensory effect for the implementation of the provisions of the decision.
3. The Chairperson of the Faculty Disciplinary Committee shall forward the appeal and the documents generated in the procedure to the body of second instance without delay after the expiry of the deadline for appeal. The body of second instance shall decide on the appeal within 15 days of its receipt.
4. If necessary, the body of appeal may summon the interested parties and decide on the basis of their hearing and other evidence obtained. In this case, the appeal must be decided within 30 days. The rules of the disciplinary procedure at first instance shall apply mutatis mutandis.
5. The body of second instance takes the decision of first instance:
6. upholds,
7. changes,
8. annuls the decision and orders the disciplinary authority of first instance to initiate a new procedure and issue a new decision.
9. The body of second instance shall annul the decision taken in the disciplinary proceedings at first instance if the disciplinary offence was not sufficiently proven in the proceedings at first instance. At the same time as the decision of the Disciplinary Committee of the first instance is annulled, the body of second instance shall instruct the Disciplinary Committee of the first instance to reopen the disciplinary proceedings and issue a new decision. In such cases, the decision of the second instance body shall contain the guidelines of the second instance body.
10. If the appeal is out of time or has not been lodged by the person entitled, the appeal is dismissed by the body of second instance.

**Judicial review**

41. §

1. The student may apply for judicial review of the decision of the appeal court within 30 days of its notification, on the grounds of infringement of the law or of the provisions governing the student's status as a student. The Act I of 2017 on the Code of Administrative Procedure[[32]](#footnote-33) shall apply to the judicial procedure.

**Implementation of the decision**

42. §

1. The decision can only be enforced after it becomes final[[33]](#footnote-34) .
2. The decision at first instance becomes final on the day on which:
3. the appellant declares that he does not wish to appeal or withdraws his appeal,
4. the time limit for appeal has expired without an appeal being lodged,
5. the Disciplinary Board of Appeal upheld the first instance decision or dismissed the appeal.
6. The decision of the Court of Appeal will become final on the day of its publication.
7. The final decision must be endorsed with a statement that the decision is final and enforceable and the date on which it became final. The final decision shall be registered and a copy of the decision shall be placed in the student's personal file.
8. The final decision shall be sent by the chairman of the Committee to the disciplinary authority and to the body authorised to impose the disciplinary penalty.

**Exemption from the legal consequences of disciplinary sanctions**

43. §

1. The student (former student) is exempt from the adverse consequences of disciplinary sanctions in the following cases:
2. in the case of disciplinary sanctions under points (a) and (b) of paragraph (2) of Article 38, three months after the decision becomes final, but no later than the following semester,
3. in the case of a disciplinary sanction under Article 38(2)(c), at the expiry of the sanction imposed by the decision,
4. in the case of a disciplinary sanction under Article 38(2)(d), at the end of the period of suspension,
5. the exclusion from the institution provided for in point (e) of paragraph (2) of Article 38 shall be at least three years after the decision becomes final in the case of a disciplinary sanction, and the exclusion from the college shall be at least two semesters after the decision becomes final in the case of a disciplinary sanction.
6. In the event of an exemption, the disciplinary decision must be removed from the register. Such deletion shall be effected by the chairman of the Disciplinary Board of First Instance recording the fact of the discharge in a note on the decision placed in the file.
7. The student may request an exemption in writing before the end of the penalty imposed. The request must be submitted to the Disciplinary Committee of the first instance. The committee will consider the request within 15 days. When considering the application, the committee shall take into account, in particular, the student's conduct, his/her conduct and the compensation for the damage. An appeal may be lodged against the refusal of discharge within 15 days of receipt of the decision . The appeal is examined by the body of second instance.

**Liability for damage caused by the student**

44. §

1. The student shall compensate the higher education institution, the college or the organiser of the practical training for any damage caused unlawfully to the institution, college or the organiser of the practical training in connection with the fulfilment of his/her study obligations, in accordance with the provisions of the Civil Code, with the exception of paragraphs (2) - (4).
2. In the case of negligent damage, the amount of compensation may not exceed 50% of one month's minimum wage on the day of the damage.
3. In the case of intentional damage, the student is liable for the full amount of the damage.
4. The student shall be fully liable for any loss or damage to items received with a list or receipt for return or accountability, provided that he/she keeps them in his/her custody at all times and uses or handles them exclusively. He shall be exempted from liability if the shortage was due to a cause beyond his control.

**Liability for damage caused to the student**

45. §

1. The institution of higher education, the college, the organiser of the practical training shall be liable for any damage caused to the student in connection with the student's student status, college admission, practical training in accordance with the provisions of the Civil Code.

**Liability for damage caused in the context of higher vocational education and training**

**The right to compensation. The compensation procedure**

46. §

1. The Faculty Disciplinary and Compensation Committee shall exercise the power of compensation in the first instance, and the Dean shall exercise the power of compensation in the second instance, delegated by the Rector of the University. Compensation proceedings are initiated by the heads of teaching and other departments with the Dean of the relevant faculty.
2. The department must keep a record of the items handed over to the student with a list or receipt, with return or accountability, indicating the deadline for return. The head of the department shall be informed by the issuer of the shortage on expiry of the time limit. The head of the department shall, on the basis of the inventory book, invite the student in writing to return or account for the items in his/her possession, setting a deadline of 15 days. If the time limit expires without result, he/she shall initiate compensation proceedings.
3. The student compensation procedure is carried out by the faculty. The compensation officer may order an investigation to clarify the incident if the information required to make a decision on the case is insufficient. During the investigation, the facts of the case must be precisely established: the name, place, time, origin, course, extent (monetary value: actual damage), degree of fault of the student (intentional or negligent), names and details of the persons at fault, the proportion of fault, the expected compensation for the damage, etc. The findings of the investigation must be recorded in a damage report.
4. The compensation officer shall close the proceedings by decision. He or she shall take a decision to terminate the proceedings if the damage is not unlawful, if it was not caused by the student subject to the proceedings, if the damage cannot be proven, if the damage is not attributable to the student (there is no causal link between the act and the damage) or if the claim for compensation has already been finally adjudicated. A decision that may establish liability for damages must provide for the method of compensation and, in the case of a joint action, for the apportionment of damages. The person liable for compensation shall have the right to apply for payment by instalments, which shall be assessed by the acting dean.

**Chapter V**

**Rules to ensure equal opportunities for students with disabilities to pursue their studies**

**General provisions**

47. §

1. This chapter has been prepared in accordance with Section 49 (8) of the Nftv. and Sections 62-64 of Government Decree No. 87/2015. The scope of this chapter covers students with disabilities who are students of the university.
2. A student (applicant) with a disability is a student (applicant) who has a motor, sensory or speech disability, a cumulative disability where more than one disability is present, an autism spectrum disorder or other mental health disorder (severe learning, attention or behavioural disability).

48. §

1. Applicants to higher education institutions and students with disabilities studying in higher education institutions may request the institution's permission to partially or fully exempt them from their study obligations or examinations, or to provide them with other means of exemption or assistance in examinations, on the basis of a professional opinion attesting to the type and extent of their disability. The exemption granted in this way may be granted only in connection with the circumstance on which the exemption is based and may not lead to exemption from the basic academic requirements for the award of a diploma attesting professional qualification in the case of bachelor's or master's degrees or a certificate attesting professional qualification in the case of higher vocational education.
2. During the admission/acceptance procedure, applicants with a disability may submit a certified copy of the documents required to prove the disability or issued by the public education institution[[34]](#footnote-35) , proving that they had a disability during their secondary education and therefore benefited from a benefit, together with their application for admission/acceptance. For his/her part, the advantages provided for in this chapter must also be granted during the admission/acceptance procedure. No disability-related exemption from the fulfilment of the aptitude requirements for specific courses may be granted.
3. The faculties of the university determine the specific study and examination benefits for students with disabilities, as well as the personal and technical assistance allowed but not provided by the university, taking into account the type of disability, the benefits provided under the graduation examination regulations, and the qualification and professional requirements of the given degree programme or higher vocational education in the curriculum (study and examination requirements).
4. Exemption is granted by the institution only upon request of the student.

**The coordinator**

49. §

1. The assistance to students with disabilities is provided by the Rector's Coordinator, who is appointed by the Rector of the University and is given a 3-year mandate to carry out his/her duties. The Rector shall ensure that students with disabilities are consulted annually on the work of the coordinator and shall take the results into account when appointing the coordinator and extending his/her term of office. The Rector's coordinator is assisted by the faculty coordinators.
2. The Rector and Faculty Coordinator:

a) participation in the assessment and registration of applications submitted by students with disabilities pursuant to paragraph (2) of Article 51, and in decisions on appeals concerning the student, provided that the coordinator who participated in the assessment of the application may not participate in the appeal procedure,

b) liaising with students with disabilities and their supporters,

c) to provide assistance to students with disabilities in their studies and examinations, and to organise consultations requested by students with disabilities,

d) proposing the use of normative subsidies for the support of the studies of students with disabilities, and the purchase of equipment necessary for the support.

(4) The coordinator must have a university degree and disability competences or professional experience in disability.

1. The higher education institution must provide the coordinator with access to the data necessary to assess the special treatment of students with disabilities. The university must keep a permanent record of the number of students with disabilities and ensure that the data are used for statistical purposes, in compliance with data protection provisions.
2. The Rector's coordinator shall receive remuneration for the performance of his/her duties**,** the amount of which shall be determined by the Rector.

**Committee for Equal Opportunities for Students with Disabilities**

50. §

1. Applications from students with disabilities are considered by a five-member committee set up by the Rector. The members of the Committee are appointed and appointed by the Rector for a term of three years. The Rector's coordinator is an ex-officio member of the Committee, two members are academics with the professional expertise required to assess applications. Two members of the Committee shall be students.
2. The Committee is responsible for considering requests for exemption, assistance, relief or preferential treatment from students with disabilities during their studies.
3. The Commission will decide within 30 days of receiving the request. The decision is made in writing after the student has submitted a medical report, certificates, the opinion of the faculty and, if necessary, a personal interview with the student. In its decision, the Commission shall entitle the student to future use of the benefits provided for in § 52 , but shall not be bound by the application as regards the granting of benefits.
4. The student may appeal against the decision of the Committee to the Rector within 15 days of notification. The Rector will consider the appeal within 30 days.
5. The student may request a judicial review of the Rector's decision within 30 days of its notification, on the grounds of a breach of law or of a provision relating to the student's status as a student. The court will decide the case out of turn. The court may reverse the decision of the rector.

**Procedure for establishing and certifying disability**

51. §

1. The type and extent of the disability of a student with a disability, whether permanent or temporary, may be confirmed by a certificate as specified in paragraph (2) or (3) of this Article.
2. If the student's (applicant's) disability or special educational needs already existed during secondary education, the disability or special educational needs that arose afterwards can be confirmed by an expert opinion issued by the county (capital) pedagogical service institutions and their member institutions acting as county or national expert committees.[[35]](#footnote-36)
3. If the student's (applicant's) disability or special educational need did not exist during the secondary education, the disability can be confirmed by an expert opinion issued by the ELTE National Pedagogical Specialist Service.[[36]](#footnote-37)
4. Students with disabilities who have been awarded extra points for their disability during the admission procedure must present a disability decision at the time of enrolment, which is part of the registration form.
5. It provides exemptions for disabled students who request them during their studies, which the disabled student can apply for through an application form in Neptun. The Faculty Coordinators and the Faculty Academic Administrator[[37]](#footnote-38) are always available to assist with the application.
6. If the student requests exemption from the language requirements set out in the training and exit requirements on the grounds of disability, the deadline for submitting the request is the last day of the final examination period for the disabled student~~.~~
7. If a disabled student is diagnosed with a disability during his/her higher education studies, he/she can claim his/her study benefits through an application form in Neptun.
8. Students with a disability who apply for a regular social grant on the grounds of their disability must attach a decision certifying their disability as an annex to their application.
9. The University is obliged to keep information about the disability of students with disabilities confidential.

**Equal opportunities benefits**

52. §

(1) Upon the request of a student with a disability, the higher education institution shall establish requirements that differ from the curriculum requirements in whole or in part, or - subject to Section 49 (8) of the Nftv. - shall waive the fulfilment of such requirements by granting at least one of the benefits provided for in paragraphs (2) to (7), and, if necessary, several benefits, if the student is eligible for a benefit or exemption on the basis of the findings of the expert opinion certifying the disability.

(2) Discounts for students with reduced mobility:

a) partial or total exemption from the practical requirements or other forms of exemption,

b) substitution of the written test by a written test for the oral test,

c) exemption from the language examination or part or all of the level of the examination,

d) exemption from tasks requiring manual skills, by allowing theoretical knowledge to be required,

e) allowing the use of special tools and equipment necessary for solving written tasks,

f) to provide a longer preparation period than the preparation period for non-disabled students,

g) the provision of a personal assistant during the student's studies.

(3) Discounts for hearing impaired (deaf, hard of hearing) students:

a) partial or total exemption from the practical requirements or other forms of exemption,

b) substituting oral examinations with written examinations, and providing a sign language or oral interpreter during oral examinations, if requested by the student,

c) exemption from the language examination or part or all of the level of the examination,

d) for clarity and comprehension purposes, the simultaneous written presentation of lectures and examinations to the student,

e) the provision of aids and visual aids at all examinations,

f) to provide a longer preparation period than the preparation period for non-disabled students,

g) the provision of a personal assistant, note-taker, sign language interpreter during the student's studies.

(4) Discounts for visually impaired (blind, partially sighted, partially sighted) students:

a) partial or total exemption from the practical requirements or other forms of exemption,

b) the use of special technical means instead of written examinations, in the case of oral examinations or written tests,

c) exemption from the language examination or part or all of the level of the examination,

d) exemption from tasks requiring manual, visual skills, but theoretical knowledge may be required,

e) the availability of questions and items in lectures, exercises and examinations in audio, digital, bulleted or enlarged form,

f) to provide a longer preparation period than the preparation period for non-disabled students,

g) the provision of a personal assistant during the student's studies.

(5) Discounts for students with a speech disability (dysphasia, dyslalia, dysphonia, stuttering, babbling, aphasia, nasal speech, dysarthria, mutism, severe speech reading and comprehension disorder, central perturbation, delayed speech development):

a) written examinations instead of oral examinations and the use of specific technical means for the examinations,

b) exemption from the language examination or part or all of the level of the examination,

c) to provide a longer preparation period than the preparation period for non-disabled students,

d) the provision of a personal assistant during the student's studies.

(6) Discounts for students with mental retardation:

a) a student with dyslexia-dysgraphia-dysorthography:

aa) an oral examination instead of a written examination or a written examination instead of an oral examination,

ab) in the case of written examinations, a longer preparation time than the preparation time for non-disabled students,

ac) the provision of the necessary aids (in particular a computer, typewriter, spelling dictionary, dictionary of synonyms, dictionary of synonyms),

ad) exemption from the language examination or part or all of the level of the examination,

b) the student with dyscalculia:

ba) exemption from computational tasks, but theoretical knowledge may be required,

bb) the use, during the examinations, of all the aids with which the student has previously worked during his/her studies (in particular spreadsheets, calculators, configuration, mechanical and manipulative tools) and the provision of extended preparation time,

c) a hyperactive student with attention deficit disorder:

ca) an oral test instead of a written test or a written test instead of an oral test,

cb) to provide a longer preparation period than the preparation period for non-disabled students,

cc) minimising the waiting time for examinations,

cd) use of special tools and equipment to solve written exercises,

ce) taking the examination in several parts over a longer period of time, or allowing breaks without leaving the examination room, or allowing physical activity, or tolerating emotional expressions,

cf) a separate exam, separate from the other students,

cg) depending on the individual characteristics of the candidate, during the oral examination, if requested by the student, writing down or repeating questions, breaking down complex questions into sub-questions, helping to clarify expectations and questions,

ch) digital availability of questions and items on audio media for lectures, exercises and exams,

ci) the provision of a personal assistant during the student's studies,

d) students with behavioural dysregulation (disturbances in socio-adaptive processes, behavioural traits indicating poor emotional control, aggression towards self or others, anxiety, poor self-regulation, adaptive skills, goal-directed behaviour, self-organisation and metacognition):

da) substitution of the written test with a written test for the oral test,

db) taking exams of longer duration in several parts or allowing breaks, tolerating individual urges and emotional expressions,

dc) a separate exam, separate from the other students,

dd) during oral examinations, if requested by the student, the description of questions, clarification of expectations and questions, simplification and clarification of the wording of questions and instructions,

en) a longer preparation period than the preparation period for non-disabled students,

df) the provision of a personal assistant during the student's studies.

(7) Discounts for students with autism:

a) adapting the conditions of the examination to the specific needs of the student, with oral examinations instead of written examinations or written examinations instead of oral examinations,

b) helping to clarify expectations and questions during the examination, and in oral examinations, to put questions and instructions in writing and simplify their wording,

c) a longer period of preparation than the preparation period for non-disabled students,

d) the use of specialised equipment (in particular audio-recording equipment, computers, interpreting dictionaries, other supportive and infocommunication technologies), both in the courses and in the assessment,

e) exemption from the language examination or part or all of the level of the examination,

f) exemptions from certain practical requirements or their replacement by appropriate non-practical tasks because of difficulties resulting from a developmental disability,

g) the provision of a personal assistant during the student's studies.

1. The longer preparation period should be at least 30% longer than the period for non-disabled students.
2. In the case of a cumulative disability, any of the preferences set out in paragraphs (2) to (7) may be granted, taking into account the individual needs of the student.
3. In justified cases, upon the student's request and on the basis of the expert opinion, the higher education institution may provide the student with additional or other benefits other than those provided for in paragraphs (2) to (7).
4. Exemption from the language examination or part or level of the language examination shall not be granted to doctoral candidates, doctoral students or doctoral candidates.
5. A disabled former student who has passed a final examination and has ceased to be a student but has not passed the language examination required for the qualification is exempted from taking the language examination or part or all of the language examination.
6. On the basis of the expert opinion, the student may request partial or total exemption from the fulfilment of his/her study obligations or examinations or permission to complete them by other means, on the basis of his/her disability.
7. In the case of students with disabilities who have a full exemption from the language examination, the foreign language electives may be replaced by Hungarian language electives.[[38]](#footnote-39)
8. [[39]](#footnote-40)As defined in the regulations of the higher education institution:

a) assess the request for assistance, exemptions and benefits of a student with a disability,

b) a coordinator is appointed and carries out the tasks of the coordinator for the support of students with disabilities from the higher education institution and the faculty,

c) may use the personal and technical assistance and services provided by the higher education institution or otherwise made available to the student with a disability, depending on the type and extent of the disability,

d) the student with a disability may use technical aids to prepare in a different way from or in place of a special note or notes.

**Chapter VI**

**Employment of Demonstrators**

**General provisions**

53. §

1. The aim of the demonstrator system is to enable full-time students in all faculties of the university to be directly involved in teaching and scientific research, thus preparing them for a higher level of professionalism.
2. The demonstrator may be employed under a student employment contract, or a free or returnable contract. The type of contract will be determined by the head of the faculty concerned, as the contracting authority or employer, and the demonstrator, after careful consideration of all the circumstances.
3. In the case of an employment contract, the rights of the employer are exercised by the Head of the Faculty. The demonstrator may be given a fixed-term contract of up to 10 months until the end of the academic year. The number of demonstrators is determined by the Head of the Faculty. At the end of the fixed term, the contract may be renewed in the following academic year.
4. The demonstrators receive a student's fee or, in the case of a contract of assignment, a commission fee, which is paid by the 10th of each month to the bank account specified by the student***.*** The faculty manages the cost of the demonstrator's remuneration as a separate fund, the source of which is the faculty budget.
5. The provisions of the Labour Code shall apply to the activities of demonstrators carried out on the basis of a student employment contract (ordinary and extraordinary termination of the contract, disciplinary liability), while the provisions of the Civil Code on contracts of assignment shall apply to the activities of demonstrators carried out under a contract of assignment.
6. The demonstrator activity will be taken into account in the case of a request for a residence hall.

**The demonstrator application**

54. §

1. The demonstrator job is awarded on the basis of a competitive application. The application is announced by the head of the faculty, taking into account the opinion of the Faculty Council.
2. The call for demonstrator applications is published by the institutes on their notice boards and on the faculty website by 15 April each year.
3. The request for a demonstrator is submitted to the head of the relevant faculty during the registration week of the autumn semester, together with a written application from the student wishing to become a demonstrator. The head of the faculty, taking into account the opinion of the Faculty Council, will decide on the demonstrators by 15 September, by which date he will also inform in writing the institutes and students who have applied but have not been awarded the job.

**The demonstrator work on**

55. §

1. The demonstrator's work is supervised and monitored by a lecturer or researcher appointed by the head of the faculty.
2. Rights of the demonstrator:
3. may use teaching and research aids and laboratories within the limits set by the Director of the Institute,
4. may participate in departmental/institutional meetings with the right to be consulted,
5. participate in professional conferences and study trips with the staff of the department,
6. may participate in the research work of the department, and their work may be recognised by the subject supervisor with a special allowance in addition to the student's fee,
7. prepare a TDK thesis, scientific article or diploma thesis on the results of their work at the institute,
8. may be involved in the teaching work under the guidance of the head of the teaching unit or the lecturer/researcher who supervises his/her work.
9. A demonstrator may carry out teaching work in the following areas:
   1. preparing exercises and presentations,
   2. partial management of the exercises of subjects already intercepted,
   3. holding subject consultations.
10. Duties of the demonstrator:
    1. participate in the work of the department according to the instructions of the lecturer or researcher supervising his/her work, on the basis of a programme approved by the director of the institute,
    2. be involved in assisting the students in the institute's scientific student community,
    3. is responsible for the equipment and instruments entrusted to him/her, and for ensuring compliance with health, safety and fire prevention rules.
11. Demonstration activities must be recorded in the student's course book, indicating the institute and the subject.
12. The student may be exempted from attending the classes specified in the timetable by the head of the faculty in justified cases.
13. Demonstrators work according to a work plan (job description) approved by the head of the department.

**Chapter VII**

**Study and examination regulations**

**Scope of the Study and Examination Regulations**

56. §

1. The Study and Examination Regulations (hereinafter referred to as "the Regulations") shall apply to the study and examination matters of Hungarian full-time, evening and correspondence students and - unless otherwise provided by law or international agreement - non-Hungarian students of Hungarian citizenship participating in higher vocational education, higher education vocational education, bachelor's degree, master's degree, part-time degree, part-time degree and specialised further education at the faculties of the University of Sopron (hereinafter referred to as "the University").[[40]](#footnote-41)[[41]](#footnote-42)
2. Provisions on the study and examination schedule for doctoral (PhD) students are set out in the Doctoral Regulations.
3. In matters not covered in sufficient detail by the university's TVSZ, the faculty regulations shall apply. In the case of newly formulated faculty regulations, the prior opinion of the ETK and the Vice-Rector for Education must be sought.
4. In the case of students participating in a part-time course abroad, the principles of the ECTS (European Credit Transfer System) shall be applied in accordance with § 66.

**Basic concepts related to the credit system and study matters k**

57. §

1. **Signature:** a type of end-of-semester examination for a subject, which can be obtained during the semester
2. **An active semester** for the student is any semester after the first enrolment for which the student is registered. A semester is active for a student studying abroad who is registered for that semester.[[42]](#footnote-43)

1. **Reclassification:** the university is obliged to reclassify to a self-financed course every academic year those students who have been enrolled in a course supported by a Hungarian state (part) scholarship, who have not been on a break in their student status in the last two semesters or who have not been in a course supported by a Hungarian state (part) scholarship, or who have not been in a course supported by a Hungarian state (part) scholarship in the last two semesters of their student status. § (3) and (4) of the Nftv., has not acquired at least eighteen credits and has not achieved the average of the academic average established in the organisational and operational regulations of the institution - as defined in the Government Decree - and who withdraws his/her declaration pursuant to § 48/D paragraph (2) of the Nftv. If a student admitted to a course supported by a Hungarian state (partial) scholarship terminates his/her student status before the end of his/her studies or if the student continues his/her studies on a self-financed basis for any reason , he/she may be replaced, upon request, by a student who is studying on a self-financed basis in the same subject at the university. The university decides on the transfer on the basis of the academic performance of the students applying for transfer to a course supported by a Hungarian state (part) scholarship.
2. **Enrolment period:** the period during which the admitted applicant establishes his/her student status by enrolling.[[43]](#footnote-44)
3. **Enrolment period**: the period during which the student declares during the registration week in the following semesters after the semester of enrolment whether he/she wishes to register his/her study status as active or passive for the given semester. The declaration is made by registering for the semester in the Neptun system.**[[44]](#footnote-45)**
4. **Examination:** type of end-of-semester examination of the subject, assessment is based on a three-grade system.
5. **Secure electronic environment:** a **secure electronic environment that is** based on the higher education institution's learning management system or closed-system distance learning management system (hereinafter together referred to as: training systems), digital teaching and learning environment accessible through individual authentication, or electronic whiteboards, interactive panels, projectors used in the institution, to which access is restricted to the instructors, teachers or their assistants of the educational institution, and to pupils or students participating in the training, whether they are pupils or students, whether the teaching and learning activity takes place on the premises of the institution or by means of access through the learning system or the closed distance learning training management system, with individual authentication;
6. **Dual training**: a form of training in a bachelor's degree course in engineering, information technology, agriculture, natural sciences or economics requiring practical training, or in a master's degree course in one of these fields, in which the practical training is provided in a qualified organisation, within the framework of a curriculum, which is defined in accordance with the training and outcome requirements, and which contains specific provisions on the training period, the training methods, the teaching hours and the assessment of the acquired knowledge. The rules for the University's dual training are laid down in the Faculty's "Dual Training Regulations".
7. **Prerequisite**: knowledge required for understanding the subject matter of a subject in another subject or group of subjects, and/or proven fulfilment of a criterion. A subject may be taken up by a student only if the subject(s) and the criterion(s) indicated as prerequisites have already been fulfilled by the student before taking up the subject.
8. **Pre-study order**: the set of pre-requisites for the subjects in the curriculum of the degree programme.
9. **EVOP portal**: a central application developed and operated by the operator of the study system, connecting active and former users of study systems and other systems and , which, among other things, ensures and facilitates innovation between higher education institutions and other actors, educational, advisory, mentoring, supporting the application of visiting students, collecting and publishing the list of courses and modules, training data and enrolment data of higher education institutions for part-time learning.
10. **Ascending system**: a principle of training organisation under which the new or revised study and examination requirements may be required of students who started their studies after its introduction or of those who started their studies before but who choose to prepare under the new or revised study and examination requirements.
11. **Semester**: a five-month period of educational organisation.
12. **Mid-semester grade** (practical grade) is a type of end-of-semester requirement for a subject, based on a mid-semester continuous assessment of the subject's learning requirements, and is a grade that expresses the student's mid-semester performance, which can be earned during the semester
13. **Higher Education Information System** (HIS) is an electronic, publicly accessible central register containing the data necessary for the exercise of public powers in the field of higher education, for planning at the level of the national economy and for the exercise of the rights and obligations of participants in higher education. The FIR stores the data of higher education institutions, while the personal register provides a record of students, students in residence, visiting students, doctoral candidates and, in the case of employees, of persons holding employment contracts, civil servants, contract staff and service contracts.
14. A student (applicant) with a **disability** is a student (applicant) who has a motor, sensory or speech disability, a cumulative disability where more than one disability is present, an autism spectrum disorder or other mental health disorder (severe learning, attention or behavioural disability).
15. **Child**: biological child and adopted child
16. **Student with children**: student with parental supervision
17. **A student training contract** is a contract between the university and a student who has been classified as a self-financed student pursuant to Section 39 (3) of the Nftv.
18. **A student with a multiple disadvantage**:

a) For students (applicants) who started their studies before the academic year 2015/2016: for a maximum period of study specified in the training and outcome requirements of the given degree programme, disadvantaged students whose parent who has legal custody at the time of becoming a student - in accordance with the provisions of the Act on the Protection of Children and Guardianship Administration 1997. The student who has been placed in a long-term foster care and who has received aftercare after his or her long-term foster care,

b) In the case of students (applicants) starting their studies in the academic year 2015/2016 and thereafter: those who are under 25 years of age at the time of enrolment (application) are considered to be cumulatively disadvantaged as defined in Act XXXI of 1997 on the Protection of Children and Guardianship Administration.

1. **Disadvantaged student**:

a) a 2015/2016. for students (applicants) who started their studies before the academic year: up to the maximum period of study specified in the training and outcome requirements of the degree programme: a person who is under the age of 25 at the time of enrolment (application) and who, during his/her studies at secondary, regular vocational training or higher education, has been taken into protection by the notary or guardianship authority due to his/her family circumstances or social situation, or has been granted regular child protection support, is entitled to regular child protection benefits or has been placed in temporary or permanent foster care, has been placed in temporary institutional care, provided that the entitlement existed during the period of entitlement immediately preceding enrolment (submission of the application for admission to higher education), i.e. the last year of secondary or vocational education or the last active semester, a person who has been in long-term care or has received aftercare after being in long-term care is also considered a disadvantaged applicant in the higher education admission procedure,

b) In the case of students (applicants) starting their studies in the academic year 2015/2016 and thereafter: a person under the age of 25 at the time of enrolment (application) who is considered disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration.

1. **Institute**: an educational/research unit that brings together the activities of several departments or that performs the functions of several departments.
2. **Institutional document**: the founding document, as well as the regulations, programmes and plans prescribed in the Nftv, such as the organisational and operational regulations, training programme, institutional development plan, the statutes of the student self-government, internal regulations according to the Accounting Act and its implementing regulation.
3. **Remedial exam**: a first attempt to correct a failed exam in a given subject.
4. **Verification of knowledge:** the performance of the semester is certified by the instructors' signatures. Signatures are required to register for the examination. The conditions for obtaining this instructor signature are set out in the subject requirements.
5. **Repeat remedial examination:** a repeat of a failed remedial examination in the subject.
6. **Preferential study arrangements:** students are not usually allocated a specific period of study for the completion of each subject. Subject to the pre-study timetable and other rules, the student can progress according to his/her own timetable, using the options available.[[45]](#footnote-46)
7. **Qualifications framework**: the general characteristics of each level of qualification in multi-cycle training for each field of training.
8. **Branch of training**: the set of courses in a field of training whose content is identical at the initial stage of training.
9. **Education and training requirements (EQF)**: the set of knowledge, skills, competences and abilities (competencies) defined in legislation, or the knowledge that can be acquired to obtain a diploma in a given subject.
10. **Training time**: the time required to obtain the credits, the level of qualification, the professional qualification, the professional qualification, as defined by law.
11. **Training period**: the training period is divided into a period of study and a corresponding examination period.
12. **Training programme**: the institution's complex training document containing the detailed training and study requirements for the bachelor's, master's, diploma, higher and continuing vocational education and training, together with the detailed rules of the training, in particular the curriculum and the syllabus and the subject programmes, as well as the assessment and control methods, procedures and rules.
13. **Field of education**: the set of courses and branches of education which have similar or partly identical training content: agriculture, political science, humanities, economics, religious studies, information technology, law, engineering, art, art education, medical and health sciences, teacher training, sports science, social sciences, natural sciences.
14. **Consultation**: the opportunity for a face-to-face meeting, including electronic communication, provided to the student by a university lecturer, researcher or teacher.[[46]](#footnote-47)
15. **Cooperative doctoral training:** Doctoral training in which a doctoral student studying in the fields of mathematics, natural sciences, engineering, information technology, agricultural sciences, medicine and health sciences, management and organisation or arts works in parallel with his/her doctoral student status at an employer that is not a higher education institution or a budgetary body, or a health service provider, which provides the doctoral student with professional assistance for research and dissertation work, by putting the scientific and research results into practice with the employer employing the doctoral student.
16. **Mandatory records**: records that are mandatory for higher education institutions:
17. master file, master file extract,
18. doctoral candidate master file,
19. enrolment form,
20. doctoral candidate registration form,
21. proof of employment,
22. lesson book, completion sheet,
23. credit confirmation,
24. Examination paper,
25. final examination report,
26. doctoral thesis protocol,
27. doctoral thesis,
28. the instructor's declaration pursuant to Paragraph (3) of Article 26 of the Nftv,
29. final certificate (diploma),
30. a certificate of completion (diploma),
31. a certificate of successful completion of the final examination (diploma which cannot be awarded because the language requirements have not been met),
32. a certificate of issue of the diploma,
33. Diploma,
34. Diploma Supplement,

The Hungarian language text of the forms under points e), g), l)-s) - with the exception of the doctoral degree - is set out in Government Decree No. Annex 9 of Regulation (EC) No.

1. **Credit**: a measure of a student's academic work, which expresses the estimated time required to acquire specific knowledge and to meet the requirements of a subject or curriculum unit. One credit represents an average of 30 hours of study, in accordance with the principles of the European Credit Transfer System (ECTS). In determining the credit value, the total number of student study hours includes both classroom hours and individual student study hours. The value of the credit, provided that the student's performance has been accepted, is not dependent on the assessment of the student's knowledge.
2. **Credit certificate**: a paper-based document issued and certified by the higher education institution, which contains a description of the subject matter of the subject (curricular requirement) completed by the student, which enables the examination and assessment of the extent to which the knowledge and other competences acquired and certified by the student correspond to the competences defined in the substituted subject (curricular requirement) for the purpose of decision-making pursuant to Paragraph (5) of Article 49 of the Nftv. The credit certificate shall be issued upon request of the student. In his/her request, the student must indicate which requirements he/she wishes to be certified as fulfilled. When issued, the credit certificate shall be given a unique serial number and its details shall be recorded in the University's Neptun learning and record-keeping system.
3. **Criterion requirement**: a mandatory requirement in the qualification requirements or in the training and outcome requirements that does not always include credit. This could be, for example, a specific course of study, participation in physical education, a complex examination, a language requirement in the qualification requirements, a summer internship, etc.
4. **Credit index**: assesses the quantity and quality of the student's work. The credit index is calculated only on the basis of the number of subjects covered in the course curriculum. It is calculated by multiplying the sum of the credit value and the grade of the subjects by the 30 credits to be completed in one semester for average progress.
5. **Course:** an announced implementation of a subject (unit of study) for a given semester, with a specific form and type of knowledge transfer, for which data for the semester - including data on the course instructors, class times, semester examinations - are recorded in the learning system in addition to the subject data.
6. **Hungarian state scholarship student/training**: student/training supported by a Hungarian state scholarship.
7. **Student/training with a Hungarian state partial scholarship**: a student/training supported by a Hungarian state partial scholarship.
8. **Mentor programme**: a specific form of training in which a student, lecturer, researcher or teacher of the university helps a disadvantaged student to prepare and prepare for the course. The University of Sopron's mentoring scheme is an institutional support system whose primary aim is to increase students' academic success, ensure credit progression, reduce drop-outs and help students integrate into the university community, especially in the early stages of their studies. The tutors assigned to the programme will provide mentoring, including monitoring students' academic performance, providing personalised support and initiating the use of additional university services (e.g. academic counselling, psychological support) where necessary. The conditions for participation in the mentoring programme, the rights and obligations of mentors and mentees are set out in the relevant University regulations.
9. **Mentor: a mentor** is a faculty member who, within the framework of the University of Sopron's mentoring programme, provides support to students to ensure their academic progress, prevent drop-outs, promote credit progression and facilitate their integration into the university community, especially in the early stages of their studies. The mentor's tasks include monitoring the student's academic progress, identifying and addressing any obstacles, and providing advice on student life. Mentoring is governed by institutional rules, which define the rights and obligations of the mentor and the framework for the support he or she provides.
10. **Mentored:** a mentored student is a student who is receiving faculty mentoring under the University of Sopron's mentoring program. Mentored status is determined based on specific academic or other university criteria, with a particular focus on students at risk of dropping out and those who are experiencing academic difficulties. There is regular contact between the mentored student and his/her mentor, during which the mentored student receives support and guidance from his/her mentor to ensure his/her successful progress in university.
11. **Micro-certificate**: a certificate, including a course description and credit value, which is a public document certifying the learning outcomes obtained through the completion of a course, module, sub-course or micro-course at an institution of higher education.
12. **Model curriculum**: the distribution of subjects in the curriculum into semesters which, if a student who wishes to progress at an average pace and who fulfils the semester requirements for each subject, will complete his/her studies within the time specified in the training and outcome requirements.
13. **Module**: a set of specific subjects or units of study (a unit of the curriculum of a degree programme, comprising subjects or groups of subjects which are related thematically, in terms of the purpose of the degree programme or for the purposes of a specialisation, or which cover common subject matter of several degree programmes, modules may be built on each other or substitute each other).
14. **Neptun study and registration system:** an IT programme (hereinafter referred to as Neptun) for the registration of personal and special data of students related to their student status, the establishment and fulfilment of benefits, discounts, obligations, study and examination matters, as well as data of lecturers, researchers and teachers to be reported to the higher education information system in accordance with the legislation in force.
15. **Educational, illustrative use**: use of educational content where, in the course of teaching and learning activities carried out under the responsibility of the higher education institution, only students or tutors or their assistants who are students of the higher education institution have access to the educational content through the use of a secure electronic environment, such as a learning system or a closed system distance learning training management system, electronic whiteboards, interactive panels, projectors;
16. **Cost price**: a form of financing a training course. Its amount is specified in the student's training contract and cannot be changed during the student's period of study on a given course.
17. **Aptitude test**: an aptitude test to determine whether the candidate has the individual skills and qualities that make him/her suitable for participation in training and for the performance of the activity corresponding to the qualification obtained.
18. In the case of **parallel education**, students may study in several courses within the university or in another institution in order to obtain several qualifications or qualifications at the same time.
19. **Passive semester**: a semester in which a student takes a break from his/her student status during the registration/enrolment process and does not take any courses or fails to register by the deadline specified for the semester.
20. **Project assignment[[47]](#footnote-48)** : a form of learning and assessment of the acquisition of knowledge, skills and competences in a subject or module, focusing on a specific topic, with the aim of carrying out research activities in the form of independent tasks, leading to the creation of an independent product, the definition and solution of a problem and the exploration of its context.
21. Project **week**[[48]](#footnote-49) : the week of the academic term, as set out in the study timetable, during which full-time students participate in group project(s). Students are free to choose the project they wish to participate in from among the projects advertised by the University, which require a minimum of 20 hours of student work. Participation in the project week is compulsory for full-time students and the detailed rules for participation are set out in the project week regulations.
22. **Registration week**: the period during which the admitted applicant enrols, in the following semesters after the semester of enrolment, the student logs in, is free to take and drop courses in the Neptun study and registration system, is free to change courses within a given subject and declares whether the semester will be active or passive. The period of the registration week is indicated in the study order. [[49]](#footnote-50)
23. Training for the purpose of **acquiring partial knowledge** (hereinafter referred to as "partial knowledge training") is a form of training whereby the university establishes a student relationship with a person who is not a student of the university, without a separate admission procedure, in the form of self-financing, in order to acquire partial knowledge.
24. **Related field of training**: the set of fields of training defined in a ministerial decree that have comparable training content. As defined in ITM Decree 65/2021 (29.12.21), the following are considered to be related training areas
    1. agriculture and natural science,
    2. the humanities and social sciences,
    3. information technology and science,
    4. IT and engineering,
    5. law and political science,
    6. engineering and natural science, and
    7. medical and health sciences and natural sciences

training area.

1. **Successful examination revision**: revision of the mark obtained in a subject in a successful examination, which can be done in only one subject per examination period.
2. **Specialisation**: training that is part of a degree course and does not lead to a qualification in its own right, but provides specific skills.
3. **Sports camps** are a form of education that provides practical training in the field of tourism (water, cycling, hiking), snow sports (alpine skiing, etc.) and outdoor recreation activities, in the form of residential camps, and which impart knowledge of movement, camp organisation and camp management. It is compulsory or optional according to the CCC of the course. Duration 1-1 week. Fields of activity: nature (tourism) camp, recreation and cycling camp, winter sports camp, water camp.
4. **Vocational** training: training which provides a coherent set of training content (knowledge, skills, competences) for a vocational qualification.
5. **Specialisation**: training leading to a specific qualification as part of a given degree course, providing specialised skills.
6. **Professional qualification**: the recognition in a diploma or higher vocational qualification of the skills preparing for the profession, which can be acquired in the course of further vocational training or higher vocational training, and which are defined by the content of the course and the specialisation or specialisation.
7. **Vocational aptitude test**: a form of test set by the University to assess the skills required to perform the chosen qualification, whether the individual has the optimal skills to successfully complete the preparation (training) phase.
8. **Work placement**: a partially independent student activity in higher education vocational education and training, bachelor, master and doctoral programmes, or in a university practice site.
9. **Off-campus training**: higher education training provided in whole or in part in a municipality outside the place where the university is located (seat, site).
10. **Off-site training location**: the municipality hosting the off-site training (excluding continuing vocational training) as defined in the statutes.
11. **Distinction:** type of end-of-semester assessment, a criterion-requirement in the curriculum, integrated assessment of several subjects. It can be taken at the earliest after the last examination or mid-semester mark in the subject(s) in which the special examination is taken.
12. **Type of training** (**how the training is organised**): in higher education, training can be organised as full-time, part-time and distance learning, as specified in the training and outcome requirements. Full-time training shall consist of at least 200 hours per semester.
13. The full-time training must be organised in a five-day-a-week teaching week on working days, according to the **full-time** timetable. This provision may be waived with the agreement of the student council of the higher education institution. Full-time training may also be organised as dual training.
14. Part-time training can be **evening** or **correspondence** courses organised according to a timetable. The duration of part-time training, except for continuing vocational training, shall be at least thirty and not more than fifty per cent of the total number of hours of full-time training. The duration of continuing vocational training shall be not less than twenty nor more than fifty per cent of the total number of hours of full-time training.
15. **Eligibility period**: the period during which a student who has been admitted and enrolled on a public (part) scholarship/post-grant course may continue his/her studies on a public (part) scholarship/post-grant basis. All semesters for which the student is enrolled are considered to be the period of support taken up by the student. A person may study in higher education for a total of twelve semesters in Hungarian state (part) scholarship programmes in higher education in vocational education and training, bachelor and master programmes. The period of support is up to fourteen semesters if the student is enrolled in a non-university course and the training requirements state that the training period exceeds ten semesters. In the case of studies in parallel courses with a non-teaching master's degree or an undivided degree or in a teacher's specialisation, a professional teacher's specialisation taken after a non-teaching undivided degree, and in the case of studies in a teacher's specialisation as defined by Government decree which can only be taken up in a second teacher's specialisation course based on the non-teaching master's degree in the field of specialisation, the period of support may be extended by two additional semesters.***[[50]](#footnote-51)*** The higher education institution may extend the specified period of support for a disabled student by up to four semesters.
16. **Unit of study**: a subject that can be completed in a semester, is recognised with a specific credit value, has a performance requirement and subject matter (a structural-logical unit of study at the University, professional requirements that can be met through a semester of specific studies (e.g. by completing a course) and/or a single study activity (e.g. by examination).)
17. **Academic year**: a period of educational organisation consisting of at least ten months and up to twelve months.
18. **Lesson:** a session (lecture, seminar, exercise, consultation) requiring the personal participation of the instructor, for the fulfilment of the learning requirements specified in the curriculum or the subject description, with a duration of forty-five minutes, but not more than sixty minutes. Theoretical training delivered through closed e-learning shall be considered equivalent to face-to-face training if the training is delivered through closed e-learning by means of a video content manager of a closed e-learning system, the possibility of online consultation with the personal assistance of an instructor of the required quantity and duration, using the closed e-learning training management system, and the possibility of testing the students' knowledge individually, using the functionality of the closed e-learning training management system.
19. **Course enrolment**: enrolment for an announced lecture and/or classroom and/or laboratory course (course) or examination course of a subject within the registration period, or outside the registration period only if authorised by these regulations. Admission to a subject may be subject to the fulfilment of the subject prerequisites set out in the curriculum of the relevant course.
20. **Period of study**: the period of study in the degree programme, the total number of active and passive semesters. The period of study may be shorter or longer than the period of training.
21. **Study system**: the operator of the study system, the Minister, for the proper functioning of the higher education institution, for training, research, higher education research and development enterprise activities and the organisation of their external relations, for the administration of the higher education institution's records and the provision of its financial, accounting, payroll and human resources functions, the public authorities and the maintenance of the institution, to ensure direct communication between the institution, students and teachers, to ensure the non-identifiable review of the work of teachers by students, to exercise the rights of employers and to exercise the rights, fulfil the obligations and issue the certificates of the employees of the higher education institution, the keeping of records required by law, the establishment, assessment and verification of entitlement to benefits provided by law or by the higher education institution's organisational and operational rules, the recording of personal and special data processed in accordance with data protection requirements for the purpose of tracking graduates, electronic documents, subject descriptions, sample curricula and the decisions of the credit transfer committee, for the provision of closed-system electronic distance education at institutional level, for accessing the services of the SZEÜSZ and KEÜSZ, for the registration and electronic storage of theses (diploma thesis), for the in accordance with the provisions of the Nftv. data recorded in accordance with Annex 3, and to communicate electronically with the higher education information system, including the modules of the institutional core system used by the higher education institution and related systems, which must be designed to ensure equal access to it, and all its clients, user interfaces and implemented functionalities must be available in Hungarian[[51]](#footnote-52)
22. **Study system operator**: an organisation responsible for the development, functional operation and other tasks related to the study system, as defined by law or contract.
23. **Study trip**: a one or more-day, continuous, practical, non-classroom-based learning experience to acquire professional skills on the spot.
24. **Curriculum**: the training plan of a course of study, drawn up in accordance with the training and outcome requirements, which includes: the timetable and examination schedule for each course of study, broken down by subject and curriculum unit, the system of monitoring and assessment of the fulfilment of requirements, and the subject programme of the subjects and curriculum units.
25. **Subject headings***:* a summary of the content of the data, identifiers and specifics of the subject, which, among other things, defines the subject's content and the requirements for its fulfilment; in the event of a significant change to the subject headings, a new version number is saved, and the version of the subject headings is also recorded in the course data of the subject.
26. **Distance learning**: training based on interactive contact between the teacher and the student and on independent student work, using specific information technology and communication teaching tools, as well as methods of knowledge transfer and learning, digital teaching materials, in which the number of teaching hours does not exceed thirty - twenty in the case of partial knowledge training and specialised further training - per cent of the teaching hours of the full-time course. Distance learning may be fully implemented through closed distance learning via a closed e-learning distance learning management system.
27. **Premises**: the place of operation of an organisational unit outside the seat of the university, as defined in the university's statutes.[[52]](#footnote-53)
28. **Completion sheet**: in addition to the student's personal identification data, the name of the course, the name of all courses taken in the given semester, the course code, the name of the instructor, the credit value and the requirement of the courses. The numbered pages of the document may include the date of completion of the course, the grade, and the instructor's signature. In disputed cases, the completion sheet signed by the instructor may be used as evidence.
29. **Field placement**: a form of practical teaching outside the classroom that is integrally linked to the theoretical content of a subject. The field placement takes place on a university premises (e.g. pilot plant, arboretum) or at a company or professional partner. In the model curriculum, the amount of fieldwork related to each subject is expressed in hours.
30. In the case of **additional (parallel) student status**, the student is a student at several higher education institutions at the same time.
31. **Disciplines**: humanities, religious sciences, agricultural sciences, engineering, medical and health sciences, social sciences, natural sciences and arts, which are divided into disciplines.
32. **Tutor programme:** the University of Sopron's learning support programme, which aims to promote students' academic success, improve learning outcomes and support credit progression. Tutors are appointed to assist students in developing their learning strategies, deepening their subject knowledge and planning their individual learning path. Peer tutoring is a central element of the programme, whereby more experienced students or students who excel in a particular subject support their peers who are experiencing learning difficulties. The tutoring process can include subject-specific consultations, study counselling, exam preparation and the development of study independence. The tutoring programme is governed by the relevant University regulations , which set out the conditions, rights and obligations of tutors and tutored students.
33. **Tutor student:** a tutor student is a university student who has received professional training and who provides learning support for his/her peers in a specific discipline or subject. A tutor student has a problem-sensitive and supportive attitude, which enables him/her to support his/her tutored students in overcoming learning difficulties, developing their learning strategies and achieving their individual learning goals. Tutoring is a documented and traceable process within the university framework, carried out by tutor students according to specific professional guidelines.
34. **Tutored student:** a tutored student is a student who receives tutoring support during his/her studies at the University. The status of tutored student can be obtained on the student's own initiative, on the recommendation of a tutor or according to criteria set by the University. The tutored student works with the tutor to overcome learning difficulties, improve academic performance and ensure credit progress. Throughout the tutoring process, the student actively cooperates with the tutor, attends regular consultations and follows the steps set out in the learning plan.
35. **Certificate of completion (diploma)**: the higher education institution issues a certificate of completion to students who have fulfilled the study and examination requirements and the professional practice prescribed in the curriculum, with the exception of the preparation of a thesis or dissertation, and who have acquired the required credits.*[[53]](#footnote-54)*
36. **Visiting student**: a student with a student status at a higher education institution in the country or abroad, who is pursuing part-time studies at the university.
37. **Video content manager**: a **video content manager** integrated into the learning management system or the closed system distance learning training management system (hereinafter together referred to as: training systems), a video platform for mobile use with integrated streaming technology, in which the user accesses the content organised in the video library for his/her courses or modules, including the instructor, lecturer and his/her presentation, by means of individual authentication through the training systems, and which allows the user to annotate and navigate individually and save the video content according to the set table of contents, to search for any word spoken or displayed within the video, to freely switch between the views of the lecturer and the presentation, both together or separately, to call up subtitles in the languages offered.
38. **Examinations**: a form of assessment of the acquisition of knowledge, skills and competences, including evaluation, assessed by a five-level assessment.
39. **Examination course**: a second or third/multiple enrolment in the same subject.
40. **Closed system electronic distance learning**: A form of training in which the theoretical training material is taught using digital courseware, video content management and the collaboration between the instructor and the student via the IT network (Internet, intranet) using a closed-system distance learning training management system, where the common means of communication between the instructor, the training provider and the student or trainee are the computer and the IT network, as well as the closed-system distance learning training management system and the learning system.
41. **A closed distance learning training management system**: The process of planning, organising and monitoring the training of a trainee, providing the digital courseware, content provided by a video content manager, self-testing and electronic examinations for the training, and delivering the additional knowledge material in e-book format to the trainee via an online connection (displayed in a web browser) according to the training programme, a closed IT system, certified and certified for the learning system, which, in addition to organising the training, records and evaluates automatically and in a tamper-proof manner in its database - and transmits it to the learning system via a system link - the trainee's training programme, registered progress, answers to control and examination questions, results, activities in the content of the training programme, and implements possible navigation requests according to the training programme, based on the evaluation of the trainee's performance, and ensures full online and offline cooperation between the trainer, the training provider and the trainee, with interactive and remote access, which must be designed in such a way that all clients, user interfaces and implemented functionalities are available in Hungarian.

**The curriculum, model curriculum, individual study plan**

58. §

1. The detailed teaching and learning requirements and the detailed rules for the training are set out in the curriculum. The curriculum defines the compulsory (A), optional (B) and non-compulsory (C) subjects required for the award of the qualification, in accordance with the content of the training and learning outcomes requirements (hereinafter referred to as the 'QEL') and the credit system's performance recognition system.
2. Completion of all the compulsory subjects (A) is a prerequisite for qualification. In the case of compulsory subjects (B), taking and completing the number of credits specified in the curriculum is a prerequisite for qualification. Optional subjects (C) are those not specifically defined in the curriculum and included in any course which the faculty responsible for the course may accept.
3. A subject module is a superimposed unit of the curriculum of a degree course, comprising several subjects. The foundation module is a structured set of subjects and knowledge that are essential for other subjects or modules that are specific to the degree programme, and on which other (degree) modules (mainly modules of other programmes within the degree programme) can be built. The professional core module contains the professional knowledge required by all students of the degree programme. The specialisation/specialisation/field of study module is a set of equivalent, substitute modules, which provide in-depth knowledge of a sub-field of a given specialisation.
4. Students are required to take the Foundation and Professional Core modules. Students have the right to choose between modules in a specialisation/specialisation/field of study offered in parallel. The number of students admitted to a specialisation/specialisation/field of study module may be limited, and the Dean may impose a minimum number of students and other conditions (e.g. minimum number of credits, completion of specific subjects, etc.) for admission to a specialisation/specialisation/field of study module and its subjects.
5. The recommended form of the curriculum in the credit system is the model curriculum. The model curriculum is a distribution of the subjects in the curriculum into semesters which, if followed, fulfils the pre-study requirements for each subject, completes 30 (+/-3) credits in each semester and completes the study requirements within the time period specified in the training and outcome requirements. The pre-requisite for each subject shall be specified in the model curriculum. A subject can be taken up by a student if the student has already completed the subject(s) and the criterion requirements indicated as prerequisites for that subject before taking up the subject.
6. The syllabus contains a breakdown by teaching period of all:
7. the compulsory and optional subjects, the rules for the announcement of the subjects,
8. the number of hours per week (or per semester) of the subject (lecture + classroom exercise +

field and on-the-job training) and the credits allocated to them,

1. the type of examination (signature, mid-term exam, final examination),
2. the semesters in which the subject is offered (autumn and/or spring),
3. the criteria requirements and their deadlines,
4. the conditions and rules for choosing a specialisation,
5. the pre-requisites,
   1. In a credit system, the student can develop an individual study progress plan for each semester. The individual progress scheme gives the student the opportunity to choose individually from the subjects and courses offered for each period of study. In the individual progression order, the student may deviate from the order of enrolment recommended in the model curriculum for courses where the average rate of progress is average.
   2. The rules for the admission of compulsory (A) and optional (B) subjects in the curriculum are set out in the pre-study regulations for the subject, and the conditions for the choice of the modules of the degree programme are set out in the pre-study regulations for the module. A maximum of three other subjects or a maximum of one group of subjects (module) with a total value of no more than 15 credits, comprising several subjects for the same educational purpose, may be assigned to a given subject as a prior learning requirement. The simultaneous enrolment of other subjects may also be specified as a requirement for each subject specified in the curriculum.

**Subject programme, subject requirement**

59. §

1. The subject is a core unit of the degree curriculum, with entry and completion conditions. The knowledge to be acquired in each subject is defined in the subject programmes. The subject programme is prepared and uploaded in Neptun by the subject leader/subject supervisor. The deadline for uploading the course programmes to Neptun is 10 days before the start of the semester in question.
2. The knowledge to be acquired in each subject is defined in the subject programmes. The programmes of each subject are accredited by the faculties responsible for their teaching. The curricula for each subject are determined by the Faculty Councils responsible for the training, or in the case of curricula for the part-time training, by the Senate in agreement with the Councils of the faculties involved in the training, prior to the national accreditation procedure. Among the accredited subjects, the Faculty Council of the faculty responsible for the training course adopts the compulsory and optional subjects of the course.
3. The subject programme includes:
4. the subject code, full and abbreviated title,
5. the number of hours per week (semester) (lecture + classroom + field and classroom practicals),
6. the type of end-of-semester examination (signature, mid-term grade, colloquium, final examination),
7. the amount of coursework in credits required to complete it,
8. the department/institution and lecturer responsible for the subject and the prerequisite for enrolment in the subject,
9. the role of the subject in achieving the aim of vocational education and training,
10. a description of the subject syllabus,
11. how the grade (signature) is determined, any examination requirements,
12. the written teaching material (textbook, notes, example books, literature, case studies, etc.), the main technical and other aids that can be used,
13. the number and type of tasks the student is expected to do individually.
14. The admission procedure of the subject is determined by the model curriculum of the degree programme, the conditions for its fulfilment are set out in the subject programme, and the detailed rules for a given semester are set out in the subject requirements.
15. The subject requirement sets out what students must do and when they must do it in order to complete the subject.
16. The subject requirement includes:
17. the requirements for attending sessions and the possibility of making up for absences,
18. how to justify absences from classes and examinations,
19. the planned number of mid-semester examinations (reports, final examinations), their topics and dates, the possibility of making up and correcting them,
20. the end-of-semester signature requirements,
21. the way in which the grade is determined,
22. the type of exam,
23. a list of notes, aids and literature that can be used to learn the course material
24. the conditions for participation in the subjects covered.
25. In the first week of the course, the departments/institutions will inform the students of the subject requirement and where and how to access it.

**Departments, committees and persons responsible for academic matters**

60. §

1. **University Study Centre (USC**): its task is to coordinate, ensure the uniform operation and support the academic administration activities at the university level, based on the rules of procedure adopted by the Senate.[[54]](#footnote-55)

(1/a**) Faculty academic administrator:** responsible for the activities related to the faculty academic administration supervised by the Dean and the EIT, as specified in Article 3 (3) of the EIT Regulations.[[55]](#footnote-56)

1. **Student Affairs Committee**: a standing committee set up by the Senate to deal with students' academic and social affairs.
2. **Faculty Study Committee (SC**): a standing committee established by the Faculty Council to act in the first instance in matters concerning students' studies and examinations. It acts on the basis of a written request from the student, in the case of an institutional decision contested by the student in violation of the provisions of the Regulations, or in the case of any other complaint related to studies, or in any other matter referred to it by these Regulations.
3. **Faculty Credit Transfer Committee** (CTC): a standing committee established by the Faculty Council, which deals with student matters related to credit accumulation, student requests for credit transfer from other institutions, acceptance of substitute and elective courses, and credit transfer requests from students applying for a Master's degree.
4. The student may appeal against the first instance decision of the faculty's TB and KÁB within 15 days from the date of notification/ or from the date of publication of the decision in the Neptun system.
5. The dean of the faculty shall exercise the power of second instance in the authority delegated by the rector of the university.
6. Otherwise, the remedy procedure is governed by § 7 of the Student Requirements System. The composition of the Faculty Board ~~of~~ Trustees is determined by the Faculty Rules of Procedure, with the number of members delegated by students in the Board not being less than 50% of the members of the Board.

**Timetable for the academic year, periods of study , the study timetable[[56]](#footnote-57)**

61. §

1. The basic time unit of education is the semester, an academic year consists of two semesters. The academic year starts in the autumn.
2. The timetable for the academic year is decided by the Senate after consulting the Student Union and the faculties, in accordance with the Academic Regulations[[57]](#footnote-58) . The Rector and the Dean may authorise a maximum of 3 days of school holidays per academic year.

The Dean may authorise a break in teaching after consultation with the Rector. The dates of Rector's teaching breaks are determined by the EPSU, and the dates of Dean's teaching breaks are determined by the Faculty EPSU.

1. At the university, the semester consists of a study period, an examination period and a final examination period. The structure of the semester is at least 1 registration week, 13 teaching weeks, 5 weeks of exams. Students who graduate in a given semester may have different periods of study and examinations.[[58]](#footnote-59)
2. 1 week of the registration period is part of the study period.[[59]](#footnote-60)
3. The enrolment/registration, the beginning and end of the academic year, the dates of the academic year, the opening and closing ceremonies and the final examinations are determined by the Vice-Rector for Education, taking into account the proposals of the faculties, the deadlines for the submission of diploma theses/theses/thesis, the final examination dates for each course, the dates of the TDK and the internships are determined by the Faculty Councils and the resulting aggregated institutional study regulations are approved by the Senate. The timetable of the academic year shall be determined in such a way that students arriving by a supplementary admission procedure may enjoy the same rights as those arriving by a general admission procedure.
4. Study trips, field trips, work placements, school placements, kindergarten placements, which are not included in the model curriculum, must be specified in the faculty study regulations. The events determining the timetable for the academic year, such as the dates of late registration, course enrolment, course submission, application submission, etc., are recorded in the Neptun system by the University Study Centre, coordinated by the Senate and the Faculty Councils, on the basis of the general timetable.

**Creation, termination and suspension of student status**

62. §

* + 1. The student is a student of the University. The student status is established by the decision on admission or transfer upon enrolment. Enrolment takes place only once at the beginning of the studies and registration is required for the following semesters.[[60]](#footnote-61)

1. The establishment of the legal relationship is conditional on[[61]](#footnote-62) the personal and Neptun enrolment, as well as the signing of the training contract in the case of students with a self-financed course, and the signing of the declaration on the conditions of the course in the case of students with a state (part) scholarship . The prerequisite for enrolment in the Neptun system is that the applicant does not have any payment obligations whose payment deadline precedes the date of enrolment (no overdue financial items to be paid).[[62]](#footnote-63) ,[[63]](#footnote-64)
2. During the registration week, at the enrolment which requires personal attendance
   1. applicants admitted to a course supported by a (part) grant from the State declare their commitment to the conditions of the course. Method of declaration: the declaration of acceptance of the conditions of the training is made by the applicant in the Neptun system by filling in the enrolment form with personal data, by making a declaration on the enrolment form and the printed enrolment form.
   2. the candidate admitted or reclassified as a self-financed student enters into a student training contract. The training contract on the conditions of the self-financed training is also concluded at the time of personal enrolment, when it is signed in front of the student's academic administrator.
   3. For students on a part-time work schedule, enrolment requiring personal attendance is understood as the first day of the first consultation session.
   4. In addition to filling in and submitting the enrolment form in Neptun, you must also register for the semester. Without fulfilling the above conditions, the student status will not be established.[[64]](#footnote-65)
   5. For foreign students (full-time and part-time) the following rule applies:

As a rule, enrolment, which requires personal attendance, takes place during the registration week. If you are unable to enrol by the last day of the registration week for reasons beyond your control (e.g. visa denied, war situation, etc.), the deadline for enrolment and registration is 14 October for the autumn semester and 14 March for the spring semester. You may attend, enrol and take courses at any time before that date by prior arrangement.

If the deadline is missed - through no fault of your own - no student status can be established.***[[65]](#footnote-66)*** In the case of foreign students, personal enrolment may be waived until the statistical deadline.[[66]](#footnote-67)

1. If a non-Hungarian citizen starts or continues his/her studies in Hungary in the context of distance education, he/she may establish a student status without a permit for entry and residence. The student must obtain a residence permit and present to the higher education institution the documents required by the higher education institution from among those presented electronically during the admission procedure and enrolment before continuing his/her studies in the context of education abroad.[[67]](#footnote-68)
2. The training time specified in the training and output requirements at each level of training:

|  |  |
| --- | --- |
| Training level | Training period |
| basic training | 6-8 semesters |
| Master's degree | 2-4 semesters |
| single, undivided training | 10 semesters |
| Master's degree in teaching | 10-12 semesters |
| specialised further training | 2-4 semesters |
| higher education vocational training | 4 semesters |

1. Minimum number of credits to be completed at each level of training to obtain a diploma/certificate:[[68]](#footnote-69)

|  |  |
| --- | --- |
| Training level | Minimum number of credits to be completed |
| basic training | 180-240 credits |
| Master's degree | 60-120 credits |
| single, undivided training | 300 credits |
| Master's degree in teaching | 300 credits |
| specialised further training | 60-120 credits |
| higher education vocational training | 120 credits |

1. The training and outcome requirements of the university's higher education specialisation[[69]](#footnote-70) , bachelor's, master's and master's degree programmes are set out in the official notice issued by the Minister of Education,[[70]](#footnote-71) the training and outcome requirements of the bachelor's and master's degree programmes in the field of teacher education are set out in ITM Decree 63/2021 (29.XII.), and the training and outcome requirements of the teacher specialisation programmes are set out in *EMMI Decree 8/2013 (30.[[71]](#footnote-72)*
2. **The student's student status is terminated**,
   1. if the student has been transferred to another higher education institution, on the day of transfer but no later than 14 October/14 March.
   2. if the student announces the termination of his/her student status, on the day of the announcement,
   3. if the student cannot continue his/her studies on a state-subsidised/part-scholarship course and does not wish to continue on a self-financed course,
3. on the last day of the semester in which the student obtained the final certificate (diploma) ,[[72]](#footnote-73)
4. in higher education, if the student has become medically unfit to continue his/her studies and there is no other suitable higher education course at the higher education institution, or the student does not wish to continue his/her studies or cannot continue his/her studies due to the lack of the necessary conditions for further studies, on the day the decision on the termination becomes final,
5. if the student's student status is terminated by the Rector after an unsuccessful request by the student and an examination of the student's social situation, on the day the decision on the termination becomes final,
6. the date on which the exclusion decision becomes final .
7. The higher education institution **unilaterally terminates** (dismissal) **the student's status t**
   1. a student who has failed a total of ten revision and retake examinations in the same subject unit[[73]](#footnote-74)
   2. if the student fails to enrol for the third consecutive semester ,
   3. if the number of active semesters of the self-financed course exceeds three times the duration of the course
   4. if the student has started more than 10 passive semesters

provided that, in each case, the student has been reminded in writing to comply with the obligation by the deadline and has been informed of the legal consequences of failure to comply.

1. In the case of paragraph (9)(b), the first reminder is sent within five days of enrolment by electronic message in Neptun, while the second reminder in the case of paragraph (9)(b) is sent by Neptun message after the fourth failed examination, by email.[[74]](#footnote-75)
2. In the case of paragraph (9)(c), the first reminder shall be sent by electronic message in the Neptun system by the last day of the examination period of the second passive semester, and the second reminder shall be sent at least two weeks before the registration week of the semester in which the consequences of the default can still be remedied.[[75]](#footnote-76)[[76]](#footnote-77)
3. Student status is suspended (passive semester):
4. if the student applies for a passive semester during the registration period,
5. if the student has not registered during the registration period and the subsequent registration period
6. if the student is unable to fulfil the obligations arising from his/her student status due to childbirth, accident, illness or other reasons beyond his/her control,
7. if the student is banned from further study as a disciplinary sanction,
8. for the period of voluntary military service in the military reserve.
9. In the case provided for in paragraph 12(a) to (c), the period of continuous interruption of student status shall not exceed two semesters. The student may take advantage of the suspension more than once. [[77]](#footnote-78)

(13a) The institution of higher education may, upon the student's request, authorise the suspension of the student's status

1. for a continuous period of more than two semesters,
2. before the first semester is completed, or
3. until the end of the training period already started, for the training period in question

provided that the student is unable to fulfil the obligations arising from his/her student status through no fault of his/her own, due to childbirth, accident, illness or other unforeseen circumstances;

1. or, if the student wishes to obtain a vocational qualification after passing the school-leaving certificate, until the qualification is obtained, but for a maximum of two semesters,[[78]](#footnote-79)

(13b) By way of derogation from paragraph (13), a student may be granted a break in his/her student status for four consecutive semesters if he/she is paid an infant care allowance, a child care allowance or, in the case of maternity leave, a salary.

1. The student may withdraw his/her registration by 14 October or 14 March at the latest, or request a suspension of his/her studies by the same dates after enrolment. If the student does not request a break in his/her studies by these dates after enrolment or registration, the semester is considered an active semester. This gives rise to obligations arising from the acceptance of the conditions of the course supported by the Hungarian State (part) scholarship or the obligations set out in the training contract, regardless of the fulfilment of the student's study obligations. If the student discontinues his/her studies or does not enrol and this does not result in the termination of the student's status, the semester in question shall be registered as a passive semester.[[79]](#footnote-80)
2. During the period of the suspension of the student status, the student is not entitled to enrol in courses and subjects, to participate in examinations, final examinations, to have a subject recognised, i.e. his/her studies cannot be assessed in the passive semester, and the student is not entitled to the benefits and reimbursements specified in the regulations.

(15a) If the student has a study registration, there is no possibility to pass the semester afterwards.

1. The University does not require a minimum number of credits for a given period of study, nor a minimum (cumulative) weighted grade point average.
2. The student may pursue studies necessary for obtaining additional qualifications or professional qualifications within the framework of his/her existing student status, and may establish a student / visiting student status with another higher education institution.
3. The student or former student may apply for admission - without participation in the central higher education admission procedure, at his/her own expense - to a degree programme in the field of computer science at the same or another higher education institution, where he/she has at least 30 credit points to be credited according to the credit transfer rules of the higher education institution.[[80]](#footnote-81)
4. The higher education institution may establish a pre-study student relationship with the student participating in the diploma technician programme at its own expense.
5. A person who is a pre-student is entitled to pursue part-time studies and other studies as part of a degree programme at the higher education institution and to establish a student relationship with the higher education institution outside the central admission procedure.
6. The higher education institution may cooperate with a vocational education and training institution with regard to its pre-student training, in particular in the use of digital learning material under the [Act.](https://njt.hu/jogszabaly/2019-80-00-00) The higher education institution shall issue a micro-certificate of successful completion of the training to the person with prior student status.
7. An institution of higher education may make the establishment of student status pursuant to paragraph (20) subject to the fulfilment of appropriate academic and other conditions related to the academic results at the time of the establishment of the preliminary student status.

**Publicly funded/government (part-)scholarship and self-financed training**

63. §

1. The form in which the costs are borne may be that of a student in higher education:

a) student in a state-supported course / student supported by a Hungarian state (part) scholarship

b) a student on a self-pay basis.

1. A student who is enrolled in a self-financed course must:
   1. you have been admitted to a course at your own expense during the admission procedure,
   2. you have been reclassified from a publicly funded/granted course to a self-financed course,
   3. who has exhausted the training period available for state-subsidised/government-funded training (funding period),
   4. a foreign student who is not on a state scholarship.
2. Students who have been admitted to a Hungarian state (part-)scholarship course since September 2012 are considered state-funded students according to § 47 of the Nftv.
3. A student who has been enrolled in a self-financed course since September 2012 is considered a self-financed student.
4. The benefits and payment obligations of students with state support/government (part) scholarships and students with self-financing, as well as the rules for transferring between the different forms of funding, are set out in the Rules on Benefits and Reimbursement.

**Receipt**

64. §

1. A student whose student status has not been terminated due to dismissal or disciplinary exclusion, or who is not subject to compulsory dismissal or exclusion, may be admitted from another higher education institution or from another faculty, degree programme, work programme, language of study, but from the same field of study, taking into account the capacity and the student's form of financing. The transfer may only take place on the basis of Section 42, points 1 (b) and 6 of the Nftv. and Section 87/2015 (9.4.2015) only at the same level of education and in the same or related fields of study, in the case of bachelor's and master's degree programmes, provided that the student has actually acquired at least 30 credits at his/her previous institution - except[[81]](#footnote-82)
2. in accordance with § 8 of [Government Decree 283/2012 (X. 4.)](http://jogiportal.hu/view/seo.php?id=e3b445b8ca1b961f7&state=20150417) on the system of teacher education, the order of specialisation and the list of teacher specialisations,
3. from postgraduate to bachelor level,
4. transfer from a bachelor or master's degree course to a higher education course.
5. In the case of a student with a completed semester and 30 credits, the Vice-Rector for Education will make a decision on the basis of a professional recommendation from the Dean of the host faculty in the case of a student's request for re-enrolment, taking into account the capacity and the circumstances presented by the student.[[82]](#footnote-83)
6. Special cases of transfer in teacher training:
   * + 1. A student admitted to a bachelor's degree course may apply for admission to the non-university teacher training course in the bachelor's degree subject area until the end of the second semester at the latest. The institution decides which teaching specialisation can be taken up in combination with the other specialisation and for how long and under what conditions the missing credits must be accumulated. The faculty may make the admission to a teaching profession other than the basic subject subject subject to a differential examination.
       2. In the case of non-university teacher training, students can apply for transfer to a bachelor's degree programme if they have accumulated at least 60 credits in the subject area.
       3. At the student's request, up to the end of the second semester, the possibility of changing one of the teaching specialisations of the pair of specialisations up to a maximum of one time. The faculty may make the admission of a new subject pair subject to a differential examination.
7. A student with a state grant/(part) state grant can be admitted to a course with a state grant/(part) state grant or a self-financed course, while a student with a self-financed course can only be admitted to a self-financed course.
8. The decision on the conditions of the transfer is taken by the Vice-Rector for Education, after hearing the opinion of the supervisor, the competent institute and the Academic Committee of the receiving faculty, on the basis of a professional proposal of the Dean of the Faculty, and the reasons for the decision are also stated.
9. The transfer within the university does not affect the student status.

1. The takeover request:
2. may be submitted by 15 September of each year for the following autumn semester in the case of an intra-institutional transfer, and by ~~15~~ February of each year for the spring semester, if the transfer is an intra-institutional transfer.
3. when transferring from another institution, must be submitted to the University Study Centre by 20 August each year for the following autumn semester and by 20 January each year for the spring semester, addressed to the relevant dean.
4. The transfer decision must specify the degree programme, subject, place of study, language of study and form of financing in which the student may continue his/her studies.
5. The admission of courses completed at other faculties, departments or institutions and the recognition of credits earned shall be decided by the host faculty's faculty board in accordance with § 73.
6. In the event of a change of course, the semesters previously completed can be counted towards the new work schedule.

**The parallel training**

65. §

1. Students enrolled in a parallel course must enrol in each course, registering for each semester. For the purposes of calculating the period of support or the time available for self-financed training, a semester shall be counted as one semester if the student, with regard to the additional (parallel) student status established no later than in the third semester of the first course he/she started,
   * + 1. you are a student at several higher education institutions at the same time, or
       2. you are preparing to obtain several qualifications at the same time in the same higher education institution.
2. A 2012. In the case of students studying from September 2012 and onwards, participation in a course supported by a Hungarian state (part) scholarship is not excluded if they have a degree and professional qualification in higher education, with the proviso that if a student is studying in a Hungarian state (part) scholarship course in a training cycle, in the case of further (parallel) courses in the same training cycle, the number of semesters corresponding to the number of parallel state (part) scholarship supported courses must be deducted from the support period every semester.
3. The student and the higher education institution may establish an additional student relationship for a teacher's degree course taken in parallel with a Master's degree course outside the central admission procedure.[[83]](#footnote-84)

**Part-time, visiting student training**

66. §[[84]](#footnote-85)

1. The student may also take the courses of his/her studies at another higher education institution in the country/abroad as a visiting student.
2. The visiting student's training is approved by the Faculty Curriculum Committee.
3. The university issues a micro-certificate of academic performance from its study system, including the course description (subject matter), and transmits it electronically via the study system to the study system of the higher education institution with which the visiting student is a student.[[85]](#footnote-86)
4. Courses completed during the period of the guest student's training may be admitted in accordance with § 73.

**Part skills training**

66/A. §[[86]](#footnote-87)

1. The institution of higher education may admit persons who are not students of the university institution - for the purpose of partial knowledge training - to any course or module of the institution, without a separate admission procedure, for self-financed training

1. With regard to this legal status, the student is not entitled to continue studies in order to obtain additional qualifications or professional qualifications, to apply for transfer, to establish an additional (parallel) student or visiting student status, to suspend his/her student status - with the exception of the reason specified in paragraph (2) of Article 45 of the Nftv., to apply for transfer to a state (part) scholarship, to use a period of support.
2. Students admitted for the purpose of acquiring partial knowledge shall be subject to a training contract in accordance with the relevant rules of the JTS.
3. The higher education institution of the is obliged to issue a micro-certificate of academic performance from its study system, including the subject description (subject matter)~~.~~ Completion of the course or module may be counted towards higher education studies in accordance with the credit transfer rules.
4. A higher education institution may also establish a new training relationship with a student for the purpose of part-time, self-pay training. The higher education institution issues a micro-certificate of successful completion of the part-time course.
5. The fees payable by students are set out in Annex 9.

**Student's obligation to enrol, register and report**

67. §

1. Pursuant to Article 62 (1), the admitted student shall be entitled to establish a student relationship with the institution only in the semester of the admission decision. The student shall be obliged to enrol at the institution at the time specified in the faculty's study regulations for the first semester and to register for each subsequent semester.
2. If the student fails to register, the semester is automatically considered a passive semester. The third[[87]](#footnote-88) such failure shall have the consequences provided for in Article 62(8)(c).
3. Students may withdraw their registration for the start of the training period within one month of the start of the training period, but no later than 14 October or 14 March, without giving any reason, by submitting an electronic request in Neptun. If the student does not request a break in his/her studies by this date, the semester will be considered active even if the student does not attend any classes and does not fulfil any of the study requirements.
4. Before the start of each subsequent period of study, students must declare by the last day of the registration period at the latest whether they will continue their studies or discontinue their studies during the period of study. Registration for an active semester is valid if you declare this in Neptun.[[88]](#footnote-89) In the case of students who are required to pay a co-payment, an additional condition for enrolment or registration is the payment of 50% of the co-payment by the end of the registration period at the latest. The foreign currency-based co-payments are paid in one lump sum, payment of which is a condition for the start of registration/enrolment.[[89]](#footnote-90)
5. The registration area is open and accessible to the student if there are no outstanding debts, i.e. the financial amount of the payment has been settled (lead time from payment to settlement in Neptun: 3 working days).[[90]](#footnote-91)
6. In the case of students who pay their own fees under the DIÁKHITEL2 scheme, their enrolment/registration will be valid if they conclude the loan contract and record its contract number in Neptun no later than the first day of the registration period.[[91]](#footnote-92)
7. If the student does not pay the full cost of the[[92]](#footnote-93) fee himself/herself, but by a partner with a tax number (e.g. the student's employer), the enrolment/registration will be valid if the student has submitted the payment commitment form in the application management system by the first day of the registration period at the latest.[[93]](#footnote-94)
8. If the student does not pay the part of the financial item [[94]](#footnote-95)[[95]](#footnote-96) for the self-payment but a partner with a tax number (e.g. the student's employer), the enrolment/registration will be valid if the student pays the part of the self-payment no later than the first day of the registration period.[[96]](#footnote-97)
9. In the case of students admitted through the supplementary admission procedure and students admitted through the admission procedure by legal remedy, the fee is payable in one lump sum by 10 October for the autumn semester and by 10 March for the spring semester.[[97]](#footnote-98)
10. The detailed (procedural and technical) rules for the fulfilment of the enrolment and registration obligations are set out in the University Study Centre's Procedures[[98]](#footnote-99)
11. The student is obliged to report any changes in his/her data in the Neptun system by filling in the "Data Modification" form in the system,[[99]](#footnote-100) , whereby the student declares that the data are correct and declares that he/she is aware of his/her criminal liability. In the case of a change of data, the University Study Centre will only authorise the change of data upon presentation of the documents/papers proving the change of data:
    * + 1. name,
        2. place and date of birth,
        3. permanent address.
12. The regulations for students are available on the University Study Centre website. First-year students will also receive verbal information about the student regulations at the same time as they enrol.

**Announcement and admission of subjects**

68. §

1. The faculties of the university are obliged to ensure that the student can take a course of study that is at least 10% more than the credits required for the degree and that is suitable for credit. In the case of BA/BSc, MA/MSc courses, the student may choose to take these credits from the same level of study. In the case of FOKSZ courses, he/she may choose from FOKSZ and BA/BSc level courses from other institutions, faculties, . If you choose to take courses from another institution, you must proceed in accordance with §§ 66 and 73.[[100]](#footnote-101)
2. The Faculty is obliged to announce in the Neptun system the compulsory (A), compulsory elective (B) and optional (C) subjects of the courses of study in the current semester according to the model curriculum, whether the subject is required to be passed by examination or with an intermediate mark, and the subjects that end with an examination, with at least the possibility of taking an examination in the semester following the semester according to the model curriculum.
3. Students have the right (subject to curricular requirements) to choose the subjects, the teachers and the parallel classes.

1. If the student has passed the mid-semester requirements at the appropriate level, but has not passed an assessable examination or has not received a mid-semester grade, the student must retake the course. In this case it is sufficient to take the examination course. The student may also request a re-signature if the course is offered with the class hours held. In the event of a major change in the course program, the department/institutions must indicate to the student in the course requirements that previously completed mid-semester requirements will not be accepted. In the latter two cases, the signature obtained is invalidated and the mid-semester requirements must be fulfilled again.
2. Students should be given the opportunity to complete their studies on the course they have started, by offering them the opportunity to consult and by offering them the opportunity to take exams.
3. The faculties may allow prior enrolment in subjects and courses in the faculty study regulations. The starting date for preliminary enrolment in subjects and courses may be no later than 30 days before the start of the autumn and spring semesters. Until these dates, the faculty timetable editor[[101]](#footnote-102) will prepare the timetables on the basis of the preliminary information provided by the faculty.

**Participation in the sessions**

69. §

1. Students of the university can attend any of the lectures without permission[[102]](#footnote-103) . Participation in tutorials or seminars requires the permission of the instructor leading the tutorial or seminar. Outsiders may attend study sessions only with the permission of the Dean.
2. The Vice-Dean of Education may authorise absences from compulsory study sessions as provided for in the institutional prospectus for five days. The total of such absences may not exceed 10 school days in any one academic term. The student will contact the departments/institutes concerned with the permission to arrange the necessary make-ups.

(2a) At the University of Sopron, participation in practicals, seminars, laboratory/professional exercises and the fulfilment of the practical requirements are compulsory. The course instructor is obliged to keep a record of student participation in seminars in the Neptun study system. The requirements for student attendance at lectures are defined by the course supervisor in the course syllabus after consultation with the course supervisor and the Associate Dean for Education.

1. The instructor of a subject may refuse to sign the subject for the semester if the student's absences from a subject, certified and un-certified, exceed one third of the number of hours of the term.
2. A student who is absent from a mid-year practical session can only be credited for a semester if the missed practical session is made up in accordance with the course requirement.
3. [[103]](#footnote-104)For full-time students, participation in the project week is compulsory. The diploma can be awarded to the student if he/she participates in the project week every semester from the spring semester of the academic year 2022/2023. The certificate of participation will be issued by the Associate Dean for Education of the faculty concerned.
4. It is not considered as an absence if the student has participated in compulsory university activities (sports and academic competitions, school practice, field training, week-long practice, university committee or senate meetings, etc.) not included in the timetable and has presented the corresponding certificate to the lecturer of the subject.

**Verification of knowledge and accumulation of credits (credit accumulation)**

70. §

1. The university records and summarises the student's academic performance recognised with credit in the Neptun study system. All compulsory (A), compulsory elective (B) subjects and their substitutes shall be taken into account for the purposes of the summation.
2. There is only one requirement per subject, which takes the following forms:
3. **Signature**:

* the instructor's signature attests to the completion of the mid-semester requirements of the subject or curriculum unit,
* the condition for admission to the examination, and for courses offered by examination only, is the signature obtained in the previous semester.

1. **Examination**: type of end-of-semester examination of the subject, assessment is based on a three-grade system.
2. **A mid-term mark** may be required if the practical application of the theoretical material and the assessment of application skills are necessary and possible for the learning objective. The requirements of the subject to be assessed with a mid-term mark must be fulfilled by the student during the semester period, except for the correction of an unsatisfactory mid-term mark. The mid-semester mark is assessed by a five-grade or three-grade mark.
3. **The exam** is a review of the semester's material in a subject. The aim of the examination is to assess the student's mastery of the subject matter and his/her ability to master further material based on it. The examination is graded out of five.
4. If the student takes **a special examination at** the end of the teaching period, no other form of assessment - except for the practical assessment - may be prescribed from the subject material during the semester of the special examination. The department/institute may hold a special examination during the semester or the examination period. If a special period of specialisation is provided for the examination, a colloquium may be required from the material of the last teaching period of the subject. A final examination may not be required for a special examination in a final examination subject.
5. The student's compulsory work placements (in factories, production, nursery schools, etc.) (except for exchange placements abroad) must be assessed in accordance with the curriculum requirements.
6. Knowledge of the course material can be assessed**:**
7. written or oral report, written (final) paper, homework assignment (plan, measurement report) during the term,
8. a written or oral examination and/or a written test during the examination period (graded out of five: excellent (5), good (4), medium (3), fair (2), unsatisfactory (1)),
9. final examination (§ 84)

(3a) The student's knowledge may be assessed by:

* + - 1. five grades: excellent (5), good (4), average (3), fair (2), unsatisfactory (1),
      2. three grades: excellent (5), pass (3), fail (1).

1. There should be no difference in the assessment of the student's work depending on whether the student is on a state-funded/(part-)state scholarship or a self-financed course. A student may only start his/her semester examinations in a given subject if he/she has fulfilled his/her academic and other obligations until the end of the semester and this is confirmed by the signature of the subject teacher in Neptun.
2. The student has the right to submit a request by the end of the 14th day following the examination period to report any incorrect or missing marks recorded in the Neptun system. It is recommended that the request for correction of an incorrect/missing mark recorded in Neptun be accompanied by a completion sheet.
3. At the beginning of the semester, the lecturer of the subject must explain to the students the requirements for the signature and the examination. If the student fails to meet the requirements of the course, the head of the institute or the lecturer may refuse to allow him/her to sign the course or to take the examination, or may make the recognition of the semester subject to certain conditions. The lecturer of the subject will inform the students concerned by means of a Neptun message at the end of the academic term. The possibility of taking examinations will then be disabled in Neptun.
4. An end-of-semester grade may be given:
5. mid-semester grades, for both theoretical and practical subjects, on the basis of examinations during the semester,
6. with an examination mark, in which case the mark may be based only on the performance in the examination or on the combination of the mid-semester examinations and the performance in the examination. In the latter case, at least 50% of the grade will be based on the examination and up to 50% on the mid-term examinations,
7. with an examination ticket.
8. If the mid-semester grade is based on final exams, the opportunity to make up failed or unwritten exams should be provided during the semester (exceptions may be made for exams written in the last week of the semester). If the student is unable to obtain the mid-semester mark even with the make-up option(s), he/she may attempt to obtain the mid-semester mark twice, in the form of a remedial examination and a retake remedial examination, until the end of the second week of the examination period, in accordance with § 71(10).
9. A signature attests the fulfilment of the mid-semester requirements of the subject ending with the examination. This signature is a prerequisite for passing the examination. A signature may be required as a condition for obtaining at least 50% of the marks available in the mid-semester examinations. If a student fails to fulfil an obligation which is a prerequisite for passing an examination and which can be made up during the examination period, the requirement for the subject in question may be attempted once at the latest by the end of the second week of the examination period, subject to payment of the fee specified in the Fees and Charges Regulations.
10. The time for the final examination must be set so that it starts after 8 a.m. and finishes before 8 p.m.
11. Based on the student's mid-semester performance, the instructor may offer a merit mark (**offered mark**). The offered mark can be entered in the Neptun system from the first day of the last week of the semester until the last day of the first week of the examination period.

The student will be notified by Neptun message when the offered ticket has been entered.

The student can indicate in the Neptun system the acceptance or rejection of the offered examination mark by the end of the examination period at the latest. Acceptance of an offered ticket is only possible if there is no valid exam registration.

An offered exam ticket not accepted by the deadline will be considered as rejected.

Once the offered grade has been recorded in the study system, the student may not register for an examination in the subject until it has been refused. If the offered grade is accepted, the student is not allowed to sit the examination in the subject and the accepted offered grade cannot be corrected in the examination.

If the student obtains a valid examination mark before the offered mark is accepted, the offered mark will be considered as rejected.[[104]](#footnote-105)

**Examinations and special tests, examination period**

71. §

1. The examination must be organised in such a way that all students concerned can register and take the examination. The number of examination days and examination opportunities shall be distributed evenly over the examination period according to the number of students. The number of examination opportunities be determined on the basis of at least twice the number of students enrolled in the subject. A minimum of three examination days per examination period shall be provided for up to 30 students, and at least one examination day per week for more than 30 students. Examinations may be held only at the seat of the university, on the premises of the university, in the virtual space specified by the instructor, or in a building or premises used (rented) by the .
2. The exam timetable must be published by the instructor at least three weeks before the exam period by posting it on Neptun and, if possible, by giving oral information at the last lecture.
3. The student registers for the exam in the Neptun system. You can register and unregister for the exam until 12 noon on the working day before the exam.
4. If a student fails to sit an exam after registration, his/her knowledge will not be assessed. An absence from an examination in a given subject may also lead to an absence. The student can prove the absence by submitting a certificate to the Dean's Office[[105]](#footnote-106) . In the case of an unauthenticated absence, the student is obliged to reimburse the costs incurred by paying the amount specified in the Regulations on Fees and Reimbursement. The student may register for the second examination without paying the retake examination fee, whether the absence is certified or not.
5. The candidate should be allowed a short preparation before answering. An examination consisting of several parts should also be held on the same day, if possible. The examiner or the chairperson of the examination board is responsible for the smooth running of the examination and for ensuring a relaxed atmosphere.
6. Deadline for communicating the mark: within 24 hours of the end of the oral examination, or within 3 working days of the end of the written examination. Communication: by entering the grade in the Neptun system. If a student misses an examination of the same subject unit due to a delay in the notification of the mark, the examiner is obliged to announce a new examination date to allow for a make-up.
7. In the case of written examinations, the student must be given the opportunity to view his/her work within two working days of the announcement of the result.
8. Students can start the exam after presenting a document proving their identity.[[106]](#footnote-107)[[107]](#footnote-108)
9. Oral exams, including the final exam and the thesis/thesis defence, are open to the public. The dean may limit the publicity in accordance with § 83 (1).
10. A student may take up to three examinations of the same course unit in one semester, regardless of the number of times the unit is taken: if the first examination is failed, the student may repeat the failed examination (hereinafter: remedial examination), and the failed remedial examination may be repeated (hereinafter: retake remedial examination). If no remedial examination has been passed and the same person has examined both the examination and the remedial examination, the student shall be given the opportunity to take the re-sit remedial examination in front of another examiner or examining board at his/her request. This right shall also apply if the examination is taken in a new period of training.
11. A student may take a remedial examination until the end of the examination period after obtaining a failing grade. It is also possible to fail this remedial examination (special examination).
12. The examination must be taken in front of a committee of at least two lecturers, a record of the examination must be kept and sent to the Faculty Academic Administrator/Dean's Office[[108]](#footnote-109) . The chairperson of the committee is an associate professor or a professor and may be exempted by the dean of the faculty concerned.
13. The list of names for the exam must be printed from Neptun before the exam starts. The examiner/instructor must hand in the completed and signed examination form to the department/institute after the examination has been completed, which will forward it to the Faculty Academic Administrator/Dean's Office on the last day of the examination period.[[109]](#footnote-110) In the case of a special examination, a special examination report must be printed out from the Neptun system and completed and submitted to the Faculty Academic Administrator/Dean's Office at the end of the examination period.[[110]](#footnote-111)
14. In particularly justified cases, the Associate Dean of Education may, at the request of the student, authorise an examination outside the examination period, which the student can request by submitting a request in Neptun.
15. If the student takes an examination course in the subject indicated as a prerequisite, he/she may take a preliminary examination during the CV examination week in the second week of the course. In case of an unsuccessful preliminary examination, the examination course can still be taken during the semester, and the unsuccessful preliminary examination counts towards the number of examinations. If the course indicated as a prerequisite is completed in this way, the student can take the course and complete it in the semester in question by submitting a request for a subsequent admission to the course. If the subject indicated as a prerequisite is assessed in the form of a mid-semester mark, the lecturer of the subject may exclude the above possibility of early assessment in the subject syllabus[[111]](#footnote-112)

**Criterion requirements , foreign language requirements**

72. §

1. Meeting the criteria set out in the model curriculum is a prerequisite for obtaining the diploma.
2. For the award of the diploma/diploma/certificate, the training and output requirements may include a foreign language requirement.
3. The foreign language requirements for a given degree course are set out in the institutional prospectus.

**Recognition and transfer of credits earned and accumulated at other institutions and in certain levels and specialisations to other levels of training**

73. §

1. The student may apply for recognition of his/her studies at another higher education institution as part of his/her studies.
2. One credit may be awarded for the learning of a given subject. The learning outcomes recognised for credit shall be recognised, if the prerequisite is met, in the course of studies at any higher education institution, regardless of the higher education institution and the level of study at which they were obtained. Recognition shall be based solely on a comparison of the knowledge on which the credit is based, on the basis of a subject programme. Credit shall be recognised if the knowledge compared is at least seventy-five per cent equivalent.
3. Recognition is granted by the award of a credit and the acceptance of a mark. The credit value of the recognised learning achievement is equal to the credit value of the curricular requirement that is deemed to have been fulfilled, but the credit obtained cannot be changed when the subject is recognised.
4. The following credit counting principle applies to postgraduate studies from higher education/university vocational education and training:

a) the credits obtained in higher vocational education must be counted towards the bachelor's degree in the same field of study, up to a minimum of 30 and a maximum of 60 credits,

b) the number of credits to be accumulated in order to obtain a higher education qualification according to the EMMI Decree 39/2012 (XI.21.): 120 credits, of which

ba) for further studies in the field of classification, the number of credits to be counted: at least 90 credits,

bb) the number of credits to be credited in the case of further study in a non-classified field of study: at least 30 credits,

1. according to Section 15 (2) of the Nftv, from 1 September 2015 the number of credits that can be credited in the bachelor's degree programme in the same field of study in higher education may be at least 30 and at most 90 credits.
2. The Credit Transfer Committee may recognise previous studies and work experience as fulfilling a study requirement. The maximum number of credits that may be counted on the basis of work experience is 30.
3. Students starting their studies from September 2012 are obliged to complete at least one third of the credits of their studies at the institution in question in order to obtain the final certificate (diploma), even if they have completed studies at the institution of higher education or other previous studies and the previously acquired knowledge is recognised as credit.

(6a) The requirement in paragraph (6) to obtain at least one third of the credits of the course in the relevant course of the institution shall not apply to

* + 1. doctoral training,
    2. joint training under programmes funded by the European Union, the Visegrad Fund and the Central European University Exchange Programme,
    3. a student transferred to a course of study in the same field of study on the basis of an agreement pursuant to Section 23 (1) of the Nftv.
    4. a former student enrolled in the same course

1. refugee, protected, asylum-seeker, admitted student

case.[[112]](#footnote-113)

(6b) The requirement of paragraph (6a) concerning the acquisition of at least one third of the credits of the course in the course of the given institution shall not apply if the course involves the study of visiting students, as agreed between the higher education institutions concerned, and the subjects covered by the agreement between the institutions are taught through closed electronic distance learning, and if the higher education institution, with the exception of elective courses, has recognised the course taught by the other higher education institution as fulfilling a learning requirement for a subject included in its current recommended curriculum, and has made this decision available through its learning system.

1. The student can apply for the admission of courses completed at other faculties or higher education institutions by submitting the required attachments in the Neptun study system. The decision on the admission is made by the competent faculty board on the basis of the instructor's opinion. The Board of Examiners will consider applications submitted to it with a deadline that allows the student applying for admission to draw up his/her next semester's timetable (after any appeal), taking into account the final decision.

**Keeping a record of your learning outcomes**

74. §

* 1. The University shall keep a record of the number of credits of studies undertaken by students, visiting students and students on a part-time basis*.* Data recorded pursuant to [Annex 3, Chapter I/B, point 1, subpoint b) of the Nftv:](https://njt.hu/jogszabaly/2011-204-00-00)

1. the form of the student's contribution to the costs;
2. the characteristics of the training: the degree, the higher education qualification, the qualification, the training cycle, the department responsible for the training, the work programme, the language, the location of the training, the chosen specialisation;
3. details of the subjects included in the student's individual study plan: name of the subject, code, credit value, number of hours, name of the subject supervisor, name of the subject teacher, subject's compulsory, optional or optional status;
4. additional data on the enrolment and completion of the subject or curriculum unit: number of times the subject was taken, number of attempts in the semester and taking into account all the enrolments in the subject, number of times the subject was taken or attempted for a mid-term grade, number of attempts to obtain a grade, grade and credit value obtained for the requirements, grade and date of the examination;
5. the names of the subjects and curricular units included in the individual curriculum for the given semester, their credit value, the total credit value of the subjects included; the total credit value of the subjects and curricular units completed in the given semester, the credit index;
6. the total number of credits earned in the given period of study, the cumulative weighted average of the total number of credits earned over the entire period of study to date; the ratio of credits completed in the given semester to the number of credits taken in the individual study programme for the given semester; the adjusted credit index for the semester;
7. the number of active and passive semesters of study up to the end of the semester; information on the minimum number of credits to be accumulated for the period in question, as required by the regulations of the higher education institution;
8. in the case of part-time training abroad, the place of the part-time training, the total number of credits that can be counted towards the course for the given semester;
9. the number of elective credits that can be counted according to the recommended curriculum of the course; the number of credits that the student has already completed and still needs to complete by the end of the semester by taking the elective courses;
10. the previous or parallel courses, curricular units, and their credit values, recognised on the basis of the visiting student's studies or work and other experience;
11. the duration, date of completion, credit value and grade of the placement;
12. the fact that the language requirements have been met;
13. meet the other criteria set out in the training and output requirements; and
14. the marks of the thesis, diploma, the subjects and marks of the final examination, the grade (mark) of the final examination, if the grade of the final examination and the diploma are different, the grade of the diploma and the date of issue of the diploma.

74/A. §

1. The University keeps records of the completion of studies measured in credits, using the following mandatory documents pursuant to Article 35 of Government Decree No.87/2015 (IV.9.):
2. master file, master file extract,
3. enrolment form,
4. proof of employment,
5. fulfilment sheet,
6. credit confirmation,
7. Examination paper,
8. final examination transcript,
9. the instructor's declaration pursuant to Paragraph (3) of Article 26 of the Nftv,
10. final certificate (diploma),
11. a certificate of completion (diploma),
12. a certificate of successful completion of the final examination (diploma which cannot be awarded because the language requirements have not been met),
13. a certificate of issue of the diploma,
14. Diploma,
15. Diploma Supplement.

**The master file , extract from the master file**

75. §

1. The student's personal and academic data are recorded in the student record sheet, in relation to the student status indicated in the student record sheet. The form and content requirements are set out in Article 36 of Government Decree 87/2015 (IV. 9).
2. The student record form, produced on paper or electronically and validated, contains the following information from the data recorded in the Neptun system:

1. the name of the higher education institution, the institution's identification number, the address of its registered office or place of business, the name of the student, the student's identification number and the serial number of the transcript and, in the case of a paper transcript, a list of the pages and their function;
2. the student's personal data (name at birth, mother's name at birth, place and date of birth, nationality, address of registered residence, place of stay, notification address and telephone number, e-mail address, social security number, in case of non-Hungarian citizens, the title of residence in Hungary and the name and number of the residence document - in case of persons with the right of free movement and residence according to a special law, the document certifying the right of residence);
3. the serial number of your student ID card;
4. details of the student status associated with the master record (date of creation and termination, type);
5. details of the student's training by course (name of the course, level, work schedule, language, duration of training according to training and outcome requirements, location, date and method of starting the course, decision number, date and method of completing the course), details of the documents specified as input conditions for the training, and for the courses in the case of multiple courses (name of the document, name of the issuing institution, number of the document, date of issue), and, in the case of transfer, details of the transfer (name of the transferring higher education institution, identification number, name of the course, level, work programme, language, location, form of financing);
6. summary information on the training period (name of the training period, name of the training, form of financing, status, number of semesters supported, number of credits taken and earned during the training period, number of credits recognised, total number of credits, weighted average number of credits);
7. details of the subjects and curricular units taken per period of training (name, code, name of the instructor, credit value, method of assessment, number of hours per week or per semester, type of session, assessment of the fulfilment of requirements, date, name of the evaluating instructor), details of the end of the training period per course (date of completion, credits taken, credits completed, (cumulative) weighted average, credit index, adjusted credit index, total adjusted credit index);
8. the curricular requirements recognised as fulfilled on the basis of studies previously undertaken at the applicant's own or another higher education institution, by course and by period of training (name, code, credit value, number and date of the decision of the credit transfer committee);
9. the curricular requirements recognised as fulfilled on the basis of parallel or visiting studies at your own or another higher education institution, by course and by period of study (name, code, credit value, assessment, number and date of the decision of the credit transfer committee);
10. details of the curricular requirements recognised as fulfilled on the basis of part-time studies at a higher education institution abroad, by course, by period of training (the characteristic of the framework programme, the name of the course, the name of the institution abroad, the name of the curricular requirement, the credit value, the code, the converted assessment, the number and date of the decision of the credit transfer committee),
11. curricular requirements recognised as fulfilled on the basis of work and other experience per training period per training course (name of the curricular requirement, credit value, number and date of the decision of the credit transfer committee);
12. the decisions affecting the student per course (type, number and date, brief description);
13. information on the completion of the traineeship per training course (title, assessment, credit value, name of the training centre, duration of the traineeship, names of the supervisors, date of acceptance of the traineeship, name and position of the acceptor);
14. details of the final certificate (diploma);
15. details of the thesis or dissertation (subject, title, name of the course, date of submission, name of the supervisor and assessor, evaluation, and if there is no final examination, the final evaluation of the thesis, name and title of the assessor, date of evaluation);
16. details of the final examination (name of the course, parts of the examination and their dates, partial results, final assessment, names of the chair and members of the board, instructor ID);
17. the details of the diploma (serial number of the form, institutional serial number of the diploma, name of the training, name of the level of qualification obtained, date of issue, name and position of the signatory);
18. details of the diploma supplement (serial number of the form, date of issue, name and position of the signatory);
19. information on the fulfilment of the foreign language requirements (name of the language, how the requirements were fulfilled, level, type, type of examination, certificate number, name of the issuing institution, date of issue, date of submission of the document; in the case of exemption, the reason for the exemption, the number and date of the decision, and, in the case of partial exemption, the part exempted);
20. the disciplinary and compensation data;
21. details of the disability (type, name and address of the expert or committee issuing the opinion, date and time of issue of the opinion);
22. data on student accidents;
23. the authentication of the master file.

1. From September of the academic year 2015/2016, a student record card will be issued for students who have established student status (according to Section 41 (1) of Government Decree 87/2015 (IV.9.):
2. compulsorily, if the student's legal status is terminated without an absolute diploma on the basis of one of the clauses of Article 62 (7),
3. on request, if the student graduates but does not take a final examination in the first examination period following the diploma. In this case, a transcript of records shall be issued free of charge at the student's request.
4. if the student obtains a diploma and a degree in the final examination period following the award of the diploma, a transcript of records will be issued.

**The enrolment form**

75/A. §

1. Enrolment can be initiated by filling in and signing the enrolment form.
2. The enrolment form is a paper-based document (enrolment application form) generated from the data recorded in the university's Neptun TR.
3. The enrolment form contains:
4. the name of the higher education institution and its institutional identification number;
5. the name of the current academic year or term;
6. the student's data as defined in Annex 3, Chapter I/B, point 1, point *b)*, sub-point *ba) of* the Nftv;
7. the name of the course started, the level, the work schedule, the language, the form of financing, the place of training;
8. the type of student status;
9. the student's tax identification number, social security number;
10. in the case of applicants classified for training supported by a Hungarian state (partial) scholarship, the applicant's declaration in accordance with Annex 9 that he/she has read and accepts the conditions of training supported by a Hungarian state (partial) scholarship as stipulated in the Nftv;
11. the student's declaration of having read the institutional prospectus;
12. additional information on students' rights and obligations as set out in the institutional regulations;
13. the date of completion and authentication of the enrolment form, the signature of the student or his/her representative, and
14. the certification pursuant to paragraph (4) of Article 34.
15. Annexes to the enrolment form:
16. a copy of the document(s) submitted as a condition for admission during the admission procedure, certified by the higher education institution after comparison with the original document or the original document certified electronically;
17. an original copy of the training contract between the higher education institution and the student, signed by all parties;
18. other declarations requested by the higher education institution, and
19. in the case of students enrolled by proxy, the representative's document authorising him/her to represent the student.
20. Enrolment is completed by authenticating the enrolment form. If the enrolment form does not prevent the student from being admitted, the enrolment form is validated by the faculty academic administrator with his/her signature and must be uploaded to the Neptun study system as an attachment to the enrolment application within 5 working days of submission. In the case of a self-financed student, the training contract signed by the student and the Dean must also be attached as an annex to the enrolment form. The will take place after the verification of the ETF.
21. The enrolment form is an annex to the registration form.

**Exam sheet**

76. §

1. The exam paper includes
2. the semester of the academic year,
3. the name and code of the subject or curriculum unit,
4. the date of the exam,
5. the name of the examining instructor,
6. the examiner's instructor identification number (Neptun code),
7. the signature of the examining teacher,
8. the name and student identification number (Neptun code) of the student who has registered for the exam, and
9. the evaluation of the exam, the date.
10. The examiner-instructor records the assessment of the exam on the examination form and signs it immediately after the exam to validate it. If there is a discrepancy between the mark on the examination paper and the mark recorded in Neptun, the mark on the examination paper shall prevail.
11. An examination certificate must also be issued for the non-examination assessment.

**The completion sheet**

77. §

* 1. The completion sheet includes:
     1. the semester of the current academic year,
     2. the name of the student,
     3. the student identification number (neptun code),
     4. the name of the subject or curriculum unit the student is enrolled in,
     5. the date of the exam,
     6. the assessment of the exam,
     7. the name of the examining instructor,
     8. the examiner's instructor identification number
     9. the examiner's signature.

**Registering credits**

78. §

1. The University Study Centre and the faculty study administrator[[113]](#footnote-114) are obliged to keep and maintain records of students' academic performance in the Neptun system.
2. The student must be able to freely access his/her academic credit record and credit accumulation for reading purposes, but must ensure that it is inaccessible to unauthorised persons, taking into account the rights of the individual.
3. The University may keep personal data of a student who has ceased to be a student for a period of eighty years from the date of termination of the student's status. The statutory authorisation is given in Annex 3, Section I/B, point 3 of the Nftv. [[114]](#footnote-115)

**Indicators of learning outcomes**

79. §

1. The average academic result shall be determined immediately after the examination period, but not later than the end of the second week of the next academic term. Thereafter, the corrected mark shall be disregarded in the calculation of the average mark.[[115]](#footnote-116)
2. The number of credits earned in a given semester or since the beginning of studies is the amount of work a student has been accepted to study.
3. **The credit index is** used to assess the quantity and quality of academic work. The credit index is based on one semester. The credit index must be entered in the course record book

|  |  |  |
| --- | --- | --- |
| **Credit index** | = | S (credits completed in the given semester \* grade) |
| 30 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Adjusted credit index** | = | S (credits completed in the given semester \* grade) | \* | Σ credits completed |
| 30 | Σ credit taken up |

1. **The adjusted credit index** is calculated by multiplying the credit index by the ratio of the number of credits completed during the semester to the number of credits undertaken in the individual study plan.
2. **The aggregate adjusted credit index** is used to assess the quantitative and qualitative performance of a student over several semesters. The calculation of the cumulative adjusted credit index is the same as the calculation of the adjusted credit index, except that thirty credits per semester and credits taken and completed over the entire period are taken into account.
3. For the calculation of the credit index, accepted courses can only be taken into account if the course was completed in the semester to which the credit index applies. Scholarships for a given semester are based on the credit index for the previous semester.
4. The weighted grade point average and the cumulative grade point average are used to monitor the student's performance.

**The weighted average**: the sum of the multiplication of the number of credits and marks of the subjects completed in a given semester divided by the sum of the credits of the subjects completed.

|  |  |  |
| --- | --- | --- |
| **Weighted academic performance** | = | S (credits completed in a given semester \* grade) |
| S credits completed in a given semester |

1. **The cumulative grade point average** may be used as a substitute for the final grade point average for the diploma:

|  |  |  |
| --- | --- | --- |
| **Cumulative grade point average** | = | S (credits completed and accepted during the student's studies \* grade) |
| S credits completed and accepted during the student's studies |

1. The result of the accepted course cannot be included in the cumulative grade point average if the student takes it from a course not belonging to his/her professional training in addition to the credit allowed for elective courses.

**Preferential study arrangements**

80. §

1. A preferential study regime may be granted by the Dean/Assistant Dean on the basis of academic record, participation in parallel training, dual training (if the training schedule requires it), part-time training in the framework of student mobility or good academic record, community, social and health reasons, achievements in sports ~~-~~ the Faculty Social Security and the opinion of the lecturers. When submitting the application in Neptun, the student must provide credible evidence of the above reasons.

(1a) A student with a child under the age of fourteen shall be entitled to a preferential study regime, to be absent from lectures and seminars for the purpose of caring for his/her child in such a way that the absence does not lead to exemption from the basic study requirements of the degree course. Additional favourable arrangements may be made for the student in relation to the recommended curriculum. The student must apply for the preferential study arrangements.

1. On the basis of the permit, the student may be granted full or partial exemption from compulsory study sessions, the deadline for submission of assignments may be changed, exams may be taken no later than the end of the semester, the end of the study period may be shortened or other benefits may be granted. Students participating in student mobility programmes may complete their examinations by the beginning of the next academic term.[[116]](#footnote-117)
2. The licence is valid for one semester and can be withdrawn if justified. The preferential study regime does not constitute a waiver of academic obligations. The decision to grant a preferential study regime, which must specify the conditions for the completion of the course, must be recorded in the official records.
3. Once the student has the preferential study arrangement, he/she must discuss the semester requirements with the lecturers concerned within two weeks of the decision. In the absence of such consultation, the instructor may refuse to sign the semester.

**The final certificate (absolutórium )**

81. §

1. The University issues a certificate of completion (diploma) within twenty days of the date of completion to students who have fulfilled the study and examination requirements and the professional practice requirements set out in the curriculum, with the exception of the language examination and the thesis, and who have obtained the required credits.
2. Certificate of completion (diploma): certifies the successful completion of the examinations prescribed in the curriculum and, with the exception of the language examination and the thesis, the fulfilment of other study requirements and the acquisition of credits prescribed in the[[117]](#footnote-118) training and outcome requirements, and attests that the student has fully met the study and examination requirements prescribed in the curriculum, without any grading or assessment.
3. The final certificate must be issued as a certified document.
4. The final certificate must be issued with a unique serial number and its details must be recorded in the TR of the higher education institution.
5. The final certificate is an annex to the master file.
6. The final certificate shall be signed by the Dean of the Faculty, with the authority delegated by the Rector.
7. The student must be notified of the issue of the final certificate - at the same time as it is issued - via the Neptun study system.
8. The certificate of completion must be issued on the basis of the master certificate

**The thesis, dissertation , final thesis**

82. §

1. In order to obtain the degree, the student has to prepare a thesis at the university level/MSc/MA/O level, a thesis at the college level/BSc/BA level, and a final thesis at the higher education level. This is a complex, individual task requiring synthesis and creative application of the knowledge acquired.
2. Thesis/thesis/thesis topics are published on the institute's own notice board and/or on the faculty's website. The thesis/dissertation/thesis proposal (assignment plan), agreed with the director of the institute concerned, must be prepared in the semester specified in the curriculum.
3. The deadline for the submission of the thesis/thesis/thesis is set by the faculty's study regulations for each degree programme.
4. The subject "Thesis" / "Dissertation" / "Final Thesis" is a subject leading to a mark of merit, if there is a prerequisite for its admission, it is included in the model curriculum. The signature and the mark of the subject will be given by the supervisor.
5. The preparation of the thesis/thesis/thesis is supervised by the supervisor. The advisor may be a faculty member or researcher, or, with the permission of the Dean, an external, university-qualified professional. External experts may only be hired in conjunction with an internal consultant. The student has the right to change the adviser/title/topic once until the last day of the semester before the final examination.
6. The thesis/dissertation/thesis must be marked. The assessor can only be an external professional with a university/college degree or a university/college lecturer or researcher, who is appointed by the head of the department/institute or the dean. The evaluation of the thesis/thesis/thesis will be carried out by the supervisor and/or external expert. The evaluations must be sent to the candidate at least 5 days before the thesis/thesis/final project defence. The referee and the supervisor will make a proposal for the marking of the thesis/thesis/thesis proposal.
7. The student is required to upload his/her thesis/thesis/thesis final thesis to the thesis repository [(](http://diploma.uni-sopron.hu)http://diploma.uni-sopron.hu), which contains the defended and accepted theses/theses/thesis final theses. The "Thesis Repository" is a two-tiered system, containing the metadata necessary to identify the thesis (who and under what title, where and when they wrote or submitted their thesis) and the full text version of the thesis in some electronic file format (usually PDF). The pace and method of processing the files that are and will be included in the Repository is the responsibility of the different faculties/institutions.
8. The defence of the thesis/thesis/final project must take place at the issuing institute before the date of the final examination, but at the latest at the same time as the final examination. The successful defence of the thesis/thesis/final project is a prerequisite for the oral examination. The grade for the defence shall be graded out of five (excellent (5), good (4), fair (3), satisfactory (2), unsatisfactory (1)). The two decimal places of the examination result shall be taken into account in determining the grade of the diploma.
9. A TDK thesis can be accepted as a thesis or diploma thesis if the members of the TDK conference jury have given their written consent. In this case, the thesis can be submitted to the department/institute that assigned the topic at the time specified in the study schedule, in the last year of the course.
10. The student must state in the introduction to the thesis/thesis/thesis that he/she has used only those sources cited in the bibliography or indicated in the bibliography. In the case of plagiarism, the thesis/thesis/completion will be considered to be unsatisfactory and the procedure to be followed will be that set out in the University's Plagiarism Policy.
11. The University of Sopron is committed to technological development and innovation, therefore it provides its students with the opportunity to use artificial intelligence (AI) tools in the preparation of their thesis/thesis/thesis. However, the use of AI is only allowed in compliance with academic integrity and ethical standards. The detailed rules and conditions for the use of AI are laid down in specific guidelines issued by the faculties. Students must clearly indicate in their essays if they have used AI and the method and extent of its use.

**Encryption of the thesis/thesis/thesis**

83. §

1. The thesis/thesis/thesis defence is open to the public. It can only be restricted (encrypted) to protect classified and trade secrets.
2. The dean/assistant dean decides on the confidentiality of the student's request. The request must be submitted in the Neptun application manager by the date set by the University Study Centre and specified in the faculty study regulations. The application must be supported by the supervisor. The decision cannot be appealed.
3. For a confidential thesis/thesis
4. the work may only be disclosed to a person who is a consultant, assessor or member of the assessment/final examination committee and who has agreed in writing to keep the classified information, copyright or trade secret disclosed,
5. only the member of the examination board, the supervisor, the adviser and the student are allowed to be present during the defence of the work,
6. the library and archives will ensure that the work is stored in a secure (locked) storage area,
7. the work cannot be cited or quoted.
8. Encryption is done by request and encryption clause. Duration of encryption: 15 years.
9. During the period of confidentiality, only the student or the consultant, examiner or final examination board member who has signed the confidentiality agreement may view the thesis. No copies of the thesis may be made. The identity of the applicant must be verified before access is granted.
10. A specimen of the request for encryption, encryption clause and declaration is set out in Annex 3.

**The final exam**

84. §

1. The student completes his/her studies in higher education vocational training, bachelor, master and postgraduate courses, as well as in specialised further education, with a final examination.
2. The student may be admitted to the final examination after obtaining the final certificate (diploma). The final examination may be taken in the examination period following the award of the diploma (diploma), within the framework of the student's status as a student, and within two years after the termination of the student's status as a student, in any examination period, according to the applicable training requirements. No final examination may be taken after the fifth year following the end of the student's studies.

1. Students who have not fulfilled their payment obligations to the higher education institution may not be admitted to the final examination.
2. To be admitted to the final examination, students must have obtained the final diploma and have completed and submitted the thesis/dissertation/thesis by the date and in the form specified by the faculty in the syllabus.
3. The study schedule of the faculty includes the final examination periods of the academic year. Final examinations can only be taken during the designated final examination period.
4. The final exam
   1. defending the thesis/thesis at the same time or separately,
   2. the written and oral examinations provided for in the qualification/training and exit requirements and the curriculum,
   3. consists of the completion of specific practicals in certain specialisations.
5. The final examination is a test and assessment of the knowledge, skills and abilities required to obtain a diploma, during which the student must also demonstrate that he or she can apply the knowledge acquired. final examination may consist of several parts, as specified in the curriculum, such as a thesis or dissertation, additional oral, written and practical parts.
6. The final examination may include complex, integrated knowledge covering at least 3 and up to 6 subjects.[[118]](#footnote-119)
7. The final examination must be taken before a final examination board composed of the chair and at least two other members. The final examination board must be composed in such a way that at least one member is a university or college professor or associate professor and at least one member is not employed by the higher education institution concerned or is not a lecturer in another subject at the higher education institution. Minutes shall be taken of the final examination.
8. The chairperson and members of the Final Examination Committee, proposed by the supervisor/institute and approved by the Faculty Council, are appointed by the Dean of the Faculty for each final examination period.
9. If the thesis/thesis/final project is defended at the same time as the final oral examination, the thesis/thesis/final project is assessed by the Final Examination Committee. If the thesis/thesis/final project is defended separately from the final oral examination, the Faculty Council may appoint a separate committee to evaluate the thesis/thesis/final project and grade the thesis/thesis/final project. In this case, the grade of the thesis/thesis/final project cannot be changed at the final oral examination. The composition of the special committee shall be governed by the guidelines for the composition of the Final Examination Committee.
10. The members of the Commission mark the candidate's professional competence and then, in a closed session, decide on the result of the final examination, with a vote in case of a dispute. In the event of a tie, the President shall have a casting vote.
11. The final examination is the arithmetic average of the marks of the thesis and the oral final examination - and in some courses the final practical examination:
12. present 4,50 - 5,00
13. good 3,50 - 4,49
14. Medium 2,50 - 3,49
15. sufficient 2,00 - 2,49
16. Calculation of the final examination grade in higher education: the final examination includes the grade of the professional report on the practical semester, the defence of the final thesis and the oral examination.
17. Minutes must be kept of the final examination, the content requirements of which are set out in Section 42 (3) of Government Decree No.87/2015 (IV.9):
18. the student's name and student identification number,
19. the name of the course,
20. the date of the final examination, the parts of the examination and their assessment,
21. the names, academic identification numbers and signatures of the members of the final examination board,
22. the title of the thesis (dissertation),
23. the name of the thesis (dissertation) supervisor and the examiner, and the academic identification number,
24. the date of the defence of the thesis (diploma thesis),
25. the questions asked,
26. the final assessment and marking of the final examination.
27. The results and experiences of the final examinations are reported in writing to the Dean of the Faculty by the Chairpersons of the Final Examination Committee.
28. If any part of the final examination is unsatisfactory, the whole examination is considered unsatisfactory.

1. If the final examination is unsuccessful, the candidate may take the final examination two more times. A second final examination may be taken in the next final examination period.
2. There is no possibility to repeat a successful final examination.

**The diploma, diploma supplement**

85. §

1. The award of a diploma certifying the completion of higher education studies is conditional on passing the final examination.[[119]](#footnote-120)

(1a) The diploma shall be a public document bearing the coat of arms of Hungary and shall contain the name of the issuing higher education institution, the institution's identification number, the serial number of the diploma, the name of the holder, his/her name, date and place of birth, the level of qualification and the degree and specialisation awarded, the level, year, month and date of issue, the classification of the qualification attested by the diploma according to the Hungarian Qualifications Framework, the European Qualifications Framework and the duration of the training according to the training and outcome requirements. It must also contain the name, position and original signature of the head of the higher education institution, or the head specified in the institution's regulations, or, if he/she is prevented from attending, of other heads, and the stamp of the higher education institution.

(1b) The diploma shall be signed by the dean, in the authority delegated by the rector, and the diploma supplement by the dean.

1. Where a language examination is compulsory by law, students who have passed language or national minority language in language teaching minority education examination at the higher level and have successfully passed the written and oral of the baccalaureate examination, all parts of which are specified in the detailed requirements,
2. if you achieve at least 60%, intermediate (B2) complex type,
3. Achieving 40-59% is equivalent to a basic (B1) complex type state-recognised language examination certificate.

The diploma/certificate of graduation will state that the candidate's diploma/certificate of graduation is equivalent to a language certificate. A duly endorsed school-leaving certificate or certificate is considered as a valid state-recognised language examination certificate in the same way as a hard-cover language examination certificate issued by any language examination centre.

1. The qualification of the diploma is determined by the final examination [according to § 84 (15)] and the simple arithmetic average of the cumulative average of the studies calculated for the whole of the studies or the specialisation. For all factors and final results used in the calculation, the unrounded value to two decimal places shall be taken into account.
2. The marks for unsuccessful examinations are disregarded when awarding the diploma.
3. On the basis of the average result calculated in accordance with paragraphs (5) and (6), the diploma shall be graded as follows:
4. excellent 4,50 - 5,00
5. good 3,50 - 4,49
6. Medium 2,50 - 3,49
7. sufficient 2,00 - 2,49
8. A certificate/diploma of distinction is awarded to
   1. achieved a pass mark in all subjects of the final examination, and***[[120]](#footnote-121)***
   2. your thesis/thesis and all the examinations you have taken are in good standing or, if you have not been required to take any examinations,[[121]](#footnote-122) you have a weighted average grade point average for the whole period of study of at least 4.00, and [[122]](#footnote-123)
   3. grades do not include a score below average.[[123]](#footnote-124)
9. The diploma must be issued in Hungarian and English, in the case of training in Hungarian and the language of the nationality, and in the case of training in a language other than Hungarian in Hungarian and the language of the training.

(7a) The diploma shall indicate the level of qualification obtained in the given specialisation in accordance with the Hungarian Qualifications Framework (MQF) and the European Qualifications Framework (EQF). The MQF and EQF levels are independent of the field of training.

|  |  |  |
| --- | --- | --- |
| Training level | MKKR level | EKKR level |
| higher education vocational training | 5 | 5 |
| basic training | 6 | 6 |
| Master's degree | 7 | 7 |
| Univocational training | 7 | 7 |

1. The Diploma *Supplement* form is a uniquely numbered document, a specimen of which is made available to higher education institutions by the Office.
2. Diplomas awarded in bachelor, master and higher vocational education shall be accompanied by a diploma supplement, as defined by the European Commission and the Council of Europe, in Hungarian and English, and, at the request of the student, in the language of concerned in the case of nationality training, and in the language of the training in the case of non-Hungarian language training. At the student's request, the diploma supplement may also be issued in the case of specialised further training.
3. Before issuing the diploma, the higher education institution will make a certified copy of the diploma supplement, which will be attached to the master form.
4. The diploma supplement must be issued together with the diploma. The transfer of the document must be certified by a transfer receipt.

Management of forms

85/A. §

* 1. The university shall register the blank forms of diplomas and diploma supplements, after consultation with the printing works that produced them, from the time of receipt until the final termination of the issue, in accordance with the rules applicable to documents subject to strict accountability. The Education Office may carry out an official inspection of the institution's records.
  2. The higher education institution shall keep the blank diploma and diploma supplement forms in a locked place so that only persons specified in the regulations of the higher education institution have access to them.
  3. The institution of higher education shall immediately record the data of the damaged, replaced and withdrawn by the issuer and not completed by the institution of higher education forms of diplomas and diploma supplements in the register pursuant to paragraph (1), and then prepare a scrapping report in the manner and at the time specified in the regulations of the institution of higher education, and destroy the damaged, replaced and withdrawn copies.
  4. The higher education institution shall immediately take a record of the lost, stolen or destroyed blank diploma and diploma supplement forms and record them in the register pursuant to paragraph (1).
  5. Notwithstanding [Government Decree No.335/2005 (XII. 29.)](https://njt.hu/jogszabaly/2005-335-20-22) on the general requirements of document management of bodies performing public functions, the higher education institution shall issue a duplicate diploma on request on the form specified in paragraph (2) of Article 46 of Government Decree No.87/2015 on the lost, stolen or destroyed diploma after the transfer. The duplicate shall have the same content as the Annex to the Master Certificate as provided for in Section 46(7) and shall contain the duplicate endorsement and the certification as provided for in Annex 9. The procedure for registering the duplicate shall be the same as for registering the diploma. The issue of a duplicate of the same diploma shall be subject to the same procedure as the first duplicate.

(5a) In the absence of the annex specified in paragraph (7) of Article 46 of Government Decree No.87/2015, the content of the duplicate shall be prepared on the basis of the data of the master form and the wording of the legislation or form in force at the time of issue.

1. The institution of higher education shall, ex officio or upon request, withdraw and destroy the erroneously issued diploma, re-draw the correction of the error on the master record in accordance with Section 36 (7) b) of Paragraph (7) of Government Decree No.87/2015, and reissue the diploma on the basis of the corrected master record on the form specified in Paragraph (2) of Article 46. The certificate shall contain the correction clause and the certification as set out in Annex 9.

(6a) In the absence of the annex specified in paragraph (7) of Article 46 of Government Decree No. 87/2015, the content of the corrected document shall be prepared on the basis of the data of the corrected master form and the wording of the legislation or form in force at the time of issue.

1. If the institution of higher education issues a new diploma in accordance with paragraph (6) and the change affects the content of the diploma supplement, it shall reissue the diploma supplement, including the withdrawal and destruction of the previous diploma supplement.
2. The institution of higher education shall be liable for the loss, destruction, loss, theft, destruction of the scrapped, lost, stolen, or other property of [the . § 52/A](https://njt.hu/jogszabaly/2011-204-00-00) institution of higher education pursuant to paragraphs (3) to (7)(8b) of the diploma and diploma supplement withdrawn or destroyed pursuant to shall be reported to the Education Office without delay.

(8a) The Education Office shall publish on its website the data of the diploma and diploma supplement specified in paragraph (8) in accordance with points (a) to (c) of paragraph (8b) and points (da) and (db) of paragraph (d).

(8b) To be reported under paragraph (8) and disclosed under paragraph (8a)

a) the name of the notifying higher education institution or its successor,

b) the form

ba) type,

bb) the article number,

bc) the serial number of the printing,

1. the annulment

ca) the date,

cb) the reason,

1. in the case of an issued document

da) the institutional serial number of the instrument,

db) the name of the issuing institution,

dc) the date of the original issue of the document,

dd) the educational identification of the holder of the document,

de) the name of the owner of the document,

df) the place and date of birth of the holder of the document.

1. The [Nftv. Article 52/A](https://njt.hu/jogszabaly/2011-204-00-00) The higher education institution shall issue a transcript of records pursuant to Paragraph (10) of Article 36 on the studies on which the diploma was based, which was withdrawn or annulled pursuant toof the Act on the Higher Education Act, upon the decision on the withdrawal or annulment becoming final.

**Rules for handling student applications**

86. §

1. A list of the applications that can be submitted by the student during his/her student status is given in Annex 4. The introduction of additional types of applications is coordinated by the University Study Centre on the basis of a preliminary proposal from the faculties.
2. This regulation does not cover applications for student grants subject to the Regulation on Fees and Fees and other student applications under Article 6 (Right to Information) of the Code of Conduct.
3. Registration and deregistration for examinations (exam, special examination, remedial examination, retake remedial examination) is not defined as a request.
4. The applications listed in the table must be submitted electronically via the Neptun application management module. For applications submitted electronically, the decision must also be published electronically. In the case of electronic applications, the communication of the decision in the application management module by means of a Neptun message shall be deemed to be official information pursuant to Section 41/C(1) of the Nftv. no later than the fifth day after the document is sent.
5. The deadline for electronic submission of applications is 24:00 on the day of submission.
6. For electronic applications, the annexes must also be submitted electronically (scanned).
7. If the electronic application requires attachments, these may be submitted within two hours of completion of the application. In the case of applications where attachments are required and the student has not provided them within the time allowed, the application will be automatically rejected for formal errors. Applications rejected for formal errors cannot be appealed, but may be resubmitted up to the deadline. A fee application is eligible if the service fee generated at the time of submission has been paid by the student.
8. The decision granting the student's application in full does not contain any reasoning and is not subject to appeal. The appeal form contains a detailed list of the applications against which an appeal is possible. At the same time as the decision is taken, an official entry will be made in the student's record/addendum.

**The power of equity**

87. §

1. The student may, in writing, in cases of special merit, request that the University exempt him/her from the consequences of the provisions of these Regulations which are detrimental to his/her studies, or from the decision of the Academic Committee or the Credit Transfer Committee which is detrimental to him/her, or waive the application of other legal consequences.
2. A student may be granted equity once during his/her period of student status at the university, or once during the period of all student status in the case of parallel courses. If the student has exercised this right in the case of a bachelor's degree and continues his/her studies in a master's degree with a continuous legal status, he/she may be granted the right to a fairness award once again during the period of the master's degree.
3. The fairness application is a type of application that can be submitted via the Neptun system.
4. The exercise of equity is a discretionary power, delegated to the Dean of the Faculty by the Rector of the University.
5. There is no right of appeal against the fairness decision.
6. The equity decision must be registered in the "Official entries" field in Neptun, and the Faculty Academic Administrator[[124]](#footnote-125) is responsible for the registration.
7. The equitable decision must specify the benefit granted to the student, the method of replacement and the fact that the student may no longer receive an equitable benefit.

**Interpretation of the Study and Examination Regulations**

88. §

1. Any student, faculty member, or any department of the University may submit a written question regarding the interpretation of this policy to the Vice President for Education of the University. The Vice-Rector for Education shall respond in writing within 15 days of receipt. The application of the resolution is binding for all students, teachers and departments of the university.

**Transitional provisions**

89. §

1. [[125]](#footnote-126)
2. The training courses started under the Higher Education Act of 2005 must be completed - in continuous training - within the framework of unchanged professional requirements and examination system, with the issuance of unchanged diplomas and certificates.
3. Students who started their studies at the University before 1 September 2006 may complete them in accordance with the previous qualification requirements based on the curricular requirements adopted by the University and obtain a degree at the college level or university level in accordance with the provisions of the Higher Education Act of 1993. The period of study, interruption and suspension of studies granted to students shall be determined in accordance with the provisions in force at the time when the student's status as a student is established. However, the termination of student status shall be subject to the provisions of this Chapter.
4. Students covered by paragraphs (2***[[126]](#footnote-127)*** )-(3) are subject to the former Study and Examination Regulations. Such students shall not be placed at a disadvantage in the application of the provisions of these Regulations in relation to the provisions of the previous Regulations unless a different provision is based on law.
5. [[127]](#footnote-128)

**Chapter VIII**

**The Science Student Circle**

**The aim of the science student circles**

90. §

1. At the University of Sopron, the scientific student circle (hereinafter referred to as: TDK) is an integral part of the complex university education, a form of talent management. Its aim is:
2. to promote self-study beyond the compulsory curriculum, which includes the promotion of students' professional and linguistic knowledge,
3. learning the practice of scientific cognition and research methodology,
4. introducing students to theoretical and practical research work,
5. preparing for entry to doctoral studies,
6. to create professional publicity for the results of the TDK work and to support their exploitation.

**How student circles work**

91. §

1. The TDK work is based on a topic-oriented personal relationship between the student and the consultant. The consultant may be a lecturer or researcher at the university, or a qualified external expert in theory or practice.
2. All undergraduate, postgraduate and master's students who are interested in developing their skills in this area can be members of the TDK.
3. A student group can be organised by students interested in the same discipline.
4. Scientific student circles are attached to departments or institutes and carry out their activities under their professional guidance. More than one student circle may be set up in a larger department than the department, and student circles may be linked to several departments at the same time.
5. Disciplinary student circles may cooperate with other scientific student circles, professional and scientific organisations, associations and professional circles of the university.
6. The name of the student body must include the name of the university and the discipline it has chosen to pursue. The Scientific Student Council of the University shall register the scientific student circles established.
7. The University also provides financial support for the operation of the scientific student circles, rewards the best thesis writers, consultants and organisers of student circle work. The annual amount of support is approved by the Senate on the basis of a proposal by the Vice-Rector for Research (as part of the University's original budget).
8. The scientific student circles organise their life autonomously, they can set up a work programme of events (lecture sessions, methodological meetings, debates, courses, camps, research methodology study trips, etc.).
9. Members of the scientific student circles can present their research results at the annual faculty TDK conference. After prior registration, the results can be presented at the conference by presenting a short paper in accordance with the formal requirements. The application form for the conference, the uniform criteria for the evaluation of the thesis and the presentation are annexed to these regulations.
10. The thesis presented at the conference can be submitted in the prescribed form as a thesis or diploma project, and can be presented at national and international conferences upon the recommendation of the Faculty TDK Council.

**The organisational structure of student circles**

92. §

1. Student research projects at the faculties are coordinated by the Faculty Scientific Student Councils.
2. The work of the Faculty Scientific Student Council is supervised by the Vice-Dean in charge of this task.
3. The Faculty Council delegates the chairperson and secretary of the Faculty Student Council, the student co-chairperson and secretary are delegated by the student government, and the members are representatives of the student circles. The term of office is the same as the term of office of the Faculty Council. The delegated officers may resign or be recalled before the end of their term of office in justified cases. New members shall be delegated by the sending bodies to fill any vacancies that occur.

93. §

1. The coordination of the faculties' RTD activities is carried out by the University Council for Scientific Students.
2. The chairman of the University Council of Scientific Students is the Vice Rector for Academic Affairs, the members are the Secretary, elected by the Senate for an indefinite term, and the members of the faculty councils, equally divided between the faculties.

**Powers of the student councils**

94. §

1. The University Council for Scientific Students:
   1. coordinate the faculties' TDK activities,
   2. distribute the funds available for the institutional student scientific community among the faculties,
   3. inform the Senate about the work of the TDK,
   4. is in constant contact with the National Council of Scientific Students.
2. The Faculty's Scientific Student Council:
   * 1. organises the annual faculty TDK conferences,
     2. represents the interests of the TDK members, distributes the TDK allowances,
     3. decides who will represent the Charter at national and international conferences,
     4. organises joint activities between science student circles,
     5. fostering relations with partner institutions at home and abroad,
     6. maintains contact with the National Council of Scientific Students.

**Rights and duties of students involved in student research groups**

95. §

1. A student who has undertaken to work on a topic under the supervision of a consultant working at the university may use the laboratory equipment, tools and instruments necessary for his/her work, for the integrity of which he/she is responsible.
2. For the preparation of your thesis, the university provides the services of the IT centre, the university library and the faculty library.
3. With a departmental recommendation, you can request a study break from the Dean of the Faculty to the extent necessary for the development of your topic (e.g. study leave for specific days of the semester, individual study arrangement for one semester).
4. You can apply for various grants offered by the university.
5. On the basis of their performance, they can apply to various national and international conferences under the guidance of the Faculty's Scientific Student Council.
6. The copyright of the student and the sale of the work shall be governed by the provisions of § 14.
7. Your participation in the TDK/OTDK conference is recorded by the ETK in the "Official entries" section of the course book/journal (Text of the entry*: Your paper was presented at the annual faculty/ national scientific student conference* .... ..., or: *Your paper was awarded a prize at the annual faculty/ national scientific student conference .... ... ...... .......* ......).
8. During their work, students are obliged to observe all the rules and regulations that serve to avoid fires and accidents at the workplace, to protect the health of the workers and the integrity of the equipment.
9. The student is financially liable for any damage caused by the student.
10. The student must respect the ethical standards of academic life.
11. Your sponsoring institution expects your student to represent Alma Mater to the best of his/her ability and responsibility at various events.

**Organisation of faculty conferences**

96. §

1. Faculty conferences are organised by the Faculty TDK Councils.
2. The paper must be submitted to the conference by the deadline specified in the call for papers, in 2 copies, with a summary in Hungarian and English.

97. §

1. The Faculty TDK Council will ensure that the papers are evaluated by two or more referees using the attached scoring sheet. If there is a difference of more than 25% of the maximum possible score between the two referees, a third referee will be asked to assess the paper.
2. At the conference, the jury will evaluate the presentation and award prizes and placements based on the overall score of the papers and presentations.
3. After the conference, the submitted papers will remain in the custody of the Faculty TDK Council for at least 2 years, until they may be needed for the national and international conferences, and then they will be stored at the relevant institute.

**Chapter IX**

**Remuneration and reimbursement policy**

**General provisions**

98. §

1. This chapter contains the rules on the benefits that may be granted to students and the reimbursements to be paid by students pursuant to Articles 85/A-85/E of the Higher Education Act, Government Decree No. 51/2007 on the Benefits of Higher Education Students, Government Decree No. 87/2015 (IV. 9.) on the implementation of certain provisions of the Higher Education Act and Article 4 of the Student Requirements System. The current amount of student allowances is set out in Section 114/D (1) of the Nftv. The detailed allocation of student allowances regulated in this chapter is determined by the Faculty JTB on the basis of the legislation, these regulations and Annex 5 by 30 September / 28 February for each semester, with the approval of the Faculty Council.
2. The titles of student benefits available to students at the University, the group of students eligible for benefits, the form of the benefit, the source of the benefit, and the percentage of the benefit are set out in Annex 5. The university shall arrange for the transfer of the allowances payable on a monthly basis to the student's financial institution by the 10th day of the month concerned, except for the first month of the academic semester.
3. A student can only receive a social scholarship and a doctoral scholarship from one higher education institution at the same time, at the expense of the state budget. If a student is a student at more than one higher education institution at the same time, he/she may receive a grant at the higher education institution with which he/she first established a state-funded student relationship. The student must declare in writing at the time of enrolment that he/she is the first to have been admitted as a student at the university.
4. State-supported students are students participating in state-supported courses, as defined in Section 114/D (3) of the Nftv., and students admitted to Hungarian state (part) scholarship courses from September 2012. Hungarian state part-scholarship students shall be taken into account to the same extent as Hungarian state scholarship students, with a multiplier of 1.0 when determining eligibility.
5. For the purposes of this chapter, the definitions set out in § 2 of Government Decree 51/2007 (Interpretative Provisions) and the definitions set out in ~~§~~ (6) to (8) of this section shall apply.
6. The entitlements of the student allowance are based on the Government Decree 51/2007 (III.26.) on the allowances and certain reimbursements payable to students participating in higher education and on the Nftv:
7. Merit-based scholarships (study scholarships, National Higher Education[[128]](#footnote-129) scholarships)
8. Social-based scholarships
9. Doctoral scholarships,
10. Other scholarships.
11. Disadvantaged student or applicant: a person who is under the age of 25 at the time of enrolment (application) and who qualifies as disadvantaged according to Article 67/A of Act XXXI of 1997 on the Protection of Children and Guardianship Administration [Nftv. § 108, point 10].

Disadvantaged student or applicant: a person who is under the age of 25 at the time of enrolment (application) and who qualifies as a disadvantaged person as defined in Section 67/A of Act XXXI of 1997 on the Protection of Children and Guardianship Administration [Nftv. § 108, point 9].

1. The type and form of official certificates, certificates, public documents and other documents to be submitted for the application for student grants under the entitlements set out in this chapter are available at the University Study Centre and on the faculty websites.
2. If the student fails to provide the information required for the allocation of student allowances by the end of the current semester, after two reminders, the student's allowances will be deleted from Neptun. The University Study Centre must send the reminder via Neptun twice during the semester, after the first failed transfer and 15 days before the end of the semester, so that the transfer can be made after the replacement.

**Proceeding bodies**

99. §

1. The Faculty's Grants and Reimbursement Committee (JTB) is responsible for student benefits.
2. The Faculty Remuneration and Compensation Committee consists of at least six members, at least 50% of whom are students. The exact composition of the committee is set out in the Faculty Regulations. Non-student members are elected by the Faculty Council for the duration of their term of office by simple majority.
3. The Committee acts in the first instance in matters concerning the allowances of students covered by these regulations: it decides on the use of the allowances granted to students. In matters of reimbursement, it may make proposals to the Senate for its decision.
4. The student concerned may appeal against the decisions and resolutions of the committee within 15 days of notification. The dean exercises the power of appeal in the authority delegated by the rector. The body of second instance shall decide on the appeal within 15 days of receipt. The decision of the court of appeal shall be subject to judicial review.
5. The committee contributes to the development of faculty specificities regarding student allowances and reimbursements.

**Study scholarship**

100. §

1. The scholarship is awarded for one academic semester. A maximum of 50% of the students enrolled full-time in a state-supported full-time course at the University may receive a study grant, so that the monthly amount of the grant per student must not exceed 5% of the student's normative amount. The monthly amount of the study grant may not exceed 50% of the student's normative amount (per course).
2. In determining the number and scope of scholarship recipients, it must be ensured that the results obtained on the basis of the same or similar study commitments are comparable and that the scholarships awarded are equal.
3. A student who has been admitted and enrolled in the university through the admission procedure is not eligible for a study grant for the first period of study (semester) after enrolment.
4. Students who have transferred from another higher education institution, faculty, degree programme or section will receive a scholarship for the first semester of their active, state-funded/state scholarship semester.
5. In case of suspension or termination of the student's student status for any reason, the scholarship may no longer be paid from the date of the suspension or termination. In the event of a suspension of the student's status, the student shall be obliged to repay to the University the allowance paid during the semester in question.

**National higher education[[129]](#footnote-130) scholarship**

101. §

1. The National Higher Education Scholarship is awarded for the entire duration of the academic year (10 months). The monthly amount of the scholarship is equal to one tenth of the amount set in the Budget Act for this title.
2. The number of students eligible for a scholarship is 0.8% of the number of students in full-time, state-supported bachelor's or master's degree programmes as recorded in the statistical data release of 15 October of the previous year, but at least one student at the university. The Deputy Rector for Education is responsible for the allocation of the student numbers per faculty. The scholarship is awarded to students enrolled in a bachelor's or master's degree programme who meet the eligibility criteria laid down in the relevant legislation.
3. The scholarship is awarded through a public call for applications. The call for applications must be published in all the faculties of the University 30 days before the deadline, together with the criteria for the evaluation of applications. Applications shall be submitted by the student to the faculty. The applications shall be ranked by the Faculty Council in its capacity delegated by the Senate. On the basis of the applications, the University will submit a proposal to the Minister of Education and Culture for the award of the scholarship by 1 August.
4. If in the case of a student who has applied for a national higher education scholarship but has been rejected, it is established in the course of a legal remedy procedure that the student is eligible for the national higher education scholarship and would be entitled to it on the basis of the criteria and the institutional allocation specified in the institutional application, but has not received it due to an institutional procedural error, the Minister of Education and Culture is entitled to award the student a national higher education scholarship. In such a case, however, the student cannot be taken into account when determining the national higher education scholarship and the scholarship must be paid to the student by the institution from the student's allocation or from its own income.
5. National higher education scholarships awarded for a given academic year can only be paid in that academic year.
6. If the student's status as a student at the institution is terminated or suspended for any reason, the national higher education scholarship can no longer be paid. In the case of studies ending in an odd semester of study according to the period of study, the entitlement to the national higher education scholarship shall not cease if the student continues his/her studies in the second semester of the academic year in question.
7. A student can receive a national higher education scholarship at one institution. If more than one institution proposes to recognise the same person, the student will receive a national higher education scholarship at the institution with which he/she first established a student status.
8. Applications are open to students on full-time courses with public funding/government (part) scholarships and full-time courses with private funding.
9. If a student who has been awarded a national higher education scholarship terminates his/her legal status and continues his/her studies in a master's programme within the framework of an admission procedure, regardless of whether he/she starts his/her studies at another higher education institution, he/she is entitled to receive the national higher education scholarship even if his/her new legal status is established.

**Institutional professional, scientific scholarships**

102. §[[130]](#footnote-131)

1. An allowance for students who have performed outstanding activities in the public life of the university and who go beyond the curricular requirements, paid on a monthly or one-off basis for a fixed period of time, on the basis of a competition. This scholarship may be awarded in accordance with § 85/C(ac) of the Nftv.
2. In the event of the suspension or termination of the student's student status for any reason, the institutional professional, academic and public scholarship may no longer be paid from the date of the suspension or termination. In the event of a break in the student's status, the student shall be obliged to repay the allowance paid during the semester in question to the university.
3. The source of the allowance may be your own income. Other conditions for eligibility are set out in the Faculty Annex.
4. The scholarship is awarded through a competitive application process.
5. A student can be awarded a scholarship for several consecutive terms.
6. The maximum amount of the Public Scholarship I and II is 50% of the current student allowance.

**Public Scholarship I.**

102/A.§[[131]](#footnote-132)

1. Students with an active student status in full-time (full-time) education in the semester of application submission, who are enrolled in higher education vocational training, bachelor, master or doctoral studies and who are members of the student interest group (faculty HÖK, EHÖK, DÖK) and who perform tasks beyond their studies, can apply for Public Scholarship I.
2. The scholarship is available for one semester and is paid on a monthly basis. The entitlement to the scholarship shall cease in accordance with § 102 (2) if the official resigns during the semester or if his/her student status is terminated. The new officer elected in his/her place shall be entitled to the scholarship only for the period commencing from the date of his/her election.
3. The scholarships are covered by each organisation's budget/scholarship budget. Once approved, applications will be published on the faculty websites.
4. Applications for Public Policy Fellowship I must be submitted by 25 September and 25 February. Exceptions to this rule are mid-semester renewals.
5. Applications must be submitted electronically via Neptun using the appropriate form.
6. The awarding of the Public Scholarship I is decided by the faculty in the case of the faculty's officers of the Student Union, and by the University Remuneration and Compensation Committee / the Remuneration and Compensation Committee of the student's faculty / the Student Affairs Committee acting as a standing committee of the Senate (according to Article 12, Paragraph 5 of the Student Affairs Act) after the formal and content-related checks. Applicants will be notified of the decision by e-mail. In the case of rejected applications, the reasons for rejection shall be given orally on request.
7. Students may not participate in the evaluation of their own application.
8. The decision can also be made by anonymous on-line voting. In this case, the minutes of the decision shall be certified by the President and the Secretary of the JTB.
9. Representatives of the university's Student Union and the DÖK apply to the faculty where they will be studying. The faculty administrators will forward them ex officio to the relevant committees.

**Public Scholarship II.**

102/B. §[[132]](#footnote-133)

1. Public scholarships are open to full-time (full-time) students who are enrolled in a full-time vocational, bachelor, master, or joint master programme in higher education and who are active students in the semester in which the application is submitted.
2. The scholarship is awarded on a monthly basis for cultural, educational, scientific, sporting, etc. activities that enhance the reputation and visibility of the university and that the applicant has carried out in the two months preceding the application. The scholarship is awarded to one student per faculty per month.
3. You may not apply if you are employed, remunerated or otherwise remunerated under an employment relationship.
4. Public Scholarship II is also open to students who have been awarded Public Scholarship I.
5. Applications for the Public Policy Fellowship II can be submitted continuously during the academic year, from the autumn registration week until the end of May, for activities carried out in the month of submission and the month before. Applications received by the 25th of the month will be considered for the following month's scholarship.
6. The evaluation criteria for the award of the Public Scholarship II are determined on a faculty-by-faculty basis.
7. The awarding of the Public Scholarship II is decided by the Faculty Awards and Reimbursement Committee after a formal and content check. Applicants will be notified of the decision by e-mail. Rejected applications will be informed orally of the reasons for rejection upon request.
8. Students may not participate in the evaluation of their own application.
9. The decision can also be made by anonymous on-line voting. In this case, the minutes of the decision shall be certified by the President and the Secretary of the JTB.

**Professional, scientific scholarships**

102/C. §[[133]](#footnote-134)

1. Professional, academic scholarships are awarded to students who have demonstrated professional or academic excellence beyond the curricular obligations.
2. The scholarship is awarded through a competitive application process.
3. Public scholarships are open to full-time (full-time) students who are enrolled in a full-time, bachelor, master, or joint master's degree programme and who are active students in the semester in which the application is submitted.
4. You may not apply if you have been remunerated or otherwise remunerated in the context of an employment relationship.
5. The evaluation criteria for the award of professional and scientific scholarships are determined by the faculty.
6. The Dean of the relevant faculty decides on the award of the scholarship, subject to the availability of funds, and sets up an ad hoc committee to evaluate the applications received. Student representation on the evaluation committee shall be ensured.
7. Students may not participate in the evaluation of their own application.

**Regular social grants**

103. §

1. A regular social grant is a monthly allowance paid for one academic semester based on the student's social situation, upon request.
2. When assessing the social status of the student, the provisions of Article 21 of Government Decree 51/2007 shall be taken into account.
3. Student entitled to social benefit [Government Decree No 51/2007, § 2 (1) (g)): a student enrolled in full-time vocational, bachelor's, master's, single, split and doctoral higher education courses who
   1. receive a state-subsidised course or a (part-)scholarship from the Hungarian state, or
   2. started your studies in a state-subsidised training programme and would be eligible for state-subsidised training on the basis of the number of semesters you have completed in the course of the course.
4. The Benefits and Reimbursement Committee examines the student's social situation - with the exception of the application for an extraordinary social grant - once every academic semester, and uses the results of this examination to assess both the social grant and the admission to the halls of residence, as well as all other need-based benefits.
5. The monthly amount of the scholarship may not be less than 20% of the annual student allowance, if the student is entitled to a regular social scholarship based on his/her social situation, taking into account the provisions of Article 21 of Government Decree 51/2007, and
   1. disabled or medically needy, or~~,~~
   2. severely disadvantaged, or
   3. a breadwinner, or
   4. a large family, or
   5. orphan.
6. The monthly amount of the scholarship may not be less than 10% of the annual student allowance, if the student is entitled to a regular social scholarship based on the student's social situation, taking into account the provisions of Article 21 of Government Decree 51/2007, and
   1. disadvantaged, or
   2. your guardianship has ended because you have reached the age of majority, or
   3. half-orphaned.
7. The regular social grant is a monthly allowance paid to the student for one academic year, which can be claimed by the student in the second week of the current semester. To apply for a regular social grant, the student must submit an application form on in Neptun, together with the necessary attachments. Application forms submitted after the deadline and/or incomplete will be rejected. The Faculty JTB is responsible for the evaluation of applications.
8. The regular social grant will be paid only if the applicant has applied for it and reached the minimum number of points set by the JTB at its first meeting of the semester.
9. A student shall be excluded from receiving regular social assistance for the entire duration of the course if
   1. misrepresents a fact or a fact,
   2. states untrue data or facts,
   3. makes a manifestly unfounded reference to a fact or fact,

in an attempt to deceive the JTB.

1. In case of suspension or termination of the student's student status for any reason, the regular social grant may no longer be paid from the date of the suspension or termination. In the event of a suspension of the student's status, the student shall be obliged to repay to the university the allowance paid during the semester in question.

**Exceptional social grant**

104. §

1. The exceptional social grant is a one-off allowance paid on request to compensate for an unexpected deterioration in the student's social situation. The Benefits and Reimbursement Committee must decide on applications received at least once a month. Payment must be made within 8 days of the decision becoming final.
2. In the event of the suspension or termination of the student's student status for any reason, the exceptional social grant may no longer be paid from the date of the suspension or termination. In the event of a suspension of the student's status, the student shall be obliged to repay to the university the allowance paid during the semester in question.

**Bursa Hungarica Scholarship for Higher Education**

105. §

1. The rules for the scholarship are set out in Articles 18-20 of Government Decree 51/2007.
2. The Bursa Hungarica Higher Education Municipal Scholarship (hereinafter referred to as the Bursa Hungarica Scholarship) is a social grant in cash, which is awarded to a student from the social scholarship (hereinafter referred to as the Scholarship) granted by the municipal and county governments of the municipalities and counties that joined the Bursa Hungarica Higher Education Municipal Scholarship System (hereinafter referred to as the Scholarship System) in the given year: the municipal scholarship part) and the social scholarship established on the basis of the municipal scholarship at the student's higher education institution on the basis of this Regulation (hereinafter referred to as the "institutional scholarship part").
3. Bursa Hungarica Scholarships are available to students who have been awarded a scholarship by the municipality of their permanent residence and are studying full-time in a bachelor's, master's, or part-time higher education programme or in a higher education vocational programme.
4. The source of the institutional grant is the earmarked resource indicated in the budget of the institutions.
5. Municipal or county councils may join the Scholarship Scheme on an annual basis. The Minister responsible for higher education (hereinafter referred to as "the Minister") shall publish the procedures for joining the scheme annually on the website of the Ministry under his/her authority (hereinafter referred to as "the Ministry").
6. The maximum amount of the institutional grant per person per month (hereinafter referred to as the "maximum amount") is published annually by the Minister on the Ministry's website.
7. The monthly amount of the institutional grant component shall be equal to the amount of the municipal grant component, but shall not exceed the amount determined pursuant to paragraph 6.
8. Scholarships awarded under the Scholarship Scheme are awarded solely on the basis of the applicant's social situation and do not take into account the applicant's academic record.
9. The institutional part of the scholarship is independent of any other support provided by the higher education institution.
10. The institutional grant is awarded by the Minister.
11. The scholarship is paid to the student by the University. It is the responsibility of the higher education institution to verify eligibility before starting the payment.
12. For students who have started their higher education before the scholarship is paid, the payment of the institutional part of the scholarship starts in March and is paid in the same order as the student's allowances. Payment of the municipal scholarship component shall start in the month of March, but no later than the payment of the first scholarship following the transfer to the higher education institution, when the scholarships due up to that date shall be paid, and shall continue to be paid in the same order as the institutional scholarship component.
13. If the student first started his/her higher education studies in the semester in which the scholarship is paid, the institutional part of the scholarship will be paid in the same order as the institutional student allowance, starting in October (March for cross-semester courses). The payment of the municipal scholarship component will start in October (March for cross-semester courses), but no later than the first scholarship payment following the transfer to the higher education institution, when the scholarships due up to that date will be paid, and will then be paid in the same order as the payment of the institutional scholarship component.
14. During the months in which the student's status as a student is suspended, the scholarship will be suspended in full, without any change to the end date of the scholarship.
15. If the scholarship recipient does not meet the conditions for receiving the scholarship, the higher education institution is obliged to terminate the scholarship.
16. The student receiving the scholarship must notify the awarding higher education institution and the application management organisation in writing of any changes affecting the awarding of the scholarship as soon as possible, but not later than 15 days, during the period of the award. The student is obliged to notify within 5 working days of any change in the following information:
    * + 1. the student's name, place of residence and e-mail address,
        2. the name of the student's course, the work schedule and the form of financing,
        3. postponement of studies.
17. A scholarship holder who fails to comply with the notification obligation may be excluded from receiving the scholarship and from the next annual round of the scholarship scheme. The scholarship holder must repay the unauthorised scholarship to the awarding higher education institution within 30 days. Scholarship holders who do not receive their scholarships due to failure to notify the Commission will not be entitled to any unpaid scholarships after the end of the academic semester (30 June or 31 January).
18. Higher education institutions are obliged to pay the scholarship free of charge on a monthly basis, together with and in the same way as other benefits they provide. The higher education institution is obliged to pay the municipal scholarship only if the funds have been transferred to its account by the applicant organisation.
19. The institutional grant must be paid even if the municipal grant is not available in the institution's account.

**Funding**

106. §

1. A first-time full-time student in vocational education and training, basic education, unified or split training is entitled to a basic grant of 50% of the student's standard student allowance on first registration, if the student meets the conditions set out in Article 103 (5-6), i.e. if the student is entitled to a regular social grant on the basis of his/her social situation: [[134]](#footnote-135)

* disabled or medically needy, or,
* severely disadvantaged, or
* a breadwinner, or
* a large family, or
* orphaned, or
* disadvantaged, or
* your guardianship has ended because you have reached the age of majority, or
* half-orphaned.

1. A first-time full-time Master's student on a state scholarship is entitled to a basic grant of 75% of the student's standard student allowance on first registration, provided that the student meets the conditions set out in Article 103 (5-6), i.e. the student is entitled to a regular social grant on the basis of his/her social situation:

* disabled or medically needy, or,
* severely disadvantaged, or
* a breadwinner, or
* a large family, or
* orphaned, or
* disadvantaged, or
* your guardianship has ended because you have reached the age of majority, or
* half-orphaned.

**Apprenticeship scholarship**

107. §

1. The internship scholarship is awarded to students participating in a continuous internship of six weeks or more, as defined in the training and outcome requirements. An application for an internship scholarship must be submitted.
2. The scholarship is available to full-time students on a state scholarship who complete their traineeship at a place other than the place of residence or the place of establishment of the university, who do not receive accommodation in a hall of residence, and who are at least 25 km away from their place of residence.
3. The monthly amount of the work placement grant may not exceed 10% of the annual student allowance.
4. In case of suspension or termination of the student's student status for any reason, the internship grant may no longer be paid from the date of the suspension or termination. In the event of a break in the student's status, the student shall be obliged to repay to the University the allowance paid during the semester in question.

**Other student scholarships**

108. §

1. The faculties may set up scholarship funds from the budget support for student allowances and from their own income, in addition to those listed in the law and these regulations (e.g. scholarships for students in colleges, scholarships to supplement the study costs of disadvantaged students and athletes). Both state-supported and self-financed students may apply for scholarship funds. The objective principles and conditions for awarding scholarships are set out in the Faculty's annexes. The scholarship is paid through the Neptun system.
2. The Faculty Council shall consult the Directorate of Finance and the Vice Rector for Education on the establishment of the scholarship fund and the procedure for the evaluation of the scholarship applications.
3. In case of suspension or termination of a student's student status for any reason, no other student scholarship may be paid from the date of the suspension or termination. In the event of a suspension of the student's status, the student shall be obliged to repay to the university the allowance paid during the semester in question.
4. Own income [Section 2 (1) (*h))* of Government Decree No. 51/2007]: the fee pursuant to Section 82 (1) to (2) of the Nftv., the service fee specified in the institutional regulations, the result of the institution's entrepreneurial activity, the income from subsidies received from a business enterprise, and the subsidy received specifically for the payment of scholarships through a tender.

**Scholarships awarded by the university's maintenance foundation[[135]](#footnote-136)**

108/A. §

1. The university's maintenance foundation may set up a scholarship fund from the foundation's budget.
2. The regulations governing scholarships established by the University's Maintenance Foundation are set out in Annexes 10/A, 10/B and 10/C to the HKR.[[136]](#footnote-137)
3. Both publicly funded/scholarship students and self-funded students can apply for the scholarship fund.
4. The timely announcement of the scholarships thus established is the responsibility of the Vice-Rector for Education's Office and the Dean's Offices of the faculties of the University, in accordance with the regulations.
5. The scholarship applications received are evaluated by a committee chaired by the Vice Rector for Education of the University, with one member delegated by each faculty of the University and one member delegated by the Board of Trustees of the Foundation. The Board of Trustees decides on the awarding of the scholarships on the basis of the recommendation of the evaluation committee. Payment of the scholarship is made through the Neptun system.
6. In the event of the suspension or termination of the student's student status for any reason, the student scholarships established by the university's maintenance foundation may not be paid from the date of the suspension or termination. In the event of suspension of the student status, the student shall repay the benefits paid in the given semester.

**Support for note production**

109. §

1. The amount available for the grant may be used by the university to produce notes, to help distribute them to students, and to purchase equipment to help students with disabilities study. The amount available will be communicated in writing to the heads of the faculty by the Directorate of Finance by 15 November each year. The Faculty Council decides on the use of the funds. The use of the subsidy is subject to the prior approval of the Student Council. The Rector shall inform the Student Council in writing of the use of the subsidy once a year, by 31 May of each year.
2. The amount specified in paragraph (1) may be used, with the consent of the HÖK, for the purchase of electronic textbooks, teaching materials and electronic tools for preparation, if the university uses it for the production or purchase of digital teaching materials or for the purchase of tools to assist the studies of students with disabilities.

**Support for cultural and sporting activities**

110. §

1. Cultural activities include, in particular, cultural activities organised and provided for students within the university framework, event organisation, career counselling, life management and academic counselling, and mental health and life guidance.
2. Sporting activities include in particular activities organised or provided for students within the framework of the university, providing physical exercise, sport, competition, education for a healthy lifestyle, lifestyle counselling.
3. The cultural and sporting activity subsidy for each faculty is recorded on a separate subject line for each faculty. This budget can only be used on the basis of a decision by the Faculty Grants and Reimbursement Committee.

**Dormitory accommodation**

111. §

1. Residence halls are awarded on the basis of a competitive application process. Applications are assessed on the basis of an objective scoring system. The rules and criteria for the assessment are set out in the rules of the halls of residence.

**Talent bonus**

112. §

1. Students in full-time courses with state support/government (part) scholarships and full-time courses with cost reimbursement/self-financing who meet the conditions for a national higher education scholarship may take additional subjects for free for both semesters of the following academic year in addition to the +10% credit in the compulsory bachelor's and master's degree courses and in the part-time courses. The aim of the talent bonus is to ensure that the most talented students are not limited by the 10% extra credit limit, but only by their own interests and performance.

**Mobility bonus[[137]](#footnote-138)**

112.A. §

1. For students who have earned extra credits (compulsory or elective) during a student mobility programme, the 10% extra credit limit will be increased by the value of the extra credits earned in the mobility programme.

**Rules for transferring between state-subsidised and fee-based/subsidised training**

113. §

1. According to Article 69 of the Higher Education Act, a student attending higher education may be a state-supported student [supported by a state (part) scholarship] or a self-financed student, depending on the form of financing. The classification of a student according to the form of financing is for a period of two semesters.
2. The rules for the reclassification between state-subsidised and self-financing funding are set out in Annex 6[[138]](#footnote-139) pursuant to Section 48 (2)-(3) of the Nftv. and Section 61 of Government Decree 87/2015 (9.IV.). Students who are self-financed can only be reclassified to a Hungarian state scholarship.
3. The reclassification decision must be taken by 31 July each year, once per academic year.

**Fees payable by students[[139]](#footnote-140)**

114. §

1. The services and fees for which students participating in state-subsidised/(part-)state scholarship courses are entitled to a fee in accordance with § 82 (1)-(2) and § 83 (1) of the Nftv are listed in Annex 9.

(1a) In the case of students pursuing their studies under the Stipendium Hungaricum scholarship, the provisions of the above paragraph shall apply. Stipendium Hungaricum scholarship holders shall pay the same fees as students studying with a state scholarship. The student shall acknowledge receipt of this information in writing.[[140]](#footnote-141)

1. The fees for students who are self-financed are listed in Annex 7 (Nftv. § 83 (2))
2. The University shall be liable to pay for the repetition of revision examinations in the same subject, for the repetition of lectures, seminars, consultations, practical sessions, field exercises, and for the failure to fulfil or late fulfilment of the obligations set out in the Regulations on Fees and Fees in the Regulations on Studies and Examinations . The amount of the payment obligation may not exceed five per cent of the statutory minimum wage (minimum wage) for full-time work and the cumulative amount of the fees may not exceed half of the cost price, except in the case of § 114(3) of these Regulations. The amount of the fees payable by students is set out in Annex 9.
3. Fees for additional services provided to persons who are not students of the University:

|  |  |  |
| --- | --- | --- |
|  | **Name of service fee** | **Total** |
| a) | aptitude test in connection with the admission procedure | are determined by the faculty councils  max. 4000 HUF/application[[141]](#footnote-142) |
| b) | admission procedure fee (for applicants for a Master's degree) | are determined by the faculty councils  max. 4000 HUF/application[[142]](#footnote-143) |
| c) | pre-credential recognition procedure in the context of the admission procedure (MA/MSc applicants) | are determined by the faculty councils  max. 4000 HUF/application[[143]](#footnote-144) |
| d) | admission procedure fee (for applications for further vocational training)[[144]](#footnote-145) | are determined by the faculty councils  max. 9000 HUF/application[[145]](#footnote-146) |
| e) | admission procedure fee (for courses for foreign students) | are determined by the faculty councils[[146]](#footnote-147) |
| f) | validation of the subject matter[[147]](#footnote-148) | 500 Ft/each[[148]](#footnote-149) |

1. The out-of-pocket costs paid are the faculties' own income. If the student announces that he/she will be discontinuing his/her student status - by the statistical deadline (15 October / 15 March), the paid fees will be refunded. After this deadline, no application for passivation of studies may be submitted, except for an exceptional application for passivation of studies as referred to in paragraph 7.[[149]](#footnote-150)
2. If the student has paid the full amount of the co-payment before submitting the passport application, the university will reimburse the co-payment in accordance with (5).
3. If the student is unable to fulfil the obligations arising from the student status due to childbirth, accident, illness or other unforeseen reasons through no fault of his/her own, the university will refund the paid fees.
4. [[150]](#footnote-151)[[151]](#footnote-152)Different provisions for third-country nationals **as defined in Laws I and II of 2007**: the third-country national must pay the cost of the visa before submitting the visa application. If the third-country student who is a student who has to pay the cost of his/her stay in a third country terminates or suspends his/her stay during the semester, he/she is entitled to a refund of the cost of his/her stay as follows:
   1. if the third-country student is enrolled, he/she is entitled to a refund of 50% of the registration fee if the termination or suspension takes place before 15 October for the autumn semester and 15 March for the spring semester, following the registration period,
   2. ~~the~~ student from a third country is entitled to a refund of 30% of the cost of the visa, if the student's visa application is rejected by the competent authority.[[152]](#footnote-153)
   3. is not entitled to a refund of the amount of the out-of-pocket expenses if the termination or suspension takes place after the deadline set out in point (a).
5. Any fees payable by the student can only be paid in Neptun.
6. The payment of overdue fees is a condition for the continuation of studies, including the establishment of a new student status. If the student has overdue payment debts:
7. may not sit an exam,
8. may not enrol for the next semester,
9. may not pick up an object,
10. may not take the final examination,
11. you will not receive your diploma.
12. The student reports the fact of the incorrect payment by submitting a request on Neptun. The University will refund the incorrect payment. If the student does not exercise this right within two months of the due date of the payment, the refund cannot be claimed.
13. If the student is forced to submit the application through no fault of his/her own, the application fee will be refunded after consultation with the ETC.

**Settlement of a payment obligation via a omnibus account**

114/A. §[[153]](#footnote-154)

* + - 1. The omnibus account is a bank account held with OTP Bank into which students of the University can deposit any amount they wish in order to settle their payment obligations at the University. The Neptun Study System creates a balance per student from the amounts paid, from which the student can settle his/her payment obligations in the order he/she wishes.[[154]](#footnote-155)
      2. When transferring money to a collective account, the student's real Neptun code and the student's name must be entered in the message field after the mandatory text "NK-" (Sample: NK-ABC123 TESZT ELEK)
      3. The transfer will appear in the student's omnibus account within a few days of the start date.
      4. The amounts transferred to the omnibus account are identified by the Neptun system on the basis of the data in the communication field. If the communication field is not filled in in the manner specified in paragraph 2, the processing time required for the transfer to appear in the student's omnibus account may be increased.
      5. The primary identification of the amount paid is based on the communication. If the message fails, the system checks whether a transfer has been made from the bank account or whether the account number is the default account number of a student. If the system finds a match, the amount transferred will appear on the student's balance.
      6. The University will set up the automatic settlement of overdue student debts in the Neptun Study system, in which case the system will automatically settle the overdue debt up to the amount in the omnibus account. The order in which the debts are settled is: 1. own costs, 2. service fees, other fees in chronological order.
      7. The unused part of the amount paid into the omnibus account in accordance with paragraph (6) will be returned to the bank account from which the transfer was made, upon the student's request. The minimum amount that can be refunded is HUF 500.

**Settlement of payment obligations by credit card**

114/B. §[[155]](#footnote-156)

1. You can also pay the fees for self-costs, dormitory and other services (e.g. application fee, re-examination fee, special procedure fees, etc.), which are charged in HUF, by credit card.
2. In Neptun, clicking on the "pay by credit card" button will redirect the student to the bank's payment interface. You can settle your debts instantly (0-24h) [by paying by bank card.](https://qter.elte.hu/Statikus.aspx/GyIK-Penzugy#Hogyan%20k%C3%A9rhetek%20int%C3%A9zm%C3%A9nyi/c%C3%A9ges%20sz%C3%A1ml%C3%A1t?:~:text=Befizet%C3%A9sek%20men%C3%BCpontban%20l%C3%A1thatja.-,1.8%20Hogyan%20tudom%20teljes%C3%ADteni%20a%20ki%C3%ADr%C3%A1somat%20a%20szem%C3%A9lyes%20gy%C5%B1jt%C5%91egyenlegem) Acceptance also works through the online system as a card purchase transaction.

**Provisions for self-financed students**

115. §

1. In the case of students participating in self-financed training, the self-financing specified in the student's training contract includes the services specified in paragraphs (1) - (2) of Article 81 of the Nftv. For all other services, the student shall pay a fee, which shall be the same as the fee for students in state-subsidised training as set out in § 114(3), which is set out in Annex 9.
2. Students who change faculty, degree programme or institution will be offered a new student training contract by the institution. In the case of a change of degree programme, the training period and training costs of the new degree programme shall be decisive for the fulfilment of the conditions (Nftv. § 48/B (8)).
3. If the payment of the student's own costs is not made by an individual but by a partner with a tax number, the student must submit a declaration of commitment electronically in accordance with Annex 4. The deadline for submission of the declaration of commitment is the first day of the registration period.***[[156]](#footnote-157)*** On the commitment form, the partner must indicate the type of invoice (electronic or paper). The student is responsible for meeting the payment deadline. The partner's declaration does not override the deadline.*[[157]](#footnote-158)*
4. To defer the payment of the first instalment, the student may submit a request for deferral of the first instalment, together with a detailed justification, by means of the "Request for deferral of the payment of the first instalment" (Annex 4), which is decided by the Rector, after considering the opinion of the Head of the ETH Group and the Dean. In the case of a positive decision, the student shall not be subject to the sanctions provided for in § 114 (3) and (9).***[[158]](#footnote-159)***
5. In the event of late payment of the second***[[159]](#footnote-160)*** instalment, the student shall pay the late payment fee specified in Section 114 (3), with the simultaneous application of the sanctions provided for in Section 114 (9).
6. Deadline for payment of the excess:
7. in the case of higher education vocational training, bachelor's, master's, postgraduate and advanced vocational training, the cost of the course must be paid in two equal instalments.[[160]](#footnote-161)
8. in the case of higher education vocational training, bachelor's, master's, postgraduate and advanced vocational training, the first 50% of the cost of the course is required for enrolment/registration. The deadline for the payment of the first 50% of the cost is the first day of the registration period.[[161]](#footnote-162)
9. The deadline for payment of the second 50% of the cost of the course is 10 October for the autumn semester and 10 March for the spring semester.[[162]](#footnote-163)
10. For first-year students (those admitted in the semester in question) enrolled in a specialised postgraduate course, the cost of the course is paid in one lump sum. For the autumn semester by 10 October at the latest[[163]](#footnote-164) , for the spring semester by 10 March at the latest. [[164]](#footnote-165)[[165]](#footnote-166)

**Payment discounts**

116. §[[166]](#footnote-167)

* + 1. [[167]](#footnote-168)Based on the request of a student with self-payment, a reduction of the amount of the self-payment may be granted in the following cases and to the following extent, which shall be decided by the Rector on the basis of a proposal of the Dean:
       1. For students who are "over-achieving" (exceeding the training period) in bachelor, master, higher education and further education:
* if the number of credits taken by the student in a given semester does not exceed 0-10 credits, the reduction is 50%;
* if the number of credits taken by the student in a given semester is between 11 and 20 credits, the reduction is 30%;
* no reduction if the number of credits taken by the student in the semester exceeds 20 credits.
  + - 1. If the student is an employee of the University, the reduction may be between 0% and 100%; in this case, the University will conclude a study contract with the employee.[[168]](#footnote-169)
      2. If the student's exceptional circumstances in the semester in question justify it, a reduction of between 50% and 100% may be granted.
    1. The credits recognised count towards the credits taken.
    2. The application can only be submitted for one type and the discount can only be granted for one title.[[169]](#footnote-170)

**Procedure for the enforcement of claims against students who are students[[170]](#footnote-171)**

117. §

1. Students who are active students and have overdue debts (co-payments, other fees (not including dormitory fees)) must be notified by the ETC in a Neptun message to settle the debt. A late fee will be charged after the deadline for payment has expired.
2. If the student fails to pay the fees by the deadline specified in the Neptun message, the University will send a Neptun message to the student concerned, reminding him/her to pay the fees again.

Text of the notice:

*Our records show that you have an outstanding debt with the University of Sopron. I request you to pay your overdue debt within* 8 days. *Please note that until you have paid the overdue debt, you cannot register for exams in the Neptun system, register for the next semester, take courses or take final exams.*

*Please note that in the event of non-payment of your debt, the University will pursue your claim through legal action.*

1. If the student is unable to meet his/her payment obligations and/or requests in writing the termination of his/her student status, the university may, in accordance with the Nftv. The University shall be entitled to terminate the student's student status on the day of notification pursuant to Section 59 (1) (b). The decision to terminate the student status shall also include a provision on the payment of the outstanding payment obligation. The student must be informed that the debt outstanding at the time of termination of the student's contract will be collected in accordance with the University's Financial Regulations.[[171]](#footnote-172)

Text of the decision to terminate the student's status:

*Your student status with the University of Sopron, in accordance with your request dated ..., dated ..., file number ..., ...., was terminated on ..., in accordance with the provisions of Act CCIV of 2011 on National Higher Education. Article 59 (1) (b) of the Law on Higher Education of the Republic of Estonia of .... I hereby inform you that the termination of your student status shall not affect your outstanding debt to the University of ..., amounting to ..., which has expired. You are requested to pay the outstanding amount via Neptun within 8 days of receipt of this letter. Please note that if this demand is not successful, the University will pursue the claim by legal means. As long as the debt is owed to the University, you may not enter into any further student, civil or employment relationship with the University.*

1. If the higher education institution unilaterally terminates the student's legal status and the student has an outstanding payment obligation, the student must still be requested to pay the overdue debt. The obligation to pay remains regardless of the termination of the student's status. This notice, together with the decision to terminate the student's student status, must be given to the student in a verifiable manner (signature in the case of personal receipt or by letter sent by registered post.)

The decision to terminate student status must contain the following text:

*"I hereby inform you that the termination of your student status will not affect your payment obligation to the University of ..., amounting to .... You are requested to pay your payment obligation within 8 days of receipt of this letter via Neptun. Please note that if this demand is unsuccessful, the University will take legal action to enforce the claim. As long as the debt is owed to the University, you may not enter into any further student, civil or employment relationship with the University."*

**Support for studies in Hungary by foreign nationals**

118. §

1. On the basis of a bilateral international treaty, the Preferential Treatment Act or a decision of the Minister, a foreign student studying at the University may receive a scholarship pursuant to Articles 26-27 of Government Decree No. 51/2007.

119. §

1. Pursuant to Article 39 (1) (1) of the Nftv., Hungarian citizens are entitled to all rights. The period of support for students covered by Act LXII of 2001 on Hungarians Living in Neighbouring Countries who have previously attended a state-subsidised course and have been admitted to a state-subsidised Master's programme is extended by two semesters.

**Scholarship for students participating in part-time studies in the countries of the European Economic Area**

**Rules for students participating in a part-time course abroad**

120. §

1. Pursuant to Article 25 (1) of Government Decree No. 51/2007 (6.III.), scholarships for Hungarian citizens providing assistance for studies at state-recognised foreign higher education institutions may be awarded through a public call for applications.
2. The tender

a in the mother tongue of Hungarian citizens belonging to the nationality, as defined in the bilateral international treaty with the country concerned.

b) full or part-time study abroad

to help you study at a recognised higher education institution.

1. The tender is launched by the Minister, within the limits set by the Budget Act.
2. Applications will be assessed on the basis of the relevant bilateral or multilateral international agreements and the academic performance of the applicants.
3. The Minister shall decide on the applications on the basis of the principles set out in paragraph (4), where necessary with the assistance of experts, and shall notify the applicant and, in the case of students, the higher education institution.
4. The call for applications must be published on the website and sent to all higher education institutions and the national minority self-government of the national and ethnic minority concerned.
5. The deadline for submission of applications must be no earlier than 30 days after publication.

**Transitional provisions**

121. §

1. The student allowances for students who have started their studies under Act CXXXIX of 2005 shall be determined in accordance with Act CXXXI of 2015,
2. who started their studies after 31 August 2009 and who will continue to be students after 1 September 2018 from 1 September 2018.

**Chapter X**

**Student Health and Safety Rules**

**Scope of the OSH Code**

122. §

1. In order to comply with the Occupational Safety and Health Act XCIII of 1993, and the implementing Decree 5/1993 (VII. 26.) of the Ministry of Labour and Social Affairs, the Safety and Health Regulations and other legal requirements, the Senate regulates the occupational safety and health regulations as follows.
2. This Chapter applies to persons who are students of the University. Procedures not covered by this chapter are governed by the provisions of the Security and Safety Code.

**General obligations of students in the field of occupational safety and health**

123. §

1. The student must comply with the legislation on occupational safety and health, general and professional safety and health regulations.
2. Students are obliged to report any anomalies immediately, and to leave the premises in case of immediate danger.
3. Anyone who violates the general working rules, is under the influence of alcohol or other intoxicating substances, fails to attend health and safety training through his own fault, fails to attend the required medical examination, or fails to use protective equipment or uses it improperly during practical work, shall be banned from work and disciplinary proceedings may be initiated against him.
4. All students at the institution must receive health and safety information.

**Arrangements for OSH training**

124. §

1. Pre-employment training:
   1. A new first-year student entering the institution can only be admitted to the teaching order after having been informed about the safety at work. Re-entrants after an absence of more than six months shall be considered as new entrants for the purposes of OSH education.
   2. Students are informed about health and safety at the time of enrolment and registration, when they sign a declaration to this effect~~.~~ In the event of transfer or reassignment within the institution and its units, students must receive practical OSH training before the start of their training.
   3. OSH training for local conditions is provided by the training unit where the training takes place.
2. Recurrent OSH training: recurrent OSH training must be carried out at annual intervals.
3. Exceptional safety training: in the event of a serious accident, fatal accident or an accident resulting in more than two persons being injured at the same time, exceptional safety training must be given to the students at risk in order to avoid accidents.
4. The rules on occupational safety and health training:
   1. The head of the department must ensure that the student, including students returning to education after an absence of more than six months, must attend in person for the purpose of preliminary practical training before the student's enrolment.
   2. The practical OSH training must be given by the supervisor responsible for the application before the practical (laboratory) and documented.
   3. OHS training must be given during term time.
   4. The main topics of OSH training should be defined in advance. The topics should be drawn up by the instructor.
   5. The initial and recurrent OSH training should cover in particular:

Theoretical education:

* + basic concepts and general rules on occupational safety and health,
  + the general rights and obligations of student learners in relation to occupational safety and health,
  + technological, operational, handling and maintenance instructions necessary for the training of the student,
  + the obligation to report accidents,
  + the importance and obligation to use protective equipment and clothing,
  + the specific health and safety rules applicable to the institution (laboratory), the consequences of breaching health and safety rules.

Practical training:

* + safe working practices for work, the risks of accidents and how to avoid them,
  + work discipline,
  + accident hazards and how to avoid them in the practice area and its surroundings,
  + the practical application of protective equipment, protective clothing and protective equipment,
  + practical demonstration of the implementation of specific health and safety requirements related to the exercise,
  + first aid.

**Personal protective equipment, first aid**

125. §

1. In the event that the student does not use the prescribed and provided personal protective equipment, he/she will be banned from the session.
2. If, for any reason, the required personal protective equipment is not provided, the supervisor must prohibit work. If the protective equipment becomes worn, it must be replaced immediately. The student must not remove the personal protective equipment from the workplace.
3. The student is financially liable if the protective equipment issued to him/her is not used for its intended purpose and wears out prematurely.
4. The assessment of the need for, the necessity of and the types of protective equipment required, and the initiation of the request are carried out by the heads of the units. Only qualified protective equipment may be purchased.
5. First aid should only be administered by a trained person.
6. The name and location of the first-aider must be indicated on the sign at the reception.
7. First-aiders are appointed by the Director General of Economic Affairs, the Director of the dormitories in colleges, the Director in the training school, and their training is provided by the Safety Officer.

**General rules of conduct at work**

126. §

1. In each area, the necessary staff, equipment and conditions for safe education and sport must be provided.
2. In the case of an activity carried out by two or more persons, one of the persons carrying out the activity must be given the task of managing the activity and this must be communicated to the members of the group. The instructor directly ordering the activity shall be responsible for its implementation.
3. Each student is only allowed to carry out the activities set by his/her supervisor.
4. You can only derogate from this if:
   1. you do not have the safety conditions to play the sport,
   2. the intervention is intended to prevent an accident, provide first aid or prevent major damage.
5. In working conditions where there is a direct or indirect threat to the life, limb or health of any person, training or instruction is prohibited until the threat has been eliminated.
6. In the interests of safe education, it is forbidden to bring alcohol into the workplace and to consume alcohol there!
7. The student is obliged to inform his/her immediate supervisor or instructor if he/she is unable to carry out his/her activities without endangering his/her physical integrity for health or other reasons. In such cases, the immediate supervisor or instructor must take action to remedy the complaint.
8. Any behaviour on the premises of the institution, such as disobedience, playing, disruption during lessons, which hinders safe education is prohibited. The instructor who directly supervises the activity must ensure that the conditions are in accordance with safety requirements.

**Disciplinary liability**

127. §

1. Students who fail to comply with their health and safety obligations, even if they do not cause an accident, should be held liable. Thus, in particular, if:
2. fails to use the personal protective equipment prescribed and made available to him or her, despite being warned to do so, or deviates from its proper use,
3. you do not attend the required medical examinations through no fault of your own,
4. fails to carry out the work or check the equipment that is obligatory and expected of him or her and thereby endangers himself or herself, a fellow student or causes an accident,
5. does not attend the required health and safety training through no fault of his/her own,
6. fails to report immediately to his/her instructor an incident that results in an accident, injury, sickness or emergency.

**Some special rules**

128. §

1. **Sports** or additional activities may only take place under the supervision of a responsible manager or instructor who is authorised to take action.
   1. **Poison use:**
   2. The purchase, transport, storage, dispensing and use of poisons that are necessarily used in the institution must be in compliance with the relevant legislation.
   3. The unit manager responsible for the unit must ensure that

* adequate storage facilities are available,
* a qualified person authorised in writing to handle, store, dispense and use the poison.
  1. The head of the relevant unit is responsible for ensuring that the purchase of poison is carried out in accordance with the relevant regulations and that the poison is recorded and disposed of as required by the Regulation when it is received.
  2. The responsible unit manager, to whom the blood pool belongs, must ensure that
* the poison cabinet or poison chamber or designated storage area is fitted with a security lock and the exterior of the door is conspicuously marked with the words "Poison" and a death head sign in a standard design,
* a cleaning person should be appointed who has received appropriate training in poison prevention,
* the appropriate neutralising liquid must be readily available at the place of storage and use of the poison.
  1. The person entrusted in writing with the storage and release of the poison is responsible for
* the poison cabinet or poison chamber or the designated place is not to be touched or entered by unauthorised persons,
* comply with the regulations on storage, transfer, dispensing, cleaning, smoking and eating during work.

1. The teachers are responsible for monitoring the work of students during term time. The purpose of the inspection is to check that the conditions for healthy and safe work are in place.

**Reporting student accidents**

129. §

1. The student must report any injury or illness at the institution to the person directly responsible for the student without delay.
2. If he/she is unable to report due to health reasons, the partner present must do so.
3. Failure to report will be subject to disciplinary action.
4. It is the duty of the injured person's immediate supervisor or, in the case of a student, the person in charge of the supervision:
   1. arrange for the injured person's medical care,
   2. ensure that the location is preserved or recorded,
   3. immediately notify the institution's safety representative.
5. Accidents requiring immediate notification must be reported by the head of the unit to the Rector, the Director of Economic Affairs and the Safety Officer.
6. In the event of an accident which must be reported immediately, the Director-General for Economic Affairs must report it by telephone, fax or telegram:
   1. the police station in the area,
   2. Győr-Moson-Sopron County Government Office, Employment Department, Department of Labour Protection and Labour Inspection,
   3. the competent technical inspectorate.
      1. The telephone notification must be repeated in writing within 24 hours.
      2. In the event of an accident which must be reported immediately, the Director-General for Economic Affairs must ensure that the site remains undisturbed until the police, the occupational safety inspectorate and any technical inspectorate concerned have carried out an investigation.
      3. The Director-General for Economic Affairs may give written authorisation to change the location or to continue teaching, if there is good reason to do so, if this is necessary to avert an additional threat or for important economic reasons.
      4. In such a case, a photograph or sketch of the scene should be taken and the physical evidence should be preserved.

**Investigating student accidents**

130. §

1. Accidents are investigated by the Director General of Economic Affairs, the Safety Officer.
2. In order to prevent accidents, any event that did not cause an injury but could have caused an accident, taking into account the circumstances, should also be investigated.
3. Incidents subject to investigation:
   1. explosion,
   2. fires,
   3. motor vehicle accidents,
   4. machine breakage,
   5. building collapse,
   6. and a similar event not listed above.
4. Quasi-accidents are investigated by the same people who investigate accidents at work.
5. The investigation must identify the cause of the quasi-accident, determine the health and safety standards that were breached and take action to prevent similar accidents.
6. It is the responsibility of the Director-General for Economic Affairs to initiate disciplinary or criminal proceedings against those responsible for causing a quasi-accident.

**Chapter XI**

**Final provisions**

131. §

* + 1. The Student Requirements System has been approved by the Foundation for the University of Sopron as the sustaining body by the Board of Trustees' Decision No. 2/2020 (29.VII.). The Student Requirements System will enter into force on 1 August 2020, with no changes to its content.
    2. The Student Requirements System was amended by the Senate of the University of Sopron by the Senate's resolutions No. 13/2021 (II. 17.), No. 37/2021 (III. 17.), No. 67/2021 (IV. 21.), No. 145/2021 (VI. 16.), No. 206/2021 (XI. 17.).
    3. The Student Requirements System has been approved by the Board of Trustees of the Foundation for the University of Sopron by its Resolution 79/2021 (XII.02.).
    4. The Student Requirements System was amended by the Senate of the University of Sopron by its resolution 37/2022 (III. 09.). The Board of Trustees of the Foundation for the University of Sopron took note of the amendments. The amended regulations will enter into force on 9 March 2022.
    5. The Student Requirements System was amended by the Senate of the University of Sopron by its resolution 15/2022 (II. 09.). The Board of Trustees of the Foundation for the University of Sopron approved the amendments by Resolution No.... The amended Statutes shall enter into force on 14 April 2022.
    6. The Student Requirements System was amended by the Senate of the University of Sopron by its resolution 105/2022 (VI. 08.). The Board of Trustees of the Foundation for the University of Sopron approved the amendments by Resolution No. 40/2022 (04.07.04.). The amended regulations shall enter into force on 4 July 2022.
    7. The Student Requirements System was amended by the Senate of the University of Sopron with its resolution 136/2022 (VII. 29.). The Board of Trustees of the Foundation for the University of Sopron approved the amendments by Resolution No. 31/2022 (VIII. 10). The amended regulations shall enter into force on 10 August 2022.
    8. The Student Requirements System was amended by the Senate of the University of Sopron by its resolutions 1/2023 (30.I.) and 27/2023 (08.III.). The Board of Trustees of the Foundation for the University of Sopron approved the amendments by Resolution No. .../2023 (II. 09.). The amended Statutes shall enter into force on 8 March 2023.
    9. The Student Requirements System was amended by the Senate of the University of Sopron by its resolution 115/2023 (VIII. 24.). The Board of Trustees of the Foundation for the University of Sopron approved the amendments by Resolution No. 38/2023. The amended regulations shall enter into force on 6 November 2023.
    10. The Student Requirements System was amended by the Senate of the University of Sopron in its resolution 7/2025 (II. 20.). The Board of Trustees of the Foundation for the University of Sopron approved the amendments by its resolution No. .11/2025. (II. 27.) The amended regulations shall enter into force on 5 March 2025.

Sopron, 4 March 2025.

Dr. Sándor Csányi

Chairman of the Board of Trustees

Foundation for the University of Sopron

Reserved by

**Annex No.**

**Student / doctoral student employment contract**

which was established by the **University of Sopron** ..................................... Faculty ................................... (tax number: , represented by: ........................................ dean) ........................... (head office) (hereinafter referred to as the **Employer**),

on the other hand,

Name:

Mother's name:

Address:

Place and date of birth:

Tax identification number:

Social security number:

Bank account number:

(hereinafter: **Employer**)

at the place and time indicated below, subject to the following conditions:

1. The Employee is a student (doctoral student) enrolled in the Employer's ...............................education .................... course ................ year ................. semester.
2. This contract is for a limited period from ...................... to ...................
3. The Employee shall perform activities directly related to the teaching and research tasks of the Employer ........................... (title of activity) ..................................... in the job description, which forms an integral part of this contract.
4. Work location: .......................................
5. Start date: .....................................
6. The Parties agree to waive the probationary period./ The Parties agree to a probationary period in this contract. The probationary period shall be 30 days. During the probationary period, the employment relationship may be terminated by either party without justification.
7. The Employee will perform his/her duties for .......... hours per month. The basic salary of the Employee is ............................,-Ft/month gross, i.e. ................ HUF.

*OR if the employee is a doctoral student:*

The employee performs his/her duties for ... hours per month (max. 20 hours per week).

The payday is the 5th day of the month following the month in question. Wages are paid by transfer to the Employee's bank account.

1. The annual leave to which the Employee is entitled: ....................................day
2. The method of calculating and granting the amount of ordinary leave is laid down in the Labour Code. 115-135, the calculation of the period of notice to which the Employer and the Employee are entitled are governed by the provisions of the Mt. Articles 64-85 shall apply.
3. The Employer shall ensure that the Employee may exercise his/her rights and fulfil his/her obligations as a student as set out in its Organisational and Operating Rules/Doctoral Regulations.
4. The employer is .................................
5. In accordance with Mt. Articles 86-114, the applicable working hours and the schedule of working hours are set out in the job description.
6. The Employer and the Employee are not covered by a collective agreement.
7. In matters not regulated in this contract, the provisions of Act I of 2012 on the Labour Code (Labour Code), Act CCIV of 2011 on National Higher Education (Nftv.) and the Employer's Organisational and Operational Rules/Doctoral Regulations shall apply accordingly. The referenced regulations of the Employer can be freely downloaded from http://uni-sopron.hu.

The parties, having read and understood the contract, have signed it in agreement with their intentions.

Celtic, ......................................

|  |  |
| --- | --- |
| .............................................  Employee | ....................................  Employer |

You get:

* + Employee
  + Employer
  + Archives

**Annex No.**

**STUDENT/DOCTORAL TRAINING CONTRACT**

which was created by the

**Name:** University of Sopron

**Address:** 9400 Sopron Bajcsy-Zsilinszky út 4.

**Institution identifier:** FI 21120

**Tax number:** 19253086-2-08

(hereinafter referred to as the *University)*, of the other part

**NAME**: .......................................

**Student ID:** ...................

**Date and place of birth**: ......................,..

**Tax ID**:............................

**Permanent address**: ........................

**Kar:..........................................**

**Training level**: ..........................

**Training name**: ............................

**Tagozat**: ...................................

**Training location:** ...........................

between the University and a person enrolled in a self-financed course of study at the University (hereinafter referred to as the "*Student*") pursuant to Act CCIV 2011 on National Higher Education (hereinafter referred to as the "Act") at the place and time indicated below, subject to the following conditions:

1. The Student shall be a student of the University from the semester 20..../20..... of the academic year ...... The period of study as defined in the training and output requirement: ...... semester. The present contract is valid for a limited period of time, until the cost bearing (funding) status is maintained or the student's status is terminated.

2. The Student acknowledges that his/her rights and obligations in relation to his/her studies at the University and his/her payment obligations (tuition and fees) in connection with his/her legal status are set out in the Organisational and Operational Regulations Student Requirements System Study and Examination Regulations, Remuneration and Reimbursement Regulations and Doctoral Regulations.

3. The cost of the course: ........................ HUF/ semester, which cannot be changed during the period of student status.

The Student is obliged to make the payment of the co-payment and other fees related to the studies electronically, through the Neptun system, by means of a collective invoice. The deadline for payment of the first 50% of the co-payment is the first day of the registration week of each semester, the deadline for payment of the second 50% is 10 October and 10 March respectively.[[172]](#footnote-173)

In the event of late payment of the cost price, a one-off late fee of HUF 5 000 will be charged at the same time as the payment notice.

The Student acknowledges that registration, course enrolment, application for the examination and participation in the final examination are not permitted in case of payment arrears.

1. In the event of a culpable breach of the University's obligations under the law or the Rules of Organisation and Operation, the University shall reimburse the Student for the excess fees paid. The provisions of the Civil Code shall apply to the breach of contract and its legal consequences.
2. The civil court of general jurisdiction shall have jurisdiction in disputes arising out of this contract.

6. In matters not regulated in this contract, the provisions of Act CCIV of 2011 on National Higher Education and the University's Organisational and Operational Rules shall apply. The provisions of this contract **shall** enter into force upon signature by the contracting parties.

7. The University will inform the student about the progress of his/her studies, his/her academic progress and financial obligations through the Neptun study system. The student is obliged to monitor the messages addressed to him/her in the Neptun study system. Failure to do so will not result in the University being held liable for any loss suffered by the Student.

The parties, having read and interpreted the contract, have signed it in agreement with all their intentions.

............................... , ............................

|  |  |
| --- | --- |
| ......................................................  Student | ......................................................  Representing the University |

**Annex No.**

**REQUEST/Decision template**

I, the undersigned student ......., request that your thesis/thesis/thesis, as it contains state, official or trade secrets, be sent to the SOE .... Faculty of the SOE, in accordance with § 83 of the Student Requirements Code.

Details of the thesis/dissertation/thesis:

Name of the training:

The institute responsible for training:

The author of the thesis/thesis/thesis:

Title of the thesis/thesis/thesis:

Year of creation:

Name of the consultant:

The specific reason for the encryption, a brief indication of the secret circle and a justification

1. state secrets: ............
2. Official secrets: ....................
3. trade secret: ....................................................

date

signature (student)

I support this request: ..... consultant

**ENCRYPTION CLAUSE**

**The thesis is confidential for 15 years!**

**Duration of encryption: ....................**

date

Dean

**Statement**

I, the undersigned ... (consultant, examiner, member of the examining/final examination committee), being aware of my criminal and civil liability, declare in accordance with § 83 of the Student Requirements System of the Regulations that I will keep the state, official or business secrets of the content of the thesis/thesis/final examination .... secret for the duration of the confidentiality period.

date

signature (consultant, assessor, assessor/final examination board member)

**Annex No.**

**ELECTRONIC APPLICATION MANAGEMENT AT THE UNIVERSITY OF SOPRON THROUGH THE NEPTUN SYSTEM[[173]](#footnote-174)**

**Summary table of applications/data sheets that can be submitted via Neptun[[174]](#footnote-175)**

| **Identifier** | | | | | | **Name of the application/data sheet** | **Start of submission** | **End of submission** | | **Mandatory annexes** | **Assessment/**  **deadline for decision** | **Reviewer** | **Final** | **Reference base** | **Fee for a fee-based application** | | | **Whether a decision/ formal registration is required** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Enrolment, training contract, registration, deferment, transfer, certificate of status, preferential study arrangements** | | | | | | | | | | | | | | | | | | |
| **SOE\_1\_01** | | | | | | Application for enrolment  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗎🕭** | the first day of the registration period | last day of the registration period | | as set out in the enrolment prospectus | ongoing | - | - | HKR 62 §(1) | - | | | - |
|  |  |  | |  | |
| **SOE\_1\_02** | | | | | | Training contract  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗎** | the first day of the registration period | the last day of the registration period, but no later than  10 October / 10 March | | a printed and signed copy of the training contract | ongoing | - | - | HKR ~~15.~~  8. §. | - | | | - |
|  |  |  | |  | |
| **SOE\_1\_03** | | | | | | Application for enrolment in doctoral school  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗎🕭** | the first day of the registration period | last day of the registration period | | as set out in the enrolment prospectus | ongoing | - | - | HKR 62 §(1) | - | | | - |
|  |  |  | |  | |
| **SOE\_1\_04** | | | | | | Application for registration  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🕭** | the first day of the registration period | last day of the registration period | | - | ongoing | - | - | HKR 62 §(1) | - | | | - |
|  |  |  | |  | |
| **SOE\_1\_05** | | | | | | Application for doctoral candidate registration  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗎🗁** | ongoing | ongoing | | as prescribed by the doctoral school | ongoing | head of the doctoral school | head of the doctoral school | EDHT  5.§(6) | - | | | - |
|  |  |  | |  | |
| **SOE\_1\_06** | | | | | | Takeover request (within the institution)  (change of category, change of training, change of training location)  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**💰** | 15 December.  1 July 2011. | first week of registration period | | - | 15 days | relevant line managers/ Associate Dean for Education | T Commission | HKR 64.§ | 3 000,-Ft | | | yes/yes |
|  |  |  | |  | |
| **SOE\_1\_07** | | | | | | Deferment of the start of studies  Magyarország zászlaja✍🗎 | the first day of the registration period | last day of the registration period | | the document(s) supporting the application | 15 days | Associate Dean for Education | T Commission | HKR 62.§(11e) | - | | | yes/yes |
|  |  |  | |  | |
| **SOE\_1\_08** | | | | | | for a preferential study regime  Magyarország zászlaja**🗎** | the first day of the period of enrolment | 15 October / 15 March | | the document(s) supporting the application | 15 days | instructor(s) | T Commission | HKR 80.§ | - | | | yes/yes |
|  |  |  | |  | |
| **SOE\_1\_09** | | | | | | Application for examination outside the examination period  Magyarország zászlaja🗎 | the first day of the period of enrolment | last working day of the academic term | | the document(s) supporting the application | 15 days | instructor(s) | T Commission | HKR 80.§ | - | | | yes/yes |
|  |  |  | |  | |
| **SOE\_1\_10\_01** | | | | | | Application for an electronically certified student status certificate   * Az Egyesült Királyság zászlaja – Wikipédia✍ | the first day of the registration period | last day of the examination period | | - | 3 working days | - | - |  | - | | | - |
|  |  | |  | |  |
| **SOE\_1\_12** | | | | | | Declaration for Stipendium Hungaricum scholarship holders and other foreign students  Az Egyesült Királyság zászlaja – Wikipédia**✍** | the first day of the registration period | last day of the registration period | | - | ongoing | - | - | HKR 114.§(1a) | - | | | - |
|  |  |  | |  | |
| **SOE\_1\_13** | | | | | | Application for conversion to a self-financing form financing | 1 January/1 August | 30 September / 28 February | | - | 15 days | - | - | HKR 113.§  and Annex 6 | - | | | yes/yes |
|  |  |  | |  | |
| **Late enrolment, late passivation, late registration, late enrolment/submission of subjects, missing deadlines** | | | | | | | | | | | | | | | | | | |
| **SOE\_2\_01** | | | | | | Application for deferred enrolment   * Az Egyesült Királyság zászlaja – Wikipédia**💰** | the first working day of the first week following the registration period | last working day of the first week following the registration period | | - | 15 days | Associate Dean for Education | T Commission | - | | 5000,-Ft | | yes/yes |
|  |  |  | |  | |
| **SOE\_2\_02** | | | | | | Late registration request  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**💰** | the first working day of the first week following the registration period | last working day of the first week following the registration period | | - | 15 days | Associate Dean for Education | T Commission | - | | 5000,-Ft | | yes/yes |
|  |  |  | |  | |
| **SOE\_2\_03** | | | | | | Ex post passporting request  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia | the first working day of the first week following the registration period | 14 October at 12.00 / 14 March at 12.00 | | - | 15 days | Associate Dean for Education | T Commission | - | | ~~-~~ | | yes/yes |
|  |  |  | |  | |
| **SOE\_2\_04** | | | | | | Exceptional passporting request  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗎** | 16 October.  16 March. | last day of the examination period | | the document supporting the application | 15 days | Associate Dean for Education | T Commission | HKR 62.§ | | - | | yes/yes |
|  |  |  | |  | |
| **SOE\_2\_05** | | | | | | Application for post-clearance referral  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**💰** | the first working day of the first week following the registration period | last working day of the first week following the registration period | | - | 15 days | teacher(s) concerned  Associate Dean for Education | T Commission |  | | 2000,-Ft per person | | yes/yes |
|  |  |  | |  | |
| **SOE\_2\_06** | | | | | | Request for failure to meet deadline (late submission of assignment, failure to choose specialisation/specialisation)  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗁💰** | ongoing | ongoing | | - | 15 days | teacher(s) concerned | T Commission |  | | 5000,-Ft | | yes/yes |
|  |  |  | |  | |
| **SOE\_2\_07** | | | | | | Application form for missing the deadline for the final examination  Magyarország zászlaja**💰** | first working day after the deadline for the final examination | 15 working days before the final examination period | | - | 3 working days | line manager(s) | T Commission |  | | 10.000,- Ft | | yes/yes |
|  |  |  | |  | |
| **SOE\_2\_08** | | | | | | Request for retrospective admission  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**💰** | the first working day of the first week following the registration period | 15 March / 15 October | | - | 15 days | teacher(s) concerned  Associate Dean for Education | T Commission |  | | 2000,-Ft per person | | yes/yes |
|  |  |  | |  | |
| **SOE\_2\_09** | | | | | | Request to submit a thesis/dissertation after the deadline  Magyarország zászlaja**💰** | the first day of the registration period | the working day before the thesis deadline | | - | 3 working days | line manager(s) | T Commission |  | | 10.000,- Ft | | yes/yes |
|  |  |  | |  | |
| **Applications for credit recognition** | | | | | | | | | | | | | | | | | | |
| **SOE\_3\_01** | | | | | | Application for credit recognition subject(s) completed at the faculty  Magyarország zászlaja | 1 July 2011.  1 January. | last day of the period of enrolment | | - | 15 days | the lecturer(s) concerned, or in the case of a KT decision, in the case of a sporting acceptance | K Commission | HKR 73.§ | | - | | yes/yes |
|  |  |  | |  | |
| **SOE\_3\_02** | | | | | | Application for credit recognition for a subject completed at another faculty/institution  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗎** | 1 July 2011.  1 January. | last day of the period of enrolment | | a copy of the subject and a document certifying completion of the subject (copy of the course book/ master's book) | 15 days | teacher(s) concerned | K Commission | HKR 73.§ | | - | | yes/yes |
|  |  |  | |  | |
| **SOE\_3\_03** | | | | | | Recognition of work experience  Magyarország zászlaja**🗎** | 1 July 2011.  1 January. | last day of the period of enrolment | | a document proving the work pass | 15 days | teacher(s) concerned | K Commission | Nftv. 49.§(6) | | - | | yes/yes |
|  |  |  | |  | |
| **Other applications related to studies** | | | | | | | | | | | | | | | | | | |
| **SOE\_4\_01** | | | | | | Request for the publication of a subject programme (thematic)  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗁** | ongoing | ongoing | | - | 15 days | - | - |  | | - | | - |
|  |  |  | |  | |
| **SOE\_4\_02** | | | | | | Request for a disabled student  a discount for your studies  to use  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗎🗁** | ongoing | ongoing | | the document supporting the application | 30 days | university coordinator for students with disabilities | FIVE | HKR 48.§ | | - | | yes/yes |
|  |  |  | |  | |
| **SOE\_4\_03** | | | | | | Request for exemption from foreign language requirements for students with disabilities  Magyarország zászlaja**🗎** | 1 February.  1 July 2011. | 30 days before the final exam period | | the document supporting the application | 30 days | university coordinator for students with disabilities | FIVE | HKR 48.§ | | - | | yes/yes |
|  |  |  | |  | |
| **SOE\_4\_04** | | | | | | Request for change of specialisation/specialisation  Magyarország zászlaja**💰** | the first day of the (provisional) enrolment period | ongoing | | - | 15 days | Specialist | T Commission | HKR 58.§ | | 4500,-Ft | | yes/yes |
|  |  |  | |  | |
| **SOE\_4\_05** | | | | | | Neptun ticket/index series correction request  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**✍🗎** | last day of the examination period | 14 days after the last day of the examination period | | course/subject completion sheet | 15 days | teacher(s) concerned | T Commission | HKR 70.§ | |  | | yes/yes |
|  |  |  | |  | |
| **SOE\_4\_06** | | | | | | Request for other academic matters  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗎🗁** | ongoing | ongoing | | the document supporting the application | 15 days | teacher(s) concerned | T Commission | - | | - | | yes/yes |
|  |  |  | |  | |
| **SOE\_4\_07** | | | | | | Request for fairness  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗎🗁** | ongoing | ongoing | | a document supporting the application may be attached | 15 days | lecturer(s) concerned, Associate Dean of Education | Dean | HKR 87.§ | | - | | yes/yes |
|  |  |  | |  | |
| **SOE\_4\_08** | | | | | | Request for redress/appeal  Magyarország zászlaja**🗎🗁💰** | ongoing | ongoing | | a document supporting the application may be attached | 15 days | lecturer(s) concerned, Associate Dean of Education | Dean | HKR § 7. | | 5000,-Ft | | yes/yes |
|  |  |  | |  | |
| **SOE\_4\_09\_01** | | | | | | Application for a certificate/certificate to be posted inland  Magyarország zászlaja**🗁💰** | ongoing | ongoing | | - | 10 working days | study rapporteur | study rapporteur | - | | 2500,- Ft | | - |
|  |  |  | |  | |
| **SOE\_4\_09\_02** | | | | | | Request for a certificate/certificate to be posted abroad (EU)  Magyarország zászlaja**🗁💰** | ongoing | ongoing | | - | 10 working days | study rapporteur | study rapporteur | - | | 7000,-Ft | | - |
|  |  |  | |  | |
| **SOE\_4\_09\_03** | | | | | | Application for a student card to be posted abroad  Magyarország zászlaja**🗁💰** | ongoing | ongoing | | - | 10 working days | study rapporteur | study rapporteur | - | | 2500,- Ft | | - |
|  |  |  | |  | |
| **SOE\_4\_10\_01** | | | | | | Application for parallel enrolment in a Criterion 1 physical education subject (justified, in special cases)  Magyarország zászlaja**💰** | first day of registration period | last day of registration period | |  | 10 working days |  | contact person | - | | 5000,- Ft | | yes/yes |
|  |  |  | |  | |
| **SOE\_4\_10\_02** | | | | | | Application to replace the fulfilment of the physical education criterion  Magyarország zászlaja | first day of registration period | last day of registration period | | sports club certificate | 10 working days |  | contact person | - | |  | | no/no |
|  |  |  | |  | |
| **SOE\_4\_10\_03** | | | | | | Request for a change of course in Physical EducationMagyarország zászlaja**💰** | the first day of the registration period, after enrolment | the first two weeks of the school term, 15 October/15 March, for a fee. | | - | 3 working days | contact person | ETK Team Leader |  | | 5000,- Ft | | no/no |
|  |  |  | |  | |
| **SOE\_4\_11** | | | | | | a traineeship  Magyarország zászlaja**🗁** | ongoing | ongoing | | Documents in accordance with the rules supporting the application | 15 working days | Faculty Internship Coordinator | Associate Dean for Education | Faculty rules of professional practice (or HKR § 13) | | - | | yes/yes |
|  |  |  | |  | |
| **Student mobility applications, data sheets** | | | | | | | | | | | | | | | | | | |
| **SOE\_5\_01** | | | | | | Request for credit recognition subject(s) completed during student mobility  Magyarország zászlaja **🗁🗎** | ongoing | ongoing | | a certificate issued by the foreign partner institution | 15 days | teacher(s) concerned | K Commission | HKR 73.§ | | - | | yes/yes |
|  |  |  | |  | |
| **Final exam requests, forms, choice of topics, encryption, change of consultant** | | | | | | | | | | | | | | | | | | |
| **SOE\_6\_01** | | | | | | Topic selection sheet for thesis-  for a thesis/ dissertation/  for final thesis  Magyarország zászlajaAz Egyesült Királyság zászlaja – WikipédiaNémetország zászlaja – Wikipédia**🗁** | ongoing | ongoing | | - | 15 days | relevant teacher(s), institute secretary(s) | instructor concerned | - | | - | | - |
|  |  |  | |  | |
| **SOE\_6\_02** | | | | | | Thesis/thesis/thesis topic and/or change of adviser  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗁** | ongoing | ongoing | | - | 15 days | relevant teacher(s), institute secretary(s) | Associate Dean for Education | - | | - | | yes/yes |
|  |  |  | |  | |
| **SOE\_6\_03** | | | | | | Request for encryption of thesis/thesis/final thesis  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗎🗁** | ongoing | ongoing | | the document supporting the application | 15 days | teacher(s) concerned | T Commission | HKR 83.§ | | - | | yes/yes |
|  |  |  | |  | |
| **SOE\_6\_04** | | | | | | Application form for the final exam  Magyarország zászlaja | the academic regulations | | the academic regulations | - | - | - | - | - | | | - | - |
|  |  |  | |  | |
| **SOE\_6\_05** | | | | | | Application form for the final examination EMK\_ Bachelor of Environmental Engineering Magyarország zászlaja | - | - | - | - | - | | | - | - |
|  |  |  | |  | |
| **SOE\_6\_06** | | | | | | Application form for the final exam LKK\_BA\_MA\_FOKSZ levels of training  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia | - | - | - | - | - | | | - | - |
|  |  |  | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SOE\_6\_07** | | | | | | | | | Application form for the final exam LKK\_professional further education  Magyarország zászlaja | | | | | | the academic regulations | the academic regulations | | | - | - | - | | | - | - | | | | - | | - |
|  |  | |  | | |  | | |
| **SOE\_6\_08** | | | | | | | | | Application form for the final exam  B.Sc. in Business Informatics  Magyarország zászlaja | | | | | | - | - | - | | | - | - | | | | - | | - |
|  |  | |  | | |  | | |
| **SOE\_6\_09** | | | | | | | | | Application form for the final exam  MSc\_Business Informatics Magyarország zászlaja | | | | | | - | - | - | | | - | - | | | | - | | - |
|  |  | |  | | |  | | |
| **SOE\_6\_10** | | | | | | | | | Application form for the final exam  by specifying the FVC\_subject group  Magyarország zászlaja | | | | | | - | - | - | | | - | - | | | | - | | - |
|  |  | |  | | |  | | |
| **Termination of student status** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SOE\_7\_01** | | | | | | | | | Termination of student status at your own request  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**✍🗁** | | | | | | ongoing | ongoing | | | supporting document may be attached | 15 days | Associate Dean for Education | | | Dean | HKR 62.§ | | | | - | | yes/yes |
|  |  | |  | | |  | | |
| **Applications related to finance** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SOE\_8\_03** | | | | | | | | | Request for deferral of the cost price  Magyarország zászlaja**🚹** | | | | | | 1 August.  1 January. | 31 August.  31 January. | | | - | 5 working days | Dean | | | Rector | - | | | | - | | - |
|  |  | |  | | |  | | |
| **SOE\_8\_04** | | | | | | | | | Request for payment of a transfer invoice in one lump sum  Magyarország zászlaja**🚹** | | | | | | 1 August.  1 January. | the first day of the registration period | | | - | 5 working days | - | | | ETK Neptun Coordinator | - | | | | - | | - |
|  |  | |  | | |  | | |
| **SOE\_8\_05** | | | | | | | | | Declaration of commitment (for issuing a transfer invoice)  Magyarország zászlaja**🗁🚹** | | | | | | ongoing | ongoing | | | - | 15 days | - | | | ETK Neptun Coordinator | - | | | | - | | - |
|  |  | |  | | |  | | |
| **SOE\_8\_06** | | | | | | | | | Application for a transfer invoice for the payment of a cost price (with commitment)  Magyarország zászlaja**🗁🚹** | | | | | | ongoing | ongoing | | | - | 15 days | - | | | ETK Neptun Coordinator | - | | | | - | | - |
|  |  | |  | | |  | | |
| **SOE\_8\_07** | | | | | | | | | Account clearance request  Magyarország zászlaja**🗁💰🚹** | | | | | | ongoing | ongoing | | | - | 15 days | - | | | ETK Neptun Coordinator | - | | | | - | | - |
|  |  | |  | | |  | | |
| **SOE\_8\_08** | | | | | | | | | Request for a refund of an incorrect payment  Magyarország zászlaja**🗁💰🚹** | | | | | | ongoing | ongoing | | | - | 15 days | ETK Neptun Coordinator | | | Dean | HKR 114.§(10) | | | | 1000,-Ft | | - |
|  |  | |  | | |  | | |
| **SOE\_8\_09** | | | | | | | | | Request for reduction of the cost of living  Magyarország zászlaja**✍🚹** | | | | | | the first day of the registration period | Last day of the late registration period | | | - | 15 days | Dean | | | Vice-Rector for Education | HKR 116.§ (1) | | | | - | | - |
|  |  | |  | | |  | | |
| **Student Self-Government/Scholarship Award Forms** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SOE\_9\_01** | | | | | | | | | Information sheet for the basic subsidy  Magyarország zászlaja**✍🗎☺** | | | | | | the first day of the registration period | last working day of the 2nd week of school | | | the annexes required by law | The Faculty Benefits and Reimbursement Committee is responsible for the evaluation of applications from the PSI.  A record of the decision will be drawn up and the payment will be made via Neptun after countersignature by the Dean. | | | | | | | | | | | |
|  |  | |  | | |  | | |
| **SOE\_9\_02** | | | | | | | | | Data sheet for the priority study grant  for the fee  Magyarország zászlaja**✍🗎☺** | | | | | | the first day of the registration period | last working day of the 2nd week of school | | | the annexes required by law |
|  |  | |  | | |  | | |
| **SOE\_9\_03** | | | | | | | | | Information sheet for the exceptional social grant  Magyarország zászlaja**✍🗎☺** | | | | | | the first day of the registration period | ongoing | | | the annexes required by law |
|  |  | |  | | |  | | |
| **SOE\_9\_04** | | | | | | | | | Information sheet for the regular social grant  Magyarország zászlaja**✍🗎☺** | | | | | | the first day of the registration period | last working day of the 2nd week of school | | | the annexes required by law |
|  |  | |  | | |  | | |
| **SOE\_9\_05** | | | | | | | | | Application form for institutional, professional, scientific and public scholarships  Magyarország zászlaja**✍🗎☺** | | | | | | the first day of the registration period | last working day of the 2nd week of school | | | the annexes required by law |
|  |  | |  | | |  | | |
| **SOE\_9\_06** | | | | | | | | | Application form for an internship grant  Magyarország zászlaja**✍🗎☺** | | | | | | the first day of the registration period | last working day of the 2nd week of school | | | the annexes required by law |
|  |  | |  | | |  | | |
| **SOE\_9\_07** | | | | | | | | | Form for the support of cultural and sporting activities  Magyarország zászlaja**✍☺** | | | | | | the first day of the registration period | last working day of the 2nd week of school | | | the annexes required by law |
|  |  | |  | | |  | | |
| **SOE\_9\_10** | | | | | | | | | Childcare certificate form  Magyarország zászlaja**✍🗎🕭🚹** | | | | | | the first day of the registration period | 10 March.  10 October. | | | the document supporting the application | 25 March.  25 October. | ETK FIR rapporteur | | | deputy vice-rector for education | - | | | | - | | yes/yes |
|  |  | |  | | |  | | |
| **SOE\_9\_11** | | | | | | | | | Information sheet for married students under 30 with children  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**✍🗎🕭🚹** | | | | | | the first day of the registration period | 10 March.  10 October. | | | the document supporting the application | 25 March.  25 October. | ETK staff member responsible | | | deputy vice-rector for education | - | | | | - | | yes/yes |
|  |  | |  | | |  | | |
| **Applications and information forms to be filled in in an emergency pandemic situation** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SOE\_10\_01** | | | | | | | | | Declaration of epidemiological exposure and health status  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗁** | | | | | | at the time of ordering the filling in | at the time of ordering the filling in | | | - | - | - | | | - | - | | | | - | | - |
|  |  | |  | | |  | | |
| **SOE\_10\_02** | | | | | | | | | Request for fairness during an emergency  Magyarország zászlajaAz Egyesült Királyság zászlaja – Wikipédia**🗁** | | | | | | ongoing | ongoing | | | supporting document may be attached | 15 days | Associate Dean for Education, Dean  head of the doctoral school | | | Vice-Rector for Education  EDHT President | concerning the Rector's Instruction | | | | - | | yes/yes |
|  |  | |  | | |  | | |
| **Applications related to the College** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SOE\_11\_01** | | | | | | | | | | | | | | Dormitory rental contract | ongoing | ongoing | - | | | 15 working days | | dormitory administrator | dormitory director | | |  | - | | | | - |
|  |  | | | | | | | |  | | | |  | Magyarország zászlaja**🚹✍🗎🕭** |
| **SOE\_11\_02** | | | | | | | | | | | | | | Request for deferral of the dormitory fee | ongoing | ongoing | - | | | 15 working days | | dormitory administrator | dormitory director | | |  | - | | | | - |
|  |  | | | | | | | |  | | | |  | Magyarország zászlaja**🚹✍🕭** |
| **SOE\_11\_03** | | | | | | | | | | | | | | Application for a refund of your deposit | ongoing | ongoing | - | | | 15 working days | | dormitory administrator | dormitory director | | |  | - | | | | - |
|  |  | | | | | | | |  | | | |  | Az Egyesült Királyság zászlaja – Wikipédia**🚹✍🗎🕭** |
| **SOE\_11\_04** | | | | | | | | | | | | | | Application form for upper year students | first day of the exam period | last day of the exam period | the document supporting the application | | | 15 August. | | dormitory administrator | dormitory director | | |  | - | | | | yes/yes |
|  |  | | | | | | | |  | | | |  | Magyarország zászlaja**🚹✍🗎🕭** |
| **SOE\_11\_04\_02** | | | | | | | | | | | | | | Application for college for prospective first-year students  Magyarország zászlaja**🚹✍🗎🕭** | 1 August. | 7 August. | - | | | 5 working days | | dormitory administrator | dormitory director | | |  | - | | | | yes/yes |
|  |  | | | | | | | |  | | | |  |
| **SOE\_11\_04\_03** | | | | | | | | | | | | | | Application for a replacement application for a dormitory | 1 September. | 30 June. | - | | | depending on availability 5 working days | | dormitory administrator | dormitory director | | |  |  | | | | yes/yes |
|  |  | | | | | | | |  | | | |  |
| **SOE\_11\_05** | | | | | | | | | | | | | | College fairness request | 1 August. | day before registration period | the document supporting the application | | | 5 working days | | ORI administrator | Vice-Rector for Education | | |  | - | | | | yes/yes |
|  |  | | | | | | | |  | | | |  | Magyarország zászlaja**🚹✍🗎🕭** |
| **Applications for foundation grants** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SOE\_12\_01** | | | | | | | | | | | | | | SOE "FIRST PLACE" scholarship | according to the call for proposals | according to the call for proposals | | - | | according to the call for proposals | According to Annex 10/A of the HKR | | | According to Annex 10/A of the HKR | According to Annex 10/A of the HKR | | | - | | yes/no | |
|  | |  | |  | | |  | | | | Magyarország zászlaja**🚹✍🗎🕭** | | | |
| **SOE\_12\_02** | | | | | | | | | | SOE "BEST OF THE BEST" scholarship | | | | | according to the call for proposals | according to the call for proposals | | - | | according to the call for proposals | According to Annex 10/A of the HKR | | | According to Annex 10/A of the HKR | According to Annex 10/A of the HKR | | | - | | yes/no | |
|  | |  | | |  | | |  | | | | | Magyarország zászlaja**🚹✍🕭** | |
| **SOE\_12\_03** | | | | | | | | | | | | Scholarships for foreign students studying at undergraduate level | | | according to the call for proposals | according to the call for proposals | | - | | according to the call for proposals | According to Annex 10/A of the HKR | | | According to Annex 10/A of the HKR | According to Annex 10/A of the HKR | | | - | | yes/no | |
|  | |  | | |  | | |  | | | | | Az Egyesült Királyság zászlaja – Wikipédia**🚹✍🗎🕭** | |
| **SOE\_12\_04** | | | | | | | | | | | | Scholarships for the preparation of the Scientific Student Conference (TDK) and the Art Student Conference (MDK) | | | according to the call for proposals | according to the call for proposals | | - | | according to the call for proposals | According to Annex 10/A of the HKR | | | According to Annex 10/A of the HKR | According to Annex 10/A of the HKR | | | - | | yes/no | |
|  | |  | | |  | | |  | | | | | Magyarország zászlaja**🚹✍🗎🕭** | |
| **SOE\_12\_05** | | | | | | | | | | | | Scholarships for Scientific Student Conferences (TDK) and Art Student Conferences (MDK) | | | according to the call for proposals | according to the call for proposals | | - | | according to the call for proposals | According to Annex 10/A of the HKR | | | According to Annex 10/A of the HKR | According to Annex 10/A of the HKR | | | - | | yes/no | |
|  | |  | | |  | | |  | | | | | Magyarország zászlaja**🚹✍🗎🕭** | |
| **SOE\_12\_06** | | | | | | | | | | | | SOE Sports Scholarship | | | according to the call for proposals | according to the call for proposals | | - | | according to the call for proposals | According to Annex 10/B of the HKR | | | According to Annex 10/B of the HKR | According to Annex 10/B of the HKR | | | - | | yes/no | |
|  | |  | | |  | | |  | | | | | Magyarország zászlaja**🚹✍🗎🕭** | |
| **SOE\_12\_07** | | | | | | | | | | | | Scholarship for entry to a doctoral programme | | | according to the call for proposals | according to the call for proposals | | - | | according to the call for proposals | According to Annex 10/C of the HKR | | | According to Annex 10/C of the HKR | According to Annex 10/C of the HKR | | | - | | yes/no | |
|  | |  | | |  | | |  | | | | | Magyarország zászlaja**🚹✍🗎🕭** | |
| **SOE\_12\_08** | | | | | | | | | | | | Doctoral Excellence Fellowship | | | according to the call for proposals | according to the call for proposals | | - | | according to the call for proposals | According to Annex 10/C of the HKR | | | According to Annex 10/C of the HKR | According to Annex 10/C of the HKR | | | - | | yes/no | |
|  | |  | | |  | | |  | | | | | Magyarország zászlaja**🚹✍🗎🕭** | |
| **SOE\_12\_09** | | | | | | | | | | | | Predoctoral fellowship | | | according to the call for proposals | according to the call for proposals | | - | | according to the call for proposals | According to Annex 10/C of the HKR | | | According to Annex 10/C of the HKR | According to Annex 10/C of the HKR | | | - | | yes/no | |
|  | |  | | |  | | |  | | | | | Magyarország zászlaja**🚹🕭** | |

**Annex No.**

**Student benefits system**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Legal address** | **Payment** | **Eligibility scope** | **Source / Measurement** |
| a) Merit-based scholarships | | | | |
| aa) | Study scholarship | In cash, per month | State-aided/government scholarship, full-time BA/MA/ MSc/unfunded | max. 79% of the aid pursuant to Section 114/D (1) (a) of the Nftv. |
| ac) | Institutional scholarships for professional, scientific and public life | In money | State-aided/government scholarship, full-time BA/MA/ MSc/unfunded | may be granted if a budget is set aside for this purpose from the subsidy pursuant to Section 114/D (1) (a) of the Nftv. or from own revenue |
| ab) | National higher education[[175]](#footnote-176) scholarship | In cash, per month | State-supported/state-scholarship self-financed full-time BA/MA/unpaid | Amount specified in paragraph 114/D (1) (c) of the Nftv. |
| b) Social scholarships | | | | |
| ba) | Regular social grants | In cash, per month | State-aided/government scholarship, full-time BA/MA/ MSc/unfunded | at least 20% of the aid under Section 114/D (1) (a) of the Nftv. and  Aid pursuant to Section 114/D (1) (e) of the Nftv. 30% of the min.  56% of the aid pursuant to Section 114/D (1) (f) of the Nftv. |
| bb) | Exceptional social grant | In money | State-aided/government scholarship, full-time BA/MA/ MSc/unfunded |
| be) | Funding | In money,  Find out more | State-aided/government scholarship, full-time BA/MA/ MSc/unfunded |
| bf) | Apprenticeship scholarship | In money,  Find out more | State-aided/government scholarship, full-time BA/MA/ MSc/unfunded |
| bc) | Bursa Hungarica Scholarship institutional part | In cash, per month | State-supported /State scholarship, self-financed, full-time BA/MA/ FOKSZ /unallocated | Government Decree No 51/2007, § 18 (3)-(8) Source and rate indicated |
| bd) | Ministerial scholarships for foreign students | In money,  Find out more | State-aided/state scholarship, full-time BA/MA/unbursed/part-time | Government Decree No 51/2007, § 26, § 26/A, § 27 Source and rate indicated in |
| d) Other scholarships | | In cash, per month | Subsidised by the State | from budget support/own revenue  (Please consult the GI beforehand!) |
| e) Financing of institutional operating costs | | | | |
| ea) | Production of notes, purchase of electronic textbooks, consumables for students |  | Determining the number of eligible persons:  Government Decree 51/2007, § 33 | 24% of the institutional amount of the subsidy pursuant to Section 114/D (1) (f) of the Nftv. |
| eb) | Cultural activities, sports activities |  | 20% of the institutional amount of the subsidy pursuant to Art. 114/D (1) (f) Nftv. |
| ec) | Maintenance and operation of the college |  | Institutional amount of aid pursuant to Section 114/D (1) (d) of the Nftv. |
| ed) | Dormitory rentals, dormitory renovation |  | Nftv. § 114/D (1) letter e) max. 70% of the institutional amount of the subsidy. |
| ee) | Support for the operation of the PEPs and DÖK |  | The minimum institutional amount of the aid pursuant to Section 114/D (1) (a) of the Nftv. 1%-a |

# Annex 6 [[176]](#footnote-177)

**Rules for reclassification**

**I.**

**Grading system based on studies**

*1. § From state (part) scholarship training to training at cost*

(1) The student shall be classified in a Hungarian state (part-)scholarship or self-financed form of education according to Section 48 (1) of the Nftv. The reclassification shall take into account the provisions of Government Decree 87/2015 (IV.9.) § 61 (2)-(8).

(2) As of the academic year 2022/2023, the University shall, in accordance with the procedure determined by the Government Decree, transfer to a self-financed course every academic year students who have been enrolled in a course supported by a Hungarian state (partial) scholarship and who, on average in the last two semesters in which their student status was not interrupted or who did not enrol in the 66. § 66, has not earned or has not attained at least the number of credits or the average of the academic year specified in the organisational and operational regulations of the university at least 15 days prior to the academic year, and a student who withdraws his/her declaration pursuant to § 48/D (2) of the Nftv.

(3) In the reclassification, students participating in the Hungarian state (part) scholarship programme for the academic year 2023/2024 shall be considered as follows:

* a student who has not earned a total of at least 18 credits in the last two semesters in which he/she has not been a student on a break shall be reclassified.

(3a) Students participating in Hungarian state (part) scholarship programmes shall be considered in the reclassification from the academic year ~~2024/2025~~ as follows:

* a student who has not earned a total of at least 24 credits in the last two semesters in which he/she has not been a student on a break shall be reclassified.

(4) Students who have completed no more than one period of study at the University, or who have been unable to complete a semester due to illness, childbirth or other reasons beyond the control of the student, shall not be taken into account in the reclassification decision taken pursuant to paragraphs 1) and 2). Accordingly, students who have been studying or doing a traineeship at a higher education institution abroad on a scholarship (ERASMUS, CEEPUS, etc.) in any of the semesters taken into account in the reclassification decision pursuant to paragraphs 1 and 2 shall not be taken into account.

(5) The decision on reclassification between the Hungarian state (part) scholarship and self-financed training forms pursuant to paragraphs 1) and 2) shall be taken at the end of the academic year after the end of the training period, but no later than 30 days before the beginning of the next training period, and pursuant to Section 48 (2) of the Nftv. by 31 July of each year, once per academic year.

(6) The initial co-payment of the reclassified student shall be equal to the amount of the co-payment of the students enrolled in the course of the course in the semester in which the reclassified student is admitted. If the course was not advertised in the semester in which the student's status was established, the amount of the cost of the course in the previous semester shall be taken as the basis.

(7) The decision on reclassification shall be made and published by the University Study Centre.

*2. § From self-financed training to training with (part) state scholarship*

1. If a student admitted to a course supported by a Hungarian state (part) scholarship terminates his/her student status before the end of his/her studies, or if the student continues his/her studies on a self-financed basis for any reason, he/she may be replaced by a student studying the same subject at the university on a self-financed basis. The university decides on the transfer on the basis of the academic performance of the students on a self-financed basis who apply for transfer to a course supported by a Hungarian state (part) scholarship.
2. Students on a self-financed course may be considered for reclassification as follows:

* a student who has earned at least eighteen credits (i.e. at least 36 credits in total) on average in the last two semesters in which he/she has not been a student on a break and has reached the average of Table 1 and is at the top of the student ranking based on the cumulative adjusted credit index.

(3) For the purpose of determining the number of students who may be transferred to a state-subsidised form of study for the next period of study, the academic performance (weighted average academic performance) of the students shall be used to determine

a) in the given semester, how many Hungarian state (part) scholarship holders and how many state-funded students have terminated their student status before receiving their final certificate

b) how many Hungarian state (part) scholarship holders and how many state-subsidised students are on the list who have been reclassified to self-financed courses

c) the number of students who have already used the support period available in accordance with Section 47 (3) of the Nftv.

1. A married student shall be transferred to a Hungarian state scholarship programme from the semester following the date of birth or adoption of his/her child, or a student with children from the semester following the date of his/her marriage, if he/she is under 30 years of age on the starting day of the semester.
2. If a student who complies with paragraph (4) at the time of enrolment has been admitted to a self-financed form of education, he/she shall be transferred to a Hungarian state scholarship form of education after enrolment.
3. The provisions of paragraph (4) may not be applied again if the student has been reclassified to a Hungarian state scholarship form of education by applying paragraph (4) or (5) and has subsequently been reclassified to a self-financed form of education pursuant to paragraph (2) of Article 48.
4. A student who is self-financed and whose previous number of semesters of state-subsidised study in a given course exceeds the duration of the course by two semesters, or four semesters in the case of students with disabilities, cannot be transferred to a state-subsidised course.
5. A student who is reclassified to a funding scheme supported by a Hungarian state (partial) scholarship must sign a student scholarship contract during the registration period of the semester following the reclassification decision. If a person does not sign the student grant contract, the reclassification decision will be invalidated and the student may continue his/her studies on a self-financed basis. In this case, the faculty may offer the place with public funding to the next student in the ranking list on which the reclassification is based.
6. The decision on the transfer from self-financed to state (part-)scholarship training is made and published by the University Study Centre.
7. The decision to reclassify is subject to appeal under the present IR.
8. The decision to transfer to a Hungarian state (part-)scholarship course only becomes valid when the student concerned has signed the declaration of obligations for the state scholarship course.

(9) The student must indicate the request for reclassification in Neptun within the reclassification request period, failing which the student will not be reclassified. The ETC shall inform the student of the period and the method of requesting reclassification.

*Table 1*

**Weighted grade point average for reclassification**

|  |  |  |
| --- | --- | --- |
|  | A | B |
| Field of training | Weighted average academic performance |
| 1 | agriculture | 3,0 |
| 2. | humanities | 3,5 |
| 3. | Economics | 3,0 |
| 4. | informatics | 3,0 |
| 5. | legal | 3,0 |
| 6. | administrative, law enforcement and military | 3,0 |
| 7. | technical | 3,0 |
| 8. | art | 3,5 |
| 9. | art mediation | 3,5 |
| 10. | medicine and health sciences | 3,0 |
| 11. | teacher training | 3,5 |
| 12. | sports science | 3,5 |
| 13. | social sciences | 3,5 |
| 14. | natural science | 3,0 |

**II.**

**§ 3 Grading system based on half-yearly increments**

1. A person may study in higher education for a total of twelve semesters in Hungarian state (part-)scholarship programmes (hereinafter referred to as the "support period") in higher education in vocational education and training, bachelor's and master's programmes. The support period is up to fourteen semesters if the student is enrolled in an open programme and the training requirements state that the training period exceeds ten semesters. *Nftv. § 47 (1)*
2. The maximum period of support for the award of a diploma in a course of study within the meaning of paragraph 1 may not exceed two semesters, or, where paragraph 3 applies, six semesters, of the duration of the studies concerned. The period of support for a given degree course shall include the period of support previously received for the same degree course. If the student is unable to obtain the degree (diploma) in question during the period of support thus determined, he may continue his studies in that course of study on a self-financed basis even if he has not otherwise completed the period of support referred to in paragraph 1. *Nftv. § 47 (3)*
3. The higher education institution may extend the period of support for a student with a disability specified in paragraph (1) by a maximum of four semesters. This benefit may also be used for the award of several degrees (diplomas), provided that the total period of support used in respect of this paragraph does not exceed four semesters. *Nftv. § 47 (4)*
4. The following shall not be taken into account in the calculation of the period of eligibility
   * + 1. the beginning of the semester, if the student has been unable to complete the semester due to illness, childbirth or other reasons beyond his/her control,
       2. the semester completed during the period of support if the higher education institution has been closed without the student having been able to complete his/her studies, provided that he/she was not able to continue his/her studies at another higher education institution,
       3. the semesters not recognised by the higher education institution for the continuation of studies from the semesters completed at the institution which ceased to exist,
       4. the semester that the student, who is a student of the National University of Public Service, is enrolled in the National University of Public Service, in the legal relationship defined in points *a)*, *b)* and *d) of* paragraph (1) of Article 21/A of Act CXXXII of 2011 on the National University of Public Service and on Higher Public Administration, Law Enforcement and Military Education (hereinafter: the National University of Public Service Act).
       5. the semester that the student has been enrolled in the Master's degree programme in teaching pursuant to Section 39 (4a) of the Nftv.
       6. the semesters taken in the 2, 3 and 4 semesters of the Master's degree in teaching.
       7. the semesters starting from the semester following the date of birth or adoption of a married student's child, and the semesters starting from the semester following the date of marriage of a student with children until the semester preceding the semester following the student's 30th birthday.
   1. The termination of the student's marriage shall not affect the provision in paragraph 4(g).
   2. The provision in paragraph (4)(g) does not affect the possibility of transfer to training at cost pursuant to Section 48(2) of the Nftv.

**III.**

**§ 4 Reclassification to a self-financed course on the basis of a student's application**

1. If a student with a state (part) scholarship would like to continue his/her studies on a self-financed basis, he/she can submit his/her request through the Neptun system. The placement will be for a minimum period of one academic year and reclassification will only be possible as provided for in the case of reclassification on the basis of academic results.

# Annex 7/A

**Tuition fees (HUF per semester at the time of student registration)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BENEDEK ELEK FACULTY OF PEDAGOGY** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bachelor's degree courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| infant and toddler educator | N | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |
| infant and toddler educator (Sopron) | L | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |
| infant and toddler educator (Tata) | L | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |
| special education | N |  |  | 250.000 |  | 250.000 |  | 250.000 |  | 265.000 |  | 265.000 |  | 265.000 |  | 265.000 |  | 265.000 |
| special education (Sopron) | L |  |  | 250.000 |  | 250.000 |  | 250.000 |  | 265.000 |  | 265.000 |  | 265.000 |  | 265.000 |  | 265.000 |
| special education (Tata) | L |  |  |  |  |  |  | 250.000 |  | 265.000 |  | 265.000 |  | 265.000 |  | 265.000 |  | 265.000 |
| communication and media studies | N |  |  |  |  |  |  | 180.000 |  | 180.000 |  | 180.000 |  | 180.000 |  |  |  |  |
| communication and media studies | L |  |  |  |  |  |  |  |  | 180.000 |  | 180.000 |  | 180.000 |  |  |  |  |
| Kindergarten teacher | N | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |
| Kindergarten teacher | L | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |
| Kindergarten teacher (nationality kindergarten teacher German) | N | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |
| Kindergarten teacher (nationality kindergarten teacher German) | L | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |  | 200.000 |
| recreation and lifestyle | N |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 225.000 |  | 225.000 |
| recreation and lifestyle | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 225.000 |  | 225.000 |
| sports organisation | N |  |  |  |  |  |  |  |  |  |  |  |  | 225.000 |  | 225.000 |  | 225.000 |
| sports organisation | L |  |  |  |  |  |  |  |  |  |  |  |  | 225.000 |  | 225.000 |  | 225.000 |
| Specialist trainer | L |  |  |  |  |  |  |  |  |  |  |  |  | 190.000 |  | 190.000 |  | 190.000 |
| social pedagogy | N | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |
| social pedagogy | L | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |  | 225.000 |
| **Master's degree courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| human resources adviser | N | 300.000 |  | 300.000 |  | 375.000 |  | 350.000 |  | 375.000 |  |  |  | 350.000 |  | 350.000 |  | 350.000 |
| human resources adviser | L | 300.000 |  | 300.000 |  | 375.000 |  | 350.000 |  | 375.000 |  |  |  | 350.000 |  | 350.000 |  | 350.000 |
| human ecology | N |  |  |  |  |  |  |  |  |  |  |  |  | 400.000 |  | 400.000 |  |  |
| human ecology | L |  |  |  |  |  |  |  |  |  |  |  |  | 400.000 |  | 400.000 |  | 400.000 |
| education (in Hungarian) | N |  |  |  |  | 375.000 |  | 350.000 |  | 375.000 |  | 375.000 |  | 375.000 |  | 375.000 |  | 375.000 |
| education (in English) | N |  |  |  |  |  |  |  |  |  |  | 375.000 |  | 375.000 |  | 375.000 |  | 375.000 |
| education (in Hungarian) | L |  |  |  |  | 375.000 |  | 350.000 |  | 375.000 |  | 375.000 |  | 375.000 |  | 375.000 |  | 375.000 |
| **Master's degree courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| education (in English) | L |  |  |  |  |  |  |  |  |  |  | 375.000 |  | 375.000 |  | 375.000 |  | 375.000 |
| teacher (2 semesters - agricultural engineering teacher) | N |  |  |  |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |
| teacher (2 semesters - economics teacher) | N |  |  |  |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |
| Teacher (2 semesters - engineering teacher) | N |  |  |  |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |
| teacher (2 semesters - agricultural engineering teacher) | L |  |  |  |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |
| teacher (2 semesters - economics teacher) | L |  |  |  |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |
| Teacher (2 semesters - engineering teacher) | L |  |  |  |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |
| teacher (2 semesters - teacher education) | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 400.000 |
| teacher (3 semesters - economics teacher) | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 400.000 |  | 400.000 |
| teacher (3 semesters - engineering teacher) | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 400.000 |  | 400.000 |
| teacher (3 semesters - teacher education) | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 400.000 |  | 400.000 |
| teacher (4 semesters - agricultural engineering teacher) | L |  |  |  |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  |  |  |  |
| teacher (4 semesters - economics teacher) | L |  |  |  |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  |  |  |  |
| teacher (4 semesters - engineering teacher) | L |  |  |  |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |
| **Specialist training** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| puppet pedagogy teacher exam preparation | L |  |  |  |  |  |  |  |  |  |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| teacher training in forest pedagogy | L |  |  |  |  |  |  |  |  |  |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| developmental, differentiating special education | L |  |  |  |  |  |  |  |  | 120.000 |  |  |  | 140.000 |  | 140.000 |  | 140.000 |
| teacher training in the field of developmental and differentiating pedagogy | L |  |  |  |  |  |  | 120.000 |  | 120.000 |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| children's recreation and therapeutic swimming teacher | L |  |  | 120.000 |  | 120.000 |  | 120.000 |  | 120.000 |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| physical education in kindergarten, school in the field of teacher training for the teacher examination | L |  |  |  |  |  |  |  |  | 120.000 |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| Preparatory course for the teacher's professional examination in the field of faith life education in kindergarten | L |  |  |  |  |  |  |  |  |  |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| Hungarian tradition preservation with storytelling pedagogy teacher exam preparation (Sopron) | L |  |  |  |  | 120.000 |  | 120.000 |  | 120.000 |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| Hungarian tradition keeping with storytelling pedagogy teacher exam preparation (Tata) | L |  |  |  |  | 120.000 |  | 120.000 |  | 120.000 |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| mentor teacher teacher exam preparation (Sopron) | L |  |  |  |  | 120.000 |  | 120.000 |  | 120.000 |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| mentor teacher teacher exam preparation (Tata) | L |  |  |  |  | 120.000 |  | 120.000 |  | 120.000 |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| teacher training in the field of recreation and therapeutic swimming | L |  |  | 120.000 |  | 120.000 |  | 120.000 |  | 120.000 |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| talent management, talent development teacher preparation for teacher exams | L |  |  |  |  |  |  |  |  | 120.000 |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| **Specialist training** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| trauma counsellor | L |  |  |  |  |  |  |  |  | 120.000 |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| pedagogy of trauma sensitisation for the teacher examination | L |  |  |  |  |  |  |  |  | 120.000 |  | 120.000 |  | 140.000 |  | 140.000 |  | 140.000 |
| **FACULTY OF FOREST ENGINEERING** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bachelor's degree courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| land surveyor and land surveyor engineer | N | 250.000 |  | 250.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 260.000 |  | 260.000 |  | 305.000 |  | 305.000 |
| environmental engineering | N | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  |  |  |  |  |  |  |  |
| conservation engineering | N | 250.000 |  | 250.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 260.000 |  | 260.000 |  | 305.000 |  | 305.000 |
| wildlife engineering | N | 250.000 |  | 250.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 260.000 |  | 260.000 |  | 305.000 |  | 305.000 |
| wildlife engineering | L | 250.000 |  | 250.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 260.000 |  | 260.000 |  | 305.000 |  | 305.000 |
| **Unbalanced training** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| Master of Science in Forest Engineering | N | 250.000 |  | 250.000 |  | 300.000 |  | 300.000 |  | 300.000 |  | 240.000 |  | 240.000 |  | 300.000 |  | 300.000 |
| **Master's degree courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| agroforestry | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 400.000 |
| ESG and applied sustainability specialist | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 400.000 |
| geobioinformatics (in English) | N |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 500.000 |
| environmental engineering (in Hungarian) | N | 350.000 | 400.000 | 400.000 | 400.000 | 400.000 | 400.000 | 400.000 | 400.000 | 400.000 |  |  |  |  |  |  |  |  |
| environmental engineering (in English) | N |  |  |  |  |  | 400.000 | 400.000 | 400.000 | 400.000 |  |  | 244.000 | 305.000 | 320.000 | 400.000 |  | 500.000 |
| environmental engineering | L | 350.000 | 400.000 | 350.000 | 400.000 | 305.000 | 400.000 | 305.000 | 400.000 | 305.000 |  |  | 244.000 | 244.000 | 305.000 | 350.000 |  | 400.000 |
| conservation engineering (in Hungarian) | N | 350.000 | 400.000 | 400.000 | 400.000 | 400.000 | 400.000 | 400.000 | 400.000 | 400.000 |  |  |  |  |  | 400.000 |  |  |
| conservation engineering (in English) | N |  |  |  |  |  |  |  |  | 305.000 |  | 305.000 |  | 305.000 |  |  |  | 500.000 |
| conservation engineering | L | 350.000 | 400.000 | 350.000 | 400.000 | 305.000 | 400.000 | 305.000 | 400.000 | 305.000 | 320.000 | 244.000 | 244.000 | 244.000 | 305.000 | 350.000 |  | 400.000 |
| wildlife engineering | L | 350.000 | 400.000 | 350.000 | 400.000 | 305.000 | 400.000 | 305.000 | 400.000 | 305.000 | 320.000 | 244.000 | 244.000 | 244.000 | 305.000 | 350.000 |  | 400.000 |
| **Specialised further training courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| EHS specialist | L |  |  |  |  |  |  |  |  | 180.000 |  |  |  |  |  | 180.000 |  | 200.000 |
| Professional Engineer EHS | L |  |  |  |  |  |  |  |  | 180.000 |  |  |  |  |  | 180.000 |  | 200.000 |
| forest education specialist | L |  |  | 90.000 |  | 90.000 |  | 90.000 |  | 90.000 |  | 90.000 | 90.000 | 90.000 | 90.000 | 120.000 | 120.000 | 120.000 |
| forest education specialist engineer | L |  |  | 90.000 |  | 90.000 |  | 90.000 |  | 90.000 |  | 90.000 | 90.000 | 90.000 | 90.000 | 120.000 | 120.000 | 120.000 |
| forest education engineer (master's level) | L |  |  | 90.000 |  | 90.000 |  | 90.000 |  | 90.000 |  | 90.000 | 90.000 | 90.000 | 90.000 | 120.000 | 120.000 | 120.000 |
| plant protection engineer | L |  |  |  |  |  |  |  |  |  |  |  |  |  | 300.000 | 300.000 | 300.000 | 300.000 |
| soil (forestry site investigation) engineer | L |  |  |  |  |  |  |  |  |  |  | 180.000 |  | 180.000 |  | 180.000 | 180.000 | 180.000 |
| adviser on natural heritage protection | L |  |  | 150.000 |  | 175.000 |  | 175.000 |  | 175.000 |  |  |  |  |  | 175.000 | 175.000 | 175.000 |
| **Specialised further training courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| professional engineer for natural heritage protection | L |  |  | 150.000 |  | 175.000 |  | 175.000 |  | 175.000 |  | 175.000 |  | 175.000 |  | 175.000 | 175.000 | 175.000 |
| adviser on natural heritage protection (master's level) | L |  |  | 150.000 |  | 175.000 |  | 175.000 |  | 175.000 |  | 175.000 |  | 175.000 |  | 175.000 | 175.000 | 175.000 |
| Specialist engineer in natural heritage protection (Master's level) | L |  |  | 150.000 |  | 175.000 |  | 175.000 |  | 175.000 |  | 175.000 |  | 175.000 |  | 175.000 | 175.000 | 175.000 |
| wildlife management administrator | L |  |  | 150.000 |  | 150.000 |  | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 |  | 180.000 | 180.000 | 180.000 |
| professional engineer in wildlife management | L |  |  | 150.000 |  | 150.000 |  | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 |  | 180.000 | 180.000 | 180.000 |
| wildlife management administrator (master's level) | L |  |  | 150.000 |  | 150.000 |  | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 |  | 180.000 | 180.000 | 180.000 |
| Professional engineer in wildlife management (Master's degree) | L |  |  | 150.000 |  | 150.000 |  | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 | 150.000 |  | 180.000 | 180.000 | 180.000 |
| **FACULTY OF WOOD ENGINEERING AND CREATIVE INDUSTRIES** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bachelor's degree courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| Architecture | N | 650.000 |  | 650.000 |  | 800.000 |  | 800.000 |  | 800.000 |  | 800.000 |  | 800.000 |  | 800.000 |  | 800.000 |
| wood engineering | N | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |
| wood engineering | L | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |
| design | N | 650.000 |  | 650.000 |  | 800.000 |  | 800.000 |  | 800.000 |  | 800.000 |  | 800.000 |  | 800.000 |  | 800.000 |
| Business Informatics | N | 300.000 |  | 300.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 300.000 |  | 300.000 |
| industrial product and design engineering | N | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |  | 325.000 |
| communication and media studies | N |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 250.000 |  | 250.000 |
| communication and media studies | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 250.000 |  | 250.000 |
| graphic design | N | 650.000 |  | 650.000 |  | 800.000 |  | 800.000 |  | 800.000 |  | 400.000 |  | 400.000 |  | 400.000 |  | 400.000 |
| **Master's degree courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| architect | N |  |  | 400.000 | 400.000 | 450.000 | 450.000 | 450.000 | 450.000 | 450.000 | 450.000 | 450.000 | 450.000 | 450.000 | 450.000 | 450.000 | 450.000 | 450.000 |
| builder | N | 650.000 |  | 650.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |
| wood engineering (in Hungarian) | N | 400.000 | 400.000 | 400.000 | 400.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 |  | 500.000 |
| wood engineering (in English) | N |  |  |  |  |  |  |  |  |  |  |  | 500.000 |  | 500.000 | 500.000 |  | 500.000 |
| wood engineering | L | 400.000 | 400.000 | 400.000 | 400.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 |  | 500.000 |
| design artist | N | 650.000 |  | 650.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |
| Business Informatics | N | 425.000 | 425.000 | 425.000 | 425.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 |  |  |  |  |  |  |  |  |
| Business Informatics | L | 425.000 | 425.000 | 425.000 | 425.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 500.000 | 450.000 |  | 450.000 |
| used furniture restorer | N |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 500.000 |  | 500.000 |
| eco-design | N |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 500.000 |  | 500.000 |
| graphic design | N | 650.000 |  | 650.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |  | 950.000 |
| **SÁNDOR LÁMFALUSSY FACULTY OF ECONOMICS** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Higher education vocational training courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| farming and management | N | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 |  | 200.000 |  | 200.000 |  | 225.000 |
| farming and management | L | 130.000 |  | 130.000 |  | 130.000 |  | 130.000 |  |  |  |  |  |  |  | 200.000 |  |  |
| trade and marketing [logistics] | N | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 |  | 200.000 |  | 200.000 |  |  |
| trade and marketing [logistics] | L | 130.000 |  |  |  |  |  | 130.000 |  | 130.000 |  | 130.000 |  | 200.000 |  | 200.000 |  | 225.000 |
| tourism-catering | N | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 |  |  |  |  |  |  |  |  |  |  |
| tourism-catering | L |  |  |  |  |  |  | 130.000 |  | 130.000 |  | 130.000 |  | 200.000 |  |  |  |  |
| **Bachelor's degree courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| farming and management | N | 170.000 |  | 170.000 |  | 170.000 |  | 170.000 |  | 170.000 |  | 170.000 |  | 200.000 |  | 200.000 |  | 250.000 |
| farming and management | L | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 | 150.000 | 150.000 |  | 150.000 |  | 200.000 |  | 200.000 |  | 250.000 |
| trade and marketing | N | 170.000 |  | 170.000 |  | 170.000 |  | 170.000 |  |  |  |  |  |  |  | 200.000 |  | 250.000 |
| trade and marketing | L | 150.000 |  | 150.000 |  |  |  |  |  |  |  |  |  | 200.000 |  | 200.000 |  | 250.000 |
| international management (in Hungarian) | N | 170.000 |  | 170.000 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| international management (in English) | N |  |  |  |  | 170.000 |  | 170.000 |  | 170.000 |  | 170.000 |  | 200.000 |  | 200.000 |  | 250.000 |
| finance and accounting | N | 170.000 |  | 170.000 |  | 170.000 |  | 170.000 |  | 170.000 |  | 170.000 |  | 200.000 |  | 200.000 |  | 250.000 |
| finance and accounting | L | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 |  | 200.000 |  | 200.000 |  | 250.000 |
| tourism-catering (in Hungarian) | N | 170.000 |  | 170.000 |  | 170.000 |  | 170.000 |  | 170.000 |  | 170.000 |  | 200.000 |  | 200.000 |  | 250.000 |
| tourism-catering (in English) | N |  |  |  |  | 170.000 |  | 170.000 |  |  |  | 170.000 |  | 200.000 |  |  |  |  |
| tourism-catering | L | 150.000 |  | 150.000 |  | 150.000 |  | 150.000 |  |  |  |  |  |  |  |  |  |  |
| **Master's degree courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| responsible tourism development | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 395.000 |  | 395.000 |
| international economics and management (in English) | N |  |  |  |  |  | 395.000 | 395.000 | 395.000 | 395.000 | 395.000 | 395.000 | 395.000 | 350.000 | 395.000 | 395.000 | 395.000 | 395.000 |
| finance | L | 325.000 | 395.000 | 395.000 | 395.000 | 395.000 |  | 395.000 |  | 395.000 |  | 395.000 |  | 350.000 | 395.000 |  |  |  |
| accounting | L | 325.000 |  | 395.000 |  | 395.000 | 395.000 | 395.000 | 395.000 |  | 395.000 | 395.000 | 395.000 | 350.000 | 395.000 | 395.000 |  | 395.000 |
| product management and marketing | L |  |  |  |  |  |  |  |  |  |  |  |  | 350.000 |  | 395.000 | 395.000 | 395.000 |
| business development | L | 325.000 | 395.000 | 395.000 | 325.000 | 325.000 | 325.000 | 325.000 | 325.000 | 325.000 | 395.000 | 395.000 | 395.000 | 350.000 | 395.000 | 395.000 | 395.000 | 395.000 |
| leadership and organisation | L | 325.000 | 395.000 | 395.000 | 395.000 | 395.000 | 395.000 | 395.000 | 395.000 | 395.000 | 395.000 | 395.000 | 395.000 | 350.000 | 395.000 | 395.000 | 395.000 | 395.000 |
| **Specialised further training courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| active and ecotourism officer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 290.000 |
| Business Coach | L |  |  |  |  |  |  |  |  | 350.000 | 350.000 | 350.000 | 350.000 | 350.000 | 350.000 | 350.000 |  | 290.000 |
| health controller economist | L |  |  |  |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 |  | 225.000 |
| health controller adviser | L |  |  |  |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 |  | 225.000 |
| **Specialised further training courses** | **Section** | **2017A** | **2018K** | **2018A** | **2019K** | **2019A** | **2020K** | **2020A** | **2021K** | **2021A** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** | **2025A** |
| health management specialist | L |  |  | 195.000 |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 |
| health management economist | L |  |  | 195.000 |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 |
| health quality assurance specialist economist | L |  |  |  |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 |  | 225.000 |
| health quality assurance adviser | L |  |  |  |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 |  | 225.000 |
| health spokesperson and communications specialist | L |  |  | 195.000 |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 |  | 225.000 |
| health spokesperson and communications adviser | L |  |  | 195.000 |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 |  | 225.000 |
| executive MBA manager | L |  |  | 250.000 |  | 250.000 |  | 250.000 |  | 250.000 | 250.000 | 250.000 | 250.000 | 250.000 | 250.000 | 250.000 | 250.000 | 290.000 |
| executive MBA economist | L |  |  | 250.000 |  | 250.000 |  | 250.000 |  | 250.000 | 250.000 | 250.000 | 250.000 | 250.000 | 250.000 | 250.000 | 250.000 | 290.000 |
| economic logistician | L |  |  |  |  |  |  |  |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 |  | 225.000 |
| diploma in nursing with specialisation in economics | L |  |  | 195.000 |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 |
| pharmacist-economist | L |  |  | 195.000 |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 |
| lawyer-economist (Sopron, Budapest) | L |  |  | 195.000 |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 |
| engineer-economist (bachelor) | L |  |  | 195.000 |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 |
| engineer-economist (university) | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 225.000 |
| medical economist | L |  |  | 195.000 |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 |
| corporate ESG specialist | L |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 350.000 | 350.000 |
| business consultant (Sopron, Budapest) | L |  |  | 195.000 |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 |
| business consultant economist (Sopron, Budapest) | L |  |  | 195.000 |  | 195.000 |  | 195.000 |  | 195.000 | 195.000 | 195.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 | 225.000 |

# Annex 7/B

**Training co-payments payable by foreign students from third countries who are self-financed**

**(currency/term at the time of student status)[[177]](#footnote-178)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title and level of training** | **2022K** | **2022A** | **2023K** | **2023A** | **2024K** | **2024A** | **2025K** |
| Bachelor of Business Administration and Management / BSc in Business Administration Management |  | 1.850 USD |  | 1.850 USD |  | 1.850 USD |  |
| Bachelor of International Business / BSc in International Business Economics |  | 1.850 USD |  | 1.850 USD |  | 1.850 USD |  |
| Bachelor of Tourism and Hospitality / BSc in |  | 1.850 USD |  | 1.850 USD |  |  |  |
| Bachelor of Science in Timber Industry Engineering / BSc in Timber Industry Engineering |  | 3.000 USD |  | 3.000 USD |  | 3.000 USD |  |
| International Economy and Business Master's degree / MSc in International Economy and Business | 2.750 USD | 2.750 USD | 2.750 USD | 2.750 USD | 2.750 USD | 2.750 USD | 2.750 USD |
| Master in Educational Sciences / MA in Educational Sciences |  |  |  |  |  | 2.500 USD |  |
| Master in Environmental Engineering / MSc in Environmental Engineering |  |  | 2.750 USD | 2.750 USD | 2.750 USD | 2.750 USD | 2.750 USD |
| Master in Nature Conservation Engineering / MSc in Nature Conservation Engineering |  |  | 2.750 USD | 2.750 USD | 2.750 USD | 2.750 USD | 2.750 USD |
| Geobioinformatika mesterképzés / MSc in Geobioinformatics |  |  |  |  |  |  | 2.750 USD |
| Master in Timber Industry Engineering / MSc in Timber Industry Engineering | 3.000 USD | 3.000 USD | 3.000 USD | 3.000 USD | 3.000 USD | 3.000 USD | 3.000 USD |
| MSc in Industrial Product Design Engineering / MSc in Industrial Product Design Engineering |  |  |  |  |  |  | 3.000 USD |
| Master in Used Furniture Restorer / MSc in Used Furniture Restorer |  |  |  |  |  |  | 3.000 USD |
| Master in Eco-design / MSc in Eco Design |  |  |  |  |  |  | 3.000 USD |
| Master in Business Informatics / MSc in Business Informatics |  |  |  |  |  |  | 3.000 USD |

**Annex 8**

Rules for the Higher Education Admission Professional Examination[[178]](#footnote-179)

I.

1. The date and the question paper for the higher education entrance professional examination are set by the Education Office.
2. During the organisation of the higher education admission professional examination, the Head of Unit of the ETK (Institutional Coordinator) is in contact with the Education Office.
3. The Institutional Coordinator will arrange for the printing of the examination papers, the administration of the examination, the invitation of candidates to take the examination, the correction of papers and the possibility of appeals, according to the number of candidates per subject.
4. The University Study Centre (USC) is the exam organiser for the higher education entrance professional examination.
5. The contact person
   1. receives the worksheets from the Education Department,
   2. ensure that the worksheets are reproduced,
   3. ensure that the question papers are stored in a locked place in such a way that they cannot be seen until the start of the examination.
6. The exam organiser determines the candidates assigned to each exam. Records of the examinations and admission documents must be kept in the same way and for the same length of time as the records of the admission procedure.
7. The exam organiser will notify candidates at least 14 days before the exam.
   * + the date and venue of the exam,
     + on the subjects of the exams,
     + on the examination arrangements.
8. The test organiser will provide the candidate with information on.
   * + how and when the results of the examinations will be communicated,
     + the procedure for handling objections to the assessment of the examination.

II.

1. The exam organiser checks the identity of the candidate with the help of the exam invigilator before the exam starts, based on the identification document.
2. The test organiser will certify the presence of the candidate by means of an attendance sheet.
3. The exam organiser will draw up a list of candidates per examination room, indicating the place and time of the examination and the candidate's
   1. the name you bear
   2. name at birth
   3. mother's name at birth
   4. place and date of birth
   5. your admission number
   6. your test subject
4. In the case of examinations consisting of several parts, the examination booklet must be produced in the number of copies corresponding to the examination parts.
5. During the examination, access to the examination room is only allowed to candidates, examiners/supervisors and representatives of official bodies coming to check the examination with the permission of the examination organiser.
6. If necessary for the safe conduct of the examination, a person responsible for ensuring the technical conditions are maintained at all times may be present, with the permission of the exam organiser.
7. Candidates will not be given any guidance or assistance in completing or solving the task.
8. Candidates must not be left unattended in the examination room. Examination supervisors must ensure that candidates do not use any unauthorised aids or seek assistance from other persons.

III.

1. At the request of the candidate with a certified disability, the institutional coordinator may authorise an extension of the duration of the test(s) by up to 20% and the use of the auxiliary aid provided for in the opinion of the expert committee.
2. Candidates may submit the request referred to in paragraph 1 no later than 10 days before the date of the examination.
3. Candidates who have been granted the authorisation provided for in paragraph 1 shall, in the case of a written examination, be allocated to a separate examination room and shall be given the opportunity to use the aids specified by the expert opinion and brought by the candidate. The exam organiser is not obliged to provide the various aids.

IV.

1. Based on the number of candidates expected to sit the written test and the subjects covered, the exam organiser will

a) determine and secure the location of the examination,

b) organise the supervision of the examination; and

c) delegate the persons involved in the assessment of the examination

d) delegate the persons involved in the review of the assessment of the examination.

1. The written examination is supervised by at least two persons for up to 20 candidates in a room and one person for each additional 20 candidates for each additional 20 candidates.
2. An exam may only be invigilated by a person who is not involved in the assessment or review of the assessment.
3. The review of the examination evaluation cannot be attended by anyone who has taken part in the evaluation of the examination.
4. Supervisors of the exam should be scheduled to rotate at least every hour .
5. You have 240 minutes to complete the written exam.
6. If the examination is interrupted by any event, the time allowed for the tasks in the relevant part of the examination must be extended by the time lost.
7. If the exam organiser discovers that the specific papers drawn are made public in any way before the deadline, he or she will immediately inform the Education Office.
8. Candidates must arrive at the examination venue at least 30 minutes before the written examination.
9. At the beginning of the exam, the seating arrangements are made by the exam invigilators so that candidates cannot help or disturb each other. The seating arrangements shall be recorded in writing by the Examination Supervisors.
10. Before the exam starts, the exam organiser will explain the rules of the exam and the consequences of breaking the rules.
11. At the start of the exam, each candidate will receive a test paper (the first part of the test if there are several parts). Only candidates who have been designated for the exam will be allowed to be present when the test papers are distributed. On the paper the candidate will indicate his/her identification number. You may start to work on the paper at the signal of the exam invigilators. When the time allowed for solving the paper has elapsed, the invigilators will signal the end of the time allowed for solving the paper and the solution must be completed.
12. After completing the written paper, the candidate writes the number of the extra sheets used on the title page of the paper. The examination paper containing the solutions and the draft papers must be handed to the supervising teacher/room supervisor either in an envelope or stapled together. The exam invigilator checks, in the presence of the candidate, the number of extra sheets and whether the blank spaces and the scratch sheets have been crossed out by the candidate. He then seals the envelope in the presence of the candidate. The exam invigilator shall record the date of completion in the report and sign it. After sealing the envelope, the candidate leaves the part of the building reserved for the examination. The examination invigilators collect the test papers and place them in separate envelopes for each candidate. The envelope must and may bear the candidate's identification number and the name of the examination subject.
13. The sealed envelopes are handed over by the exam invigilator to the exam organiser, who ensures that they are kept safe and that unauthorised persons do not have access to them.
14. When the paper is handed in, the exam invigilator(s) will note the time of handing in the paper on the exam notebook.
15. In the case of more than one part, each part must be examined in accordance with points 12 to 14.
16. Unused test sheets and test papers are kept by the exam invigilators and given to the exam organiser at the end of the exam.
17. At the end of the exam, the candidate and the exam invigilators will match the question papers in the envelope, the identifiers on the papers and the identifiers on the envelope. The envelope will be signed by the candidate and the invigilator to confirm the matching and reconciliation and then sealed.
18. The coordinator of the institution takes over the minutes of the written examination and the envelopes containing the examination papers, together with the blank papers, from the supervising teachers at the end of the time allowed for the written examination. He signs the minutes and attaches them to the examination papers. The institutional coordinator hands the sealed envelopes containing the solutions, counted, to the marking teacher for assessment.

V.

* 1. Candidates may work out their solutions only on the answer sheets provided and on the extension sheets stamped with the University stamp.
  2. Unless otherwise stated, candidates may write their solutions in blue or black ink only. Candidates may use pencils only for drawing exercises. Entries otherwise made in pencil or in blue ink other than black must be disregarded when corrections are made.
  3. Writing utensils are provided by the candidates.
  4. The organiser of the examination will ensure that the examination organiser provides the aids to be provided by the examining institution in the examination description. The candidate is responsible for providing any additional aids.
  5. Mobile phones should be switched off and put in a clearly visible place.
  6. If the exam invigilator detects an irregularity, he/she will take the test paper away from the candidate, mark the irregularity and exclude the candidate from further attempts to solve the test part.
  7. If the candidate wishes to leave the examination room, except during the break described in the examination instructions, he/she must hand the paper being prepared to the examiner, who will note the fact, together with the time of leaving and returning to the room.
  8. Leaving the examination room of your own free will does not result in an extension of the time allowed.
  9. Examiners will ensure that candidates are not assisted by anyone else when they leave the room.

VI.

1. A written test must be recorded in the minutes, which must include:

a) the name of the admission procedure,

b) the place and date of the examination,

c) the written nature of the examination,

d) the name, duration and signature of the exam invigilators,

e) per candidate

ea) the name of the candidate(s),

eb) your admission number,

ec) examination subject,

f) a description of any exceptional events that may have occurred during the examination.

1. The examination record, signed by the invigilators supervising the examination when the paper is handed in, is annexed to the minutes. Candidates who fail to appear for the examination must be marked 'failed to appear' on the examination record.
2. The person(s) designated to mark the examination (hereinafter referred to as the marker) will receive the examination papers from the examination organiser.
3. The marker will mark the answers of the candidate in ink other than blue and black on the test paper to indicate the correctness or incorrectness of the answers. The corrector will make the correction according to the correction instructions.
4. Within 3 working days of the end of the exam, the marker returns the corrected papers to the exam organiser, who then determines the result of the exam and records it on the envelope containing the corrected papers.
5. The envelope containing the corrected papers will be marked with the name of the candidate.
6. The exam organiser will notify candidates of the result and the time and place of the interview, as determined by the coordinator, within 3 working days, to the e-mail address provided by the candidate during the admission procedure.
7. During the inspection, the candidate can view his/her examination paper and its revision in the presence of the person who is reviewing the examination assessment.
8. The candidate may make a paper or electronic copy of the correction at his/her own expense.
9. The candidate may submit comments on the correction to the exam organiser in writing to[etk@uni-sopron.hu](mailto:etk@uni-sopron.hu) by 12 noon on the working day following the day of the inspection, which will be commented on by the person who reviews the assessment of the exam.
10. On the basis of the opinion under paragraph 10, the exam organiser shall decide within 3 working days on any change in the assessment of the exam.
11. The result of the written test is recorded in the Stork programme as: passed, failed, not passed, not appeared.

# Annex 9[[179]](#footnote-180)

**Fees payable by students**

|  |  |  |
| --- | --- | --- |
| **name of the fee** | | **Total** |
|  | transfer request (change of degree, change of course, change of location) | 3 000 Ft |
|  | late registration / enrolment | 5 000 Ft |
|  | ex-post recording /submission | 2 000 Ft/object |
|  | Excess credit fee: students with (part) state scholarships/government grants and self-financed students may take courses for more than ten percent of the total credits required for the degree without paying excess credits. Courses completed in excess of 10% of the total number of credits are subject to a fee at the end of the training cycle, which is HUF 2,000/credit up to 20% and HUF 8,000/credit above 20%. Credits completed under the mobility bonus of § 112.A. are not included in the excess credit fee. | between 10-20%  HUF 2 000/credit |
| Above 20%  HUF 8 000/credit |
|  | failure to meet a deadline - late submission of an assignment - failure to choose a specialisation/specialisation - late submission of a thesis | 5 000 Ft  5 000 Ft  10 000 Ft |
|  | failure to sit the final examination | 10 000 Ft |
|  | failure to meet the deadline for payment of the excess | 5 000 Ft |
|  | any additional sticker issued after the first sticker validating the student card for the semester in question | 5 000 Ft |
|  | the third and all subsequent inclusions | 1 000 Ft/credit |
|  | the third and any additional course fees for a CV course | 2 000 Ft/course |
|  | third and all subsequent exams from the same unit | 2 000 Ft |
|  | third and all further examinations from the same study unit | 5 000 Ft |
|  | retake a failed final examination | 20 000 Ft |
|  | repeated assignments | 2 000 Ft |
|  | unexcused absence from an examination | 5 000 Ft |
|  | change of specialisation / field of study | 5 000 Ft |
|  | legal remedy/ appeal | 5 000 Ft |
|  | a request for a correction of accounts (except for company accounts) | 5 000 Ft |
|  | recovery of incorrect payment | 1 000 Ft |
|  | micro-certification fee (for any course or module taken during the student's original training) | 5 000 Ft |
|  | reimbursement of costs for participants in part-training | the reimbursement fee approved by the Senate on the recommendation of the Faculty Council in the current semester, but min. 4000 HUF/credit and examination fee |
|  | authentication | 500 Ft/each |
| 23. | graduation ceremony fee (all faculties) | 15 000 Ft |
| 24. | sending a diploma/certificate/student certificate to a national address | 2 500 Ft |
| 25. | sending a diploma/certificate abroad | 7 000 Ft |

# Annex 10/A

**FOUNDATION SCHOLARSHIPS[[180]](#footnote-181)**

**PREAMBULUM**

The Senate of the University of Sopron (hereinafter referred to as the University or SOE), pursuant to Section 108/A of the Student Benefits and Allowances Regulations of Volume III of the SOE's Organisational and Operational Regulations, hereby sets out the conditions and procedural rules for the award of scholarships, in accordance with the provisions of the SOE's Student Benefits and Allowances Regulations, and in addition to them for certain scholarships.

The source of the foundation scholarships is the funds provided by the maintainer pursuant to Section 95 (4) a) of the Nftv., for the payment of which the maintainer has given its consent pursuant to Section 73 (3) ha) of the Nftv. The source of the scholarships may also be income from an agreement with an external partner, external donations or contributions.

The rules on the proposed foundation grants for students in bachelor, higher vocational education, master and postgraduate studies will apply from the academic year 2023/24. The purpose of the scholarships is to provide financial support to students with outstanding academic performance.

**Chapter I**

**GENERAL PROVISIONS**

**1. §**

**Scope of the Code**

1. The personal scope of this Policy extends to the students of the University, to students participating in and involved in public education, and to all persons and organisations involved in the application, organisation and administration of the scholarships provided for in this Policy, as well as in the review and evaluation of scholarship applications.

**2. §**

**The aim of the scholarship programme**

1. The aim of the scholarship scheme is to complement the system of scholarships funded from the state budget, thereby making financially supported scholarships available to a wider range of students to support their studies.

**3.§**

**Procedural rules**

1. The Rector announces the call for applications for the scholarships.
2. The Office of the Vice-Rector for Education is responsible for the coordination of the scholarship programme and the process of scholarship applications between the university organisations and the related administrative tasks.
3. The maximum number of scholarships per academic year is as specified in the call for applications. The number of scholarships is determined each academic year and is set out in a grant agreement between the Foundation for the University of Sopron and the University of Sopron.

**Chapter II**

**SOE "FIRST PLACE" SCHOLARSHIP**

**4.§**

**Aims and conditions of the scholarship**

1. The SOE "first place" scholarship aims to attract high achieving secondary school students to university and to support students with good secondary school results and social need who would not be able to start their university studies without this support, or would find it extremely difficult.
2. To be eligible to apply for the SOE "first place" scholarship, you must be a high school student graduating in the academic year of the SOE "first place" scholarship call, or a person who has obtained a high school diploma no more than one year before the application deadline and intends to apply to the University for a bachelor or master degree, or a student who has already been admitted to the University in the semester concerned and who meets the following criteria:
   1. at least a 4.5 grade point average in the 3rd year of secondary school in the semester and end-of-year report and in the 4th year in the semester report (subject to the branch of study),
   2. at least a good (3.50) average in the 3rd year of secondary school in the end-of-year and end-of-semester report and in the 4th year in the end-of-semester report, and meets the conditions for the regular social scholarship laid down in Article 103 of the Regulation on the Award of Grants and Reimbursement of Grants (Article 99).
3. An additional condition of the scholarship is that the applicant must:
   1. have passed your school-leaving examination in the year of application or up to one year before,
   2. be enrolled on a full-time (scholarship or self-financed) SOE bachelor or master degree course and start an active semester of study by becoming a student on the course,
   3. in the case of a branch of study, at least a 4.5 average in the baccalaureate (average of the subjects in the baccalaureate on the certificate),
   4. in the case of the social field, at least 4,00 average in the baccalaureate (average of the subjects in the baccalaureate in the certificate).
4. Scholarships are not open to students who have previously studied in any of the SOE's bachelor, higher education or postgraduate programmes.
5. Applications must be submitted, managed and administered in the Neptun system.

**5. §**

**Deadline for submission and assessment of grant applications**

* + 1. You can apply for the scholarship in your final year of public education, or in the year after that, or when you start your student status.
    2. The following bodies are involved in the evaluation of the application:

a) Committee for the Development of Education (rapporteur)

b) Board of Trustees of the University of Sopron Foundation (final).

* + 1. The criteria for ranking applications that meet the eligibility criteria are set out in the call for proposals.

**6. §**

**Amount, duration and conditions of the scholarship**

* + 1. The amount of the scholarship is 50.000,- HUF/person/month, the funding period is 5 months.
    2. The scholarship is only available during the first semester of the bachelor or master's degree.
    3. In addition to the provisions of paragraph (1), a one-off grant of HUF 100,000 per person may be paid to students receiving the scholarship, provided that the student has completed 100% of the credits prescribed in the model curriculum for the first two semesters.

**Chapter III**

**SOE "BEST OF THE BEST" SCHOLARSHIP**

**7.§**

**Aims and conditions of the scholarship**

1. The aim of the SOE "Best of the Best" scholarship is to support students who have an outstanding academic performance and who undertake to continue their studies at the University of Sopron after completing a higher education degree programme at the University of Sopron, to continue their studies at the University of Sopron in a bachelor's degree programme, to pursue academic work in the case of a bachelor's degree programme and a single, split degree programme, to continue their studies at the University of Sopron in a master's degree programme, and to declare their intention to be admitted to the University of Sopron.
2. Students can apply for the scholarship every semester, starting from the third semester of studies in the case of higher education vocational education and training and from the fifth semester of studies in the case of single, split studies.
3. The conditions for the scholarship:

* active student status in a full-time bachelor or higher education degree programme or in a single, split degree programme (with or without state scholarships or self-financing);
* at least
  + for students of the Faculty of Pedagogy Benedek Elek or the Faculty of Economics Lámfalussy Sándor 4.5,
  + for students of the Faculty of Forest Engineering or the Faculty of Wood Engineering and Creative Industries, a 4.0 weighted grade point average in the last active semester prior to the semester applied for;
* have completed at least 55 credits in the two semesters prior to applying for the scholarship;
* other specific conditions set by laid down in the call for applications;
* in the case of a bachelor's degree, an academic or outstanding artistic or sporting activity;
* a declaration of intention to pursue studies at the University of Sopron in a bachelor's degree programme in the case of higher education, or in a master's degree programme in the case of bachelor's degree programmes.
* outstanding student community activity will be an advantage in the evaluation of the application.

1. Applications must be submitted, managed and administered in the Neptun system.

**8. §**

**Deadline for submission and assessment of grant applications**

1. You can apply for the scholarship from the third semester of studies in the case of students in higher education vocational education and training and from the fifth semester of studies in the case of students in a single, split course.
2. The following bodies are involved in the evaluation of the application:

a) Committee for the Development of Education (rapporteur)

b) Board of Trustees of the University of Sopron Foundation (final).

1. The criteria for ranking applications that meet the eligibility criteria are set out in the call for proposals.

**9. §**

**Amount, duration and conditions of the scholarship**

1. Applications for the scholarship are accepted every six months.
2. The amount of the scholarship: 80.000,- HUF/person/month, the funding period is 5 months every six months.

**Chapter IV**

**Scholarships for foreign students studying undergraduate courses**

**10. §**

**Aims and conditions of the scholarship**

1. The aim of the scholarship is to support the studies of foreign students who, within the framework of the Stipendium Hungaricum scholarship programme, are pursuing their studies in a bachelor's degree programme at the University of Sopron and who have declared their intention to continue their studies in a master's degree programme at the University of Sopron.
2. Students can apply for the scholarship every six months, starting from the third semester of their studies.
3. The conditions for the scholarship:

* active student status in full-time undergraduate studies;
* a minimum 4.0 weighted grade point average in the last active semester prior to the semester applied for;
* have completed at least 55 credits in the two semesters prior to applying for the scholarship;
* other specific conditions set by laid down in the call for applications;
* pursuing an academic or outstanding artistic or sporting activity;
* a declaration of intention to pursue a Master's degree at the University of Sopron.
* outstanding student community activity will be an advantage in the evaluation of the application.

1. Applications must be submitted, managed and administered in the Neptun system.

**11. §**

**Deadline for submission and assessment of grant applications**

1. Undergraduate students can apply for the scholarship from the third semester of their studies.
2. The following bodies are involved in the evaluation of the application:

a) Committee for the Development of Education (rapporteur)

b) Board of Trustees of the University of Sopron Foundation (final).

1. The criteria for ranking applications that meet the eligibility criteria are set out in the call for proposals.

**12. §**

**Amount, duration and conditions of the scholarship**

1. Applications for the scholarship are accepted every six months.
2. The amount of the scholarship: 40.000,- HUF/person/month, the funding period is 5 months every six months.

**Chapter V**

**Scholarships for Scientific Students (TDK) and Art Students (MDK)**

**13. §**

**Application conditions, deadline and assessment of the scholarship**

1. The TDK, MDK Preparation Scholarship Programme is open to full-time students (state scholarship and self-financed) who are active students and meet the following conditions:
2. have an outstanding academic record (minimum 4.0 GPA);
3. have an academic/artistic student research project topic, certified by the tutor/researcher in charge of the topic;
4. Preparation and submission of a TDK, MDK work plan (maximum two pages).
5. The following bodies are involved in the evaluation of the application:
6. 5-member committee: vice rector for education, faculty TDT chairs (opinion leaders)
7. Board of Trustees of the University of Sopron Foundation (final).
8. The criteria for ranking applications that meet the eligibility criteria are set out in the call for proposals.
9. Applications must be submitted, managed and administered in the Neptun system.

**14. §**

**Amount, duration and conditions of the scholarship**

1. The amount of the scholarship is a one-off 200.000 HUF/half year/person.
2. Students can apply for the scholarship every six months and can be awarded for a maximum of two semesters.
3. At the end of each semester, the student is required to write a 3-5 page report on his/her activities during the semester. Failure to submit the report will result in the student being required to repay the scholarship awarded for the semester. The student must also repay the scholarship if the scholarship holder does not submit a TDK/MDK thesis to the first institutional TDK/MDK conference during the two semesters or the first institutional TDK/MDK conference following the second semester.

**Chapter VI**

**Scholarships for Scientific Student Research (TDK) and Art Student Research (MDK)**

**15. §**

**Conditions, deadline and assessment of the scholarship**

1. A TDK/MDK eredmény ösztöndíjat az az alapképzésben, mesterképzésben, osztatlan képzésben vagy felsőoktatási szakképzésben résztvevő, nappali vagy levelező munkarendű állami ösztöndíjas vagy önköltséges hallgató nyerheti el, aki az intézményi TDK/MDK konferencián dolgozatát bemutatta és ez alapján első, második vagy harmadik helyezést ért el vagy különdíjban részesült.
2. An award will also be given to the teacher/researcher who prepared the student receiving the scholarship.
3. It is not necessary to apply for the scholarship, the scholarship will be awarded to the students concerned without any application.
4. The following bodies are involved in awarding the scholarship:
5. Committee for the Development of Education (opinion)
6. Board of Trustees of the University of Sopron Foundation (final).

**16. §**

**Amount and duration of the scholarship**

1. The grant will be awarded per section, up to a maximum of twenty TDK/MDK sections.
2. The scholarship will be paid after the TDK/MDK conference, but no later than the end of the semester.
3. The scholarship is a one-off payment:
4. first place: 150.000 HUF
5. second place: 100.000 HUF
6. for third place: 75.000 HUF
7. The remuneration of the teacher/researcher who prepared the student receiving the scholarship will be paid after the TDK/MDK conference and will be a one-off amount:
   1. for first place students: gross 250.000 HUF/student
   2. for second place students: gross 200.000/student
   3. for third place students: gross 150.000/student

# Annex 10/B

**FOUNDATION SPORTS SCHOLARSHIPS[[181]](#footnote-182)**

**PREAMBULUM**

The Senate of the University of Sopron (hereinafter referred to as the University or SOE), pursuant to Article 108/A of the Student Benefits and Allowances Regulations of Volume III of the SOE's Organisational and Operational Regulations, hereby sets out the conditions and procedural rules for the award of scholarships, in accordance with the provisions of the SOE's Student Benefits and Allowances Regulations, and in addition to them for certain scholarships.

The source of the foundation scholarships is the funds provided by the maintainer pursuant to Section 95 (4) a) of the Nftv., for the payment of which the maintainer has given its consent pursuant to Section 73 (3) ha) of the Nftv. The source of the scholarships may also be income from an agreement with an external partner, external donations or contributions.

The rules on the proposed foundation grants for students in bachelor, higher vocational education, master and postgraduate studies will apply from the academic year 2023/24. The purpose of the scholarships is to provide financial support to students who have shown outstanding sporting performance.

**Chapter I**

**GENERAL PROVISIONS**

**1. §**

**Scope of the Code**

1. The personal scope of the Rules applies to the students of the University and to all persons and organisations involved in the application, organisation and administration of the scholarships provided for by these Rules, as well as in the review and evaluation of scholarship applications.

**2. §**

**The aim of the scholarship programme**

1. The aim of the scholarship scheme is to complement the system of scholarships funded from the state budget, thereby making financially supported scholarships available to a wider range of students to support their studies.

**3.§**

**Procedural rules**

1. The Rector announces the call for applications for the scholarships.
2. The Office of the Vice-Rector for Education is responsible for the coordination of the scholarship programme and the process of scholarship applications between the university organisations and the related administrative tasks.
3. The maximum number of beneficiaries of the Foundation's sports scholarships per academic year is specified in the call for applications. The number of scholarships is determined on an academic year basis and is set out in a grant agreement between the Foundation for the University of Sopron and the University of Sopron.

**Chapter II**

**SOE Sports Scholarship**

**4. §**

**Application conditions, deadline and assessment of the scholarship**

1. The aim of the scholarship is to support students with outstanding sporting achievements who regularly participate in the sporting life of the University of Sopron's sports club, SMAFC, and enhance the reputation of the university through their sporting achievements.
2. The scholarship is available in two categories.
   1. Category I: competitive sport
   2. Category II: amateur sport
3. General conditions for applying:
   1. active, full-time employment at any level of education
   2. a minimum grade point average of 3.5 in the two semesters preceding the application
   3. for first-year students, applications can be submitted from the second semester onwards and must achieve a minimum grade point average of 3.5 in the first semester
   4. sport performance as a category
4. Additional conditions:
   1. Only the activity/results achieved during the period covered by your application will be taken into account.
   2. Only sports activities/achievements supported by official documents will be considered.
   3. For certified competitors, only high quality performance will be evaluated.
   4. In the case of an amateur competitor, outstanding sporting performance and sporting support activities in university sporting life or in the SMAFC's departments will be assessed.
   5. Outstanding result in the Hungarian University - College National Championship (MEFOB) will be evaluated.
   6. In addition to the outstanding result, the applicant is expected to show exemplary behaviour worthy of an athlete.
5. Requirements for Category I students and their sporting performance:
   1. University students playing in the SMAFC who regularly represent the university and the club in the given sport or university students playing in the flagship clubs of the city of Sopron (SKC, Sopron Basket, SLC).
   2. The applicant is competing in an Olympic sport.
   3. In the case of team sports, you play in the highest division of your sport (NB I., OB I., Extraliga, etc.)
   4. In the case of an individual sport, competes as an adult or age-group national team in world competitions or is ranked 1st - 8th in the national championships of their sport.
   5. Special consideration will be given to 1st - 8th places in the Olympics, World Championships, European Championships, Universiade, Euroleague.
   6. For applicants competing in a non-Olympic sport, applications will be assessed on an individual basis, during which the committee will consider the parameters of the sport in national and international terms.
6. Expectations of the student applying for Category II and his/her sporting performance:
   1. In addition to their university studies, they are involved in high-level sporting activities or take part in MEFOB or sectional championships (organised by professional bodies linked to their training).
   2. Representing the University of Sopron, they achieve 1st-8th places in the national competitions of the Hungarian University - College Association (MEFOB).
   3. This category also includes international university competitions (e.g. EUSA).
7. The following bodies are involved in the evaluation of the application:
   1. A committee composed of representatives of the SMAFC (2 persons) and of representatives of the Institute of Arts and Sports Sciences of the BPK (2 persons) (reviewers)
   2. Committee for the Development of Education (opinion)
   3. Board of Trustees of the University of Sopron Foundation (final).
8. The criteria for ranking applications that meet the eligibility criteria are set out in the call for proposals.
9. The call for applications is published every six months.
10. The period taken into account for the application is the semester preceding the submission of the application.
11. Applications must be submitted, managed and administered in Neptun.

**5. §**

**Amount and duration of the scholarship**

1. The amount of the scholarship in category I is 60.000,- HUF/person/month.
2. The amount of the scholarship in category II is 30.000,- HUF/person/month.
3. The scholarship is available every six months and the funding period is 5 months every six months.
4. If the student who has been awarded the scholarship in the semester of the award
   1. does not participate in MEFOB competitions or other inter-university competitions,
   2. do not attend training sessions regularly,
   3. does not comply with the study and examination regulations

the scholarship may be withdrawn with immediate effect.

1. The student who has been awarded the scholarship shall inform the University of Sopron within eight days of any change in his/her student status, change or suspension of student status, or discontinuation of his/her sporting or competitive activities during the period of the scholarship or for any reason whatsoever.

# Annex 10/C

**FOUNDATION SCHOLARSHIPS LINKED TO A DOCTORAL PROGRAMME[[182]](#footnote-183)**

**PREAMBULUM**

The Senate of the University of Sopron (hereinafter referred to as the University or SOE), pursuant to Article 108/A of the Student Benefits and Allowances Regulations of Volume III of the SOE's Organisational and Operational Regulations, hereby sets out the conditions and procedural rules for the award of scholarships, in accordance with the provisions of the SOE's Student Benefits and Allowances Regulations, and in addition to them for certain scholarships.

The source of the foundation scholarships is the funds provided by the maintainer pursuant to Section 95 (4) a) of the Nftv., for the payment of which the maintainer has given its consent pursuant to Section 73 (3) ha) of the Nftv. The source of foundation grants may also be income from an agreement with an external partner, external donations or contributions.

The rules on the proposed foundation scholarships for Master's, Bachelor's and PhD students will apply from the academic year 2023/24. The purpose of the scholarships is to provide financial support to students with outstanding academic performance.

**Chapter I**

**GENERAL PROVISIONS**

**1. §**

**Scope of the Code**

1. The personal scope of the Rules applies to the students of the University and to all persons and organisations involved in the application, organisation and administration of the scholarships provided for by these Rules, as well as in the review and evaluation of scholarship applications.

**2. §**

**The aim of the scholarship programme**

1. The aim of the scholarship scheme is to complement the system of scholarships funded from the state budget, thereby making financially supported scholarships available to a wider range of students to support their studies.

**3.§**

**Procedural rules**

1. The Rector announces the call for applications for the scholarships.
2. The Office of the Vice-Rector for Education is responsible for the coordination of the scholarship programme and the process of scholarship applications between the university organisations and the related administrative tasks.
3. The maximum number of beneficiaries per academic year of the Foundation scholarships linked to the doctoral programme is specified in the call for applications. The number of scholarships is determined on an academic year basis and is set out in a grant agreement between the Foundation for the University of Sopron and the University of Sopron.

**Chapter II**

**Scholarship for entry to a doctoral programme**

**4. §**

**Aims and conditions of the scholarship**

1. The aim of the scholarship is to provide a transition between master's/postgraduate and doctoral programmes for deserving students.

**5. §**

**Deadline for submission and assessment of grant applications**

1. The scholarship is open to students pursuing a Master's degree or a Bachelor's degree, who are in the 3rd-4th active semester of their studies in the case of a Master's degree, and in the 9th-10th active semester of their studies in the case of a Master's degree, and:
   1. full-time students;
   2. have an outstanding academic record (weighted grade point average of 4.0 or higher);
   3. has published work (published papers, conference presentations) or has made an outstanding artistic contribution in the year preceding the submission of the application;
   4. have the necessary knowledge of a foreign language for doctoral studies;
   5. declares its willingness to apply for doctoral studies.
2. In the evaluation of the application, the participation in TDK/MDK, the right to participate in OTDK, as well as the results achieved at TDK/MDK, OTDK are considered an advantage.
3. The applicant must declare that, if successful, he/she will carry out the demonstration tasks assigned to him/her and will provide a detailed report at the end of the activity.
4. The following bodies are involved in the evaluation of the application:

a) Committee for the Development of Education (rapporteur)

b) Board of Trustees of the University of Sopron Foundation (final).

1. The criteria for ranking applications that meet the eligibility criteria are set out in the call for proposals.

**6. §**

**Amount, duration and conditions of the scholarship**

1. Applications for the scholarship are accepted every six months.
2. The amount of the scholarship is HUF 75,000 per person per month, the funding period is 5 months every six months.
3. If the student fails to submit a report on the demonstration activity, countersigned by the Director of the Institute, within two weeks after the last day of the examination period following the semester applied for, the student will be required to pay back the stipend established and calculated for the semester.
4. If the student does not apply to a doctoral school of the SOE for the next semester following the semester in which the master's degree/unbachelor's degree was obtained, the full amount of the scholarship (determined and calculated for each semester concerned) will be refunded.

**Chapter III**

**Doctoral excellence scholarship**

**7.§**

**Aims and conditions of the scholarship**

1. The primary objective of the doctoral excellence scholarship is to support doctoral students with outstanding performance, thus improving their living conditions and bringing the total amount of the scholarship close to the net salary of a teaching assistant.
2. The scholarship is also intended to help doctoral students avoid working full-time while pursuing their doctoral studies, as the resulting time constraints make it more difficult for them to progress with their doctoral studies, thus reducing the effectiveness of their doctoral training.
3. Applications for the scholarship can be submitted every six months by active, full-time doctoral students.
4. Eligibility criteria:
   1. the applicant is under 40 years of age at the start of the doctoral studies;
   2. the doctoral student undertakes to
      1. participates in the teaching activities of the University, in particular, but not exclusively, in the preparation of lessons, occasionally teaching practical, laboratory or field classes, and supervising thesis topics (minimum requirement: two hours of teaching per week and supervision of at least one main graudal student (co-));
      2. regularly attends classes in undergraduate, master's and postgraduate courses in the field of the doctoral school as part of their preparation for teaching;
      3. regularly share the experience gained in his/her teaching activities with his/her supervisor (tutoring);
      4. be actively involved in the Institute's research activities, administrative and protocol tasks, or in the University's alumni activities, internationalisation, and enrolment activities.
5. Special conditions:
   1. Completion of the complex exam by the end of the 4th active semester (31 August in spring semester, 31 January in autumn semester;
   2. 1 full-length scientific communication (not abstract) in English, published as first or last author, or proof of acceptance or pending publication of the scientific communication by the time of the complex examination.
   3. In the semesters after the complex exam:
      1. the commitment to obtain the final certificate (diploma) by the end of the 8th semester (31 August for the spring semester and 31 January for the autumn semester);
      2. at least one full-length scientific publication (not abstract) in English, Q1/Q2/Q3 or equivalent level in the relevant discipline, published as first author, or proof of in press status and acceptance of the scientific publication, following the complex examination.
6. In the evaluation of applications, preference will be given to students who
   1. do not have an 8-hour working week in addition to their doctoral training,
   2. or their employment or 8-hour employment does not require higher education and professional qualifications or student work.
7. When submitting the application, the applicant doctoral student must declare whether he/she has an 8-hour employment contract or employment relationship, including an assignment or service contract and student work. The declaration must also include evidence of the nature of the work performed and the level of qualification required.

**8. §**

**Deadline for submission and assessment of grant applications**

1. The competition is announced every six months.
2. The following bodies are involved in the evaluation of the application:
   1. 5-member committee: vice-rector for research and external affairs, vice-rector for education, president of the EDHT, heads of the doctoral schools (opinion leaders)
   2. Board of Trustees of the University of Sopron Foundation (final).
3. The criteria for ranking applications that meet the eligibility criteria are set out in the call for proposals.

**9. §**

**Amount, duration and conditions of the scholarship**

1. Applications for the scholarship are accepted every six months.
2. The amount of the scholarship is HUF 100,000 per person per month, the funding period is 12 months per year.
3. At the end of the semester, the Director of the Institute will certify the fulfilment of the conditions of the application on the relevant certificate of fulfilment form.
4. If the doctoral student fails to pass the complex examination or any of the conditions of the scholarship by the end of the 4th active semester of the course or if the student terminates his/her student status at his/her own discretion, the scholarship will be refunded for each semester.
5. If the doctoral student does not fulfil the conditions for the final certificate or any of the conditions of the scholarship by the end of the 8th active semester of the course or if the student terminates his/her student status at his/her own discretion, the scholarship awarded for semesters 5-8 must be repaid for each semester.

**Chapter IV**

**Predoctoral fellowship**

**10.§**

**Aims and conditions of the scholarship**

1. The primary aim of the predoctoral fellowship is to support the doctoral student who has obtained a final certificate to write his/her doctoral thesis as soon as possible, thus helping him/her to obtain a degree.
2. The scholarship is awarded after obtaining the final certificate (diploma) and can be paid until the date of application for the thesis (submission of the thesis), but for a maximum of 6 months.
3. The terms of the application are:
   1. obtain a final certificate (diploma) in doctoral studies;
   2. the language requirements for the degree;
   3. the doctoral student undertakes to present his/her thesis within 6 months of obtaining the final certificate (diploma).

**11. §**

**Deadline for submission and assessment of grant applications**

1. The competition is announced every six months.
2. The following bodies are involved in the evaluation of the application:
   1. 5-member committee: vice-rector for research and external affairs, vice-rector for education, president of the EDHT, heads of the doctoral schools (opinion leaders)
   2. Board of Trustees of the University of Sopron Foundation (final).
3. The criteria for ranking applications that meet the eligibility criteria are set out in the call for proposals.

**12. §**

**Amount, duration and conditions of the scholarship**

1. The amount of the scholarship is 100.000 HUF/person/month.
2. The scholarship is paid until the doctoral thesis is submitted for examination, but for a maximum period of 6 months.
3. If the doctoral student does not submit his/her thesis within 6 months of receiving the final certificate (diploma), the scholarship will have to be repaid. The scholarship is paid by the University under a scholarship contract.

# Annex No.

**The institutional point system for the 2025 admission procedure**

**AGRÁR training area**





**field of training ECONOMICS**





**Information technology training area**





**TECHNICAL training area**





**EDUCATION Training area**





**SPORT STUDY training area**





**field of training SOCIAL STUDIES**





1. Inserted by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-2)
2. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). [↑](#footnote-ref-3)
3. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). [↑](#footnote-ref-4)
4. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-5)
5. Amended by Senate Resolution 97/2017 (VI.14.). Entry into force: 14.VI.2017. [↑](#footnote-ref-6)
6. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-7)
7. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-8)
8. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-9)
9. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-10)
10. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-11)
11. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-12)
12. Amended by Senate Resolution 97/2017 (VI.14.). Entry into force: 14.VI.2017. [↑](#footnote-ref-13)
13. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-14)
14. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-15)
15. Amended by Senate Resolution 125/2017 (27.VI.2017). Entry into force: 27.VI.2017. [↑](#footnote-ref-16)
16. Amended by Senate Resolution 97/2017 (VI.14.). Entry into force: 14.VI.2017. [↑](#footnote-ref-17)
17. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-18)
18. Amended by Senate Resolution 97/2017 (VI.14.). Entry into force: 14.VI.2017. [↑](#footnote-ref-19)
19. Amended by Senate Resolution 24/2018 (I.24.). Entry into force: 1.II.2018. [↑](#footnote-ref-20)
20. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-21)
21. Letter marking modified by Senate Resolution 213/2018 (XII.12.). Entry into force: from 01.01.2019. [↑](#footnote-ref-22)
22. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-23)
23. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-24)
24. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-25)
25. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-26)
26. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-27)
27. Amended by Senate Resolution 213/2018 (XII.12.). Entry into force: from 01.01.2019. [↑](#footnote-ref-28)
28. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-29)
29. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-30)
30. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-31)
31. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-32)
32. Amended by Senate Resolution 134/2018 (VII. 30.). Effective from 30 July 2018. [↑](#footnote-ref-33)
33. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-34)
34. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-35)
35. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-36)
36. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-37)
37. Amended by Senate Resolution 24/2018 (I.24.). Entry into force: 1.II.2018. [↑](#footnote-ref-38)
38. Inserted by Senate Resolution 213/2018 (XII.12.). Entry into force: from 01.01.2019. [↑](#footnote-ref-39)
39. Numbering modified by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-40)
40. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-41)
41. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-42)
42. Amended by Senate Resolution 12/2017 (II. 22.) [↑](#footnote-ref-43)
43. Amended by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-44)
44. Amended by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-45)
45. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-46)
46. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-47)
47. Inserted by Resolution 1/2023 (I. 30.) of the Senate of the University of Sopron. Effective 30.01.2023 [↑](#footnote-ref-48)
48. Inserted by Resolution 1/2023 (I. 30.) of the Senate of the University of Sopron. Effective 30.01.2023 [↑](#footnote-ref-49)
49. Amended by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-50)
50. Amended by Senate Resolution 65/2020 (17.VI.). Effective from 17.VI.2020. [↑](#footnote-ref-51)
51. Inserted by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-52)
52. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-53)
53. Amended by Senate Resolution 12/2017 (II. 22.) [↑](#footnote-ref-54)
54. Amended by Senate Resolution 24/2018 (I.24.). Entry into force: 1.II.2018. [↑](#footnote-ref-55)
55. Amended by Senate Resolution 24/2018 (I.24.). Entry into force: 1.II.2018. [↑](#footnote-ref-56)
56. Addition to the title by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-57)
57. Amended by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-58)
58. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-59)
59. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-60)
60. Amended by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-61)
61. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-62)
62. Amended by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-63)
63. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-64)
64. Amended by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-65)
65. Amended by Senate Resolution 65/2020 (17.VI.). Effective from 17.VI.2020. [↑](#footnote-ref-66)
66. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-67)
67. Inserted by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-68)
68. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-69)
69. Amended by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-70)
70. Amended by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-71)
71. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-72)
72. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-73)
73. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-74)
74. Amended by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-75)
75. Amended by Senate Resolution 213/2018 (XII.12.). Effective from 01.01.2019. [↑](#footnote-ref-76)
76. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-77)
77. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-78)
78. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-79)
79. Amended by Senate Resolution 12/2017 (II. 22.) [↑](#footnote-ref-80)
80. Inserted by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-81)
81. Amended by Senate Resolution 65/2020 (17.VI.). Effective from 17.VI.2020. [↑](#footnote-ref-82)
82. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-83)
83. Amended by Senate Resolution 65/2020 (17.VI.). Effective from 17.VI.2020. [↑](#footnote-ref-84)
84. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-85)
85. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-86)
86. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-87)
87. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-88)
88. Amended by Senate Resolution 12/2017 (II. 22.). [↑](#footnote-ref-89)
89. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-90)
90. Inserted by Senate Resolution 123/2018 (VI. 06.). Entry into force from 6 June 2018. [↑](#footnote-ref-91)
91. Inserted by Senate Resolution 123/2018 (VI. 06.). Entry into force from 6 June 2018. [↑](#footnote-ref-92)
92. Amended by Senate Resolution 128/2018 (29.VI.). Effective from 29 June 2018. [↑](#footnote-ref-93)
93. Inserted by Senate Resolution 123/2018 (VI. 06.). Entry into force from 6 June 2018. [↑](#footnote-ref-94)
94. Amended by Senate Resolution 128/2018 (29.VI.). Effective from 29 June 2018. [↑](#footnote-ref-95)
95. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-96)
96. Inserted by Senate Resolution 123/2018 (VI. 06.). Entry into force from 6 June 2018. [↑](#footnote-ref-97)
97. Inserted by Senate Resolution 128/2018 (29.VI.). Effective from 29 June 2018. [↑](#footnote-ref-98)
98. Amended by Senate Resolution 99/2014 (VI. 25.). These specific regulations, as part of the Neptun-FIR Academic Regulations, will be adopted by 31 July 2014. [↑](#footnote-ref-99)
99. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-100)
100. Amended by Senate Resolution 12/2017 (II. 22.) [↑](#footnote-ref-101)
101. Amended by Senate Resolution 24/2018 (I.24.). Entry into force: 1.II.2018. [↑](#footnote-ref-102)
102. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-103)
103. Inserted by Resolution 1/2023 (I. 30.) of the Senate of the University of Sopron. Effective 30.01.2023 [↑](#footnote-ref-104)
104. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-105)
105. Amended by Senate Resolution 24/2018 (I.24.). Entered into force: 1.II.2018. [↑](#footnote-ref-106)
106. Amended by Resolution 1/2023 (I. 30.) of the Senate of the University of Sopron. Effective 30.01.2023 [↑](#footnote-ref-107)
107. Amended by the Senate of the University of Sopron by Resolution 27/2023 (III. 08.). Effective 2023.03.08 [↑](#footnote-ref-108)
108. Amended by Senate Resolution 24/2018 (I.24.). Entry into force: 1.II.2018. [↑](#footnote-ref-109)
109. Amended by Senate Resolution 24/2018 (I.24.). Entry into force: 1.II.2018. [↑](#footnote-ref-110)
110. Amended by Senate Resolution 24/2018 (I.24.). Entry into force: 1.II.2018. [↑](#footnote-ref-111)
111. Amended by Senate Resolution 12/2017 (II. 22.) [↑](#footnote-ref-112)
112. Amended by Senate Resolution 65/2020 (17.VI.). Effective from 17.VI.2020. [↑](#footnote-ref-113)
113. Amended by Senate Resolution 24/2018 (I.24.). Entry into force: 1.II.2018. [↑](#footnote-ref-114)
114. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-115)
115. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-116)
116. Amended by Resolution 1/2023 (I. 30.) of the Senate of the University of Sopron. Effective 30.01.2023 [↑](#footnote-ref-117)
117. The text was repealed by Senate Resolution 213/2018 (XII.12.) from 01.01.2019. [↑](#footnote-ref-118)
118. Amended by Senate Resolution 105/2022 (VI.08.). Approved by the Board of Trustees of the Foundation for the University of Sopron, Resolution 31/2022 (04.07.04). [↑](#footnote-ref-119)
119. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-120)
120. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-121)
121. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-122)
122. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-123)
123. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-124)
124. Amended by Senate Resolution 24/2018 (I.24.). Entry into force: 1.II.2018. [↑](#footnote-ref-125)
125. Repealed by Senate Resolution No 77/2019 (29 May 2019), with effect from 29 May 2019. [↑](#footnote-ref-126)
126. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-127)
127. Repealed by Senate Resolution No 77/2019 (29 May 2019), with effect from 29 May 2019. [↑](#footnote-ref-128)
128. Amended by Senate Resolution 211/2017 (29.XI.). [↑](#footnote-ref-129)
129. Amended by Senate Resolution 211/2017 (29.XI.). [↑](#footnote-ref-130)
130. Amended by the Senate of the University of Sopron by Resolution 145/2021 (VI. 16). [↑](#footnote-ref-131)
131. Inserted by the Senate of the University of Sopron, Resolution No. 145/2021 (VI. 16) [↑](#footnote-ref-132)
132. Inserted by the Senate of the University of Sopron, Resolution No. 145/2021 (VI. 16) [↑](#footnote-ref-133)
133. Inserted by the Senate of the University of Sopron, Resolution No. 145/2021 (VI. 16)

     Approved by the Board of Trustees of the Foundation for the University of Sopron \_\_\_\_\_\_ [↑](#footnote-ref-134)
134. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-135)
135. Inserted by Resolution 1/2023 (I. 30.) of the Senate of the University of Sopron. Effective 30.01.2023 [↑](#footnote-ref-136)
136. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-137)
137. Inserted by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-138)
138. Amended by Senate Resolution 77/2019 (29 May 2019). Entry into force: 29.V.2019. [↑](#footnote-ref-139)
139. Amended by Senate Resolution 12/2017 (II. 22.). [↑](#footnote-ref-140)
140. Amended by Senate Resolution 65/2020 (17.VI.). Effective from 17.VI.2020. [↑](#footnote-ref-141)
141. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-142)
142. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-143)
143. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-144)
144. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-145)
145. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-146)
146. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-147)
147. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-148)
148. Amended by Senate Resolution 22/2020 (21.II.). Entry into force from 21 February 2020 [↑](#footnote-ref-149)
149. Amended by Senate Resolution 148/2016 (X. 12.). [↑](#footnote-ref-150)
150. Inserted by Resolution 1/2023 (I. 30.) of the Senate of the University of Sopron. Effective 30.01.2023 [↑](#footnote-ref-151)
151. Amended by the Senate of the University of Sopron by Resolution 27/2023 (III. 08.). Effective 2023.03.08 [↑](#footnote-ref-152)
152. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-153)
153. Inserted by Senate Resolution 47/2020 (14 May). Entry into force from 14 May 2020. [↑](#footnote-ref-154)
154. Amended by Senate Resolution 206/2021 (XI. 17.). Enter into force on 17 November 2021. [↑](#footnote-ref-155)
155. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-156)
156. Amended by Senate Resolution 123/2018 (VI. 06.). Effective from 6 June 2018. [↑](#footnote-ref-157)
157. Amended by Senate Resolution 12/2017 (II. 22.) [↑](#footnote-ref-158)
158. Inserted by Senate Resolution 128/2018 (29.VI.). Effective from 29 June 2018. [↑](#footnote-ref-159)
159. Amended by Senate Resolution 123/2018 (VI. 06.). Effective from 6 June 2018. [↑](#footnote-ref-160)
160. Amended by Senate Resolution 123/2018 (VI. 06.). Effective from 6 June 2018. [↑](#footnote-ref-161)
161. Amended by Senate Resolution 123/2018 (VI. 06.). Effective from 6 June 2018. [↑](#footnote-ref-162)
162. Amended by Senate Resolution 123/2018 (VI. 06.). Effective from 6 June 2018. [↑](#footnote-ref-163)
163. Amended by Senate Resolution 128/2018 (29.VI.). Effective from 29 June 2018. [↑](#footnote-ref-164)
164. Amended by Senate Resolution 123/2018 (VI. 06.). Effective from 6 June 2018. [↑](#footnote-ref-165)
165. Amended by Senate Resolution 128/2018 (29.VI.). Effective from 29 June 2018. [↑](#footnote-ref-166)
166. Amended by Senate Resolution No. 105/2022 (VI.08.), Approved by the Board of Trustees of the Foundation for the University of Sopron Resolution No. 31/2022 (VII.04). [↑](#footnote-ref-167)
167. Inserted by Resolution 1/2023 (I. 30.) of the Senate of the University of Sopron. Effective 30.01.2023 [↑](#footnote-ref-168)
168. Amended by Senate Decision 115/2023 (VIII.24.) and by Board of Trustees Decision 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-169)
169. Amended by the Senate of the University of Sopron by Resolution 27/2023 (III. 08.). Effective 2023.03.08 [↑](#footnote-ref-170)
170. Amended by Senate Resolution 12/2017 (II. 22.) [↑](#footnote-ref-171)
171. Amended by Senate Resolution 213/2018 (XII.12.), effective from 01.01.2019. [↑](#footnote-ref-172)
172. Amended by Senate Resolution 123/2018 (VI.06.). Entry into force: 6.VI.2018. [↑](#footnote-ref-173)
173. |  |  |  |  |  |  |
     | --- | --- | --- | --- | --- | --- |
     | **?** | Prior enrolment is required to complete the application form |  | **Faculty** | **Committee name: T Committee** | **Commission name: K Commission** |
     | **2** | Supporting documents must be attached to the application |  | BPK | Study Committee | Credit Transfer Committee |
     | **1** | The application form is always open |  | EMK | Faculty Studies Committee | Faculty Credit Transfer Committee |
     | **%** | Assigned to the application template period |  | FAQ | Study Committee | Credit Transfer Committee |
     | **□** | The application will be automatically charged a fee/application is subject to a fee |  | FVC | Education Strategy Committee | Admissions and Credit Committee |
     | **□** | The application must be assigned to a revised administrator at the university level |  |  |  |  |
     | **J** | The application must be assigned to a revised administrator per faculty |  |  |  |  |

     [↑](#footnote-ref-174)
174. [↑](#footnote-ref-175)
175. Amended by Senate Resolution 211/2017 (29.XI.). [↑](#footnote-ref-176)
176. Amended by Senate Resolution No. 105/2022 (VI.08.), Approved by the Board of Trustees of the Foundation for the University of Sopron Resolution No. 31/2022 (VII.04).

     Amended by Senate Resolution 136/2022 (VII. 29.), Approved by the Board of Trustees of the Foundation for the University of Sopron Resolution 40/2022 (VIII. 10.). [↑](#footnote-ref-177)
177. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-178)
178. Inserted on the basis of Senate Resolution 97/2017 (VI.14.). Entry into force: 14.VI.2017. [↑](#footnote-ref-179)
179. Inserted by Senate Resolution No. 105/2022 (VI.08.), Approved by the Board of Trustees of the Foundation for the University of Sopron Resolution No. 31/2022 (VII.04). [↑](#footnote-ref-180)
180. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-181)
181. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-182)
182. Inserted by Senate Resolution 115/2023 (VIII.24.) and by Board of Trustees Resolution 38/2023 (XI.06.). Entry into force: 06.11.2023 [↑](#footnote-ref-183)