

EXTRACT FROM THE ACADEMIC AND EXAMINATION REGULATIONS OF
UNIVERSITY OF WEST HUNGARY

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Basic Concepts of the Credit System

62 §

(1) Credits (study score): unit of measure of the student's academic workload, which expresses the estimated time needed for the completion of the course requirements, comprising teaching hours (contact hours) and individual student learning hours as well. One credit is equivalent to the accomplishment of 30 study working hours. To obtain the credit points, the student has to complete the course at a satisfactory or sufficient level. The value of the credit is independent of the grade or the level of performance.

(2) Active semester: the semester in which the student enrolls and registers to start or continue studies and signs up for at least one subject.

(3) Passive semester: the semester in which the student announces to interrupt studies by taking up no subjects or fails to register until the given deadline despite two given warnings. If the student interrupts studies, the particular semester is considered a passive one. [68 § (6): 73 § (3)]

(4) Signature:

a) the compliance of the subject (unit) requirements demonstrated by the signature of the instructor.

b) Students are informed about the requirements necessary for obtaining the signature. The appropriate level of achievement is confirmed by the signature of the course instructor or the Director of the Institute. In case of absence more than recorded in 75th §, the signature can be refused.

c) According to 74 § (3) the prerequisite of taking an exam or signing up for an exam course is the signature obtained in the previous semester.

(5) A mark attained during the semester is given according to tasks performed during the study period , written test papers, and reports on a five-grade evaluation system.

(6) Exam: assessment of knowledge, expertise and skills on a five-grade evaluation system.

(7) Corrective exam: the first attempt to take a failed exam.

(8) Retake exam: the second attempt to take a failed or unsuccessful exam in the same semester.

The Curriculum

64 §

(1) The system of the basic academic requirements of a given Major comprising of detailed regulations of the training. The curriculum determines the mandatory (A) as well as elective (B) subjects required for obtaining a degree according to the content requirements and the achievement recognition system of the credit system.

Course Programme

65 §

(1) The subject is the basic unit of a Major. In order to be allowed to sign up and complete a subject there are given conditions. The knowledge to be acquired in each subject is determined by the course programme.

(2) The subject requirements as well as the accessibility is announced in the first week of the education by departments/institutes.

Student Status, Termination and Interruption

68 §

(1) Student Status: the legal status established between the university and the student upon his/her enrolment.

(2) The student status is terminated:

- a) if the student is admitted to another higher education institution , on the day of the takeover
- b) if the student declares to cancel the student status , on the day of the announcement
- c) if the student may not continue studies in state -funded education and is not willing to participate in tuition fee based education
- d) on the last day of the first final exam period following the particular study period; in case of specialized training on the last day of the first final exam period, in the case of higher vocational training on the last day of the first vocational exam
- e) if the student status is terminated by the Rector due to debt, after unsuccessful notice to pay and controlling the student's social status, on the day the decision on termination becomes final
- f) on the day the decision on disciplinary exclusion becomes final

(3) The student status can be terminated by a unilateral declaration (dismissal) by the University if

- a) the student does not fulfil the requirements of the Study and Examination Regulations as well as the obligations described in the Curriculum related to the progress of studies: the student has not completed a subject after signing up for it three times during the studies [74 § (5)] ,
- b) the student has not registered for the following semester for the third time
- c) the student does not start the studies after the suspension of the student status provided that the student has been warned in writing and informed about the deadlines and legal consequences of the failure.

(4) The student status starting after September 2012 can be terminated due to other reasons except of those listed in paragraph (5) unilaterally by the University; if the total number of failed corrective and retake exams of the student in one study unit is five.

(5) The student with terminated student status has to be removed from the student list.

(6) Student status is interrupted (passive semester)

- a) if the Student declares to suspend studies in the given term in advance

- b) If a student fails to register. After failing to register in two semesters the student is removed from the student list.
- c) if the student's fails to fulfil educational obligations involuntarily, due to childbirth, accident , illness, or for other reasons
- d) if the student is suspended due to disciplinary reasons
- e) if the student's wishes to obtain vocational qualification at a secondary vocational school, until receiving the qualification, but not longer than for four terms

Student Enrolment , Registration and Registration Obligations

73 §

(1) The student is entitled to establish the student status in the year of admission to the University. The student is required to enrol in the first semester at the time specified in the order of study and to register in each additional semester.

(2) If the student fails to fulfil the registration obligation, the semester will automatically be considered as passive .

(3) The registration can be withdrawn in writing without any explanation within one month after the start of the training period. If the student misses the deadline to submit the request of suspension, the semester is considered to be active, even if the student does not participate in the sessions and meet any academic requirements.

(4) The student has to confirm whether to continue with their studies or to suspend them before the start of the next training period but not later than the last day of the registration period. The notification requirements are as follows:

a) the intention to continue their studies is confirmed by signing up for a subject in the Neptun system. In this case the semester is considered as active, regardless of whether the student signs up for any additional subjects;

b) if the student does not wish to continue their studies in the following training period , this intention must be notified in writing no later than the last day of the registration period . In the given semester the student status is suspended.

Assessment of Academic Achievement

76 §

(1) One type of assessment can be specified for a subjects in one of the forms as follows:

a) a mid-year grade is notified in the curriculum if the practical application of the course material and the evaluation of application skills is necessary and possible. The requirements of the mid-year grade must be fulfilled during the training period, except for the correction of a 'fail' mid-year grade.

b) The examination is the assessment form of a one-semester-course in order to verify that the student has mastered the course content at an adequate level and/or will be able to acquire further training material based on this knowledge. The student is evaluated according to a five-scale grading system.

(2) The level of mastering the course material can be assessed by:

- a written or oral report , written (classroom) test paper, home work (plan, test report) during the study period

- an examination and/or comprehensive examination [evaluated with a five –scale grading system: excellent (5) , good (4), satisfactory (3) , sufficient/pass (2) not satisfactory/fail (1)] during the examination period
- final examination

(3) The signature given by the instructor indicates that the student has fulfilled the requirements of the exam admission stated for the theoretical and practical knowledge of the given subject.

(4) The instructor of the subject has to announce the requirements of obtaining the signature as well as exam admission at the beginning of the semester.

Examination Regulations, Examination Period

77 §

(1) The student registers for an exam in the Neptun system. Registration and cancelling the registration is possible prior to the day of the exam, until 12 a.m. the latest.

(2) Despite registering the student does not appear, the achievement cannot be assessed; nevertheless one registration opportunity for the given subject has been depleted. The absence can be justified with an official verification to be submitted to the educational administrator responsible for the training.

(3) The student can register and attempt to take an exam of a course three times at most in the same semester. A failed exam can be repeated (hereinafter referred to as a corrective exam), and a failed corrective exam can be retaken as well (hereinafter referred to as a retake exam). If the repeated retake exam is not successful and the examiner has been the same person at the first attempt and the corrective exam as well, another examiner or examination board has to be provided at the retake exam, according to the request of the student. This is the student's legal due even if the exam will be taken in a new training period.

(4) The student can register for a corrective exam date after passing an exam through wanting to improve the grade but it can worsen as well.

Indicators of Academic Achievement

84 §

(1) The credit index serves for quantitative and qualitative assessment of the student's academic workload:

$$\text{Credit index} = \frac{\sum (\text{credits} \times \text{grade})}{30}$$

The credit: performed by the student in a given semester.

The credit index applies to one semester.

(2) The results of subjects taken over cannot be calculated into the cumulative grade average if the student has signed up for other optional subjects not included in the scope of vocational training additional to the frame allowed.

The Thesis

87 §

(1) The deadline for the submission of the thesis is specified by the current major study regulation.

(2) The preparation of the thesis/dissertation is assisted by the supervisor. The supervisor is one of the lecturers or researchers of the faculty or, with the Dean's permission, an external expert with a higher education qualification. An external specialist may be invited together with an internal consultant.

(3) The thesis is defended at the respective organizational unit, prior to the final examination but not later than the date of the final examination. The successful defence of the thesis is a condition of the final oral examination. The defence is evaluated with a five –scale grading system [excellent (5) , good (4) , satisfactory (3) , sufficient/pass (2) not satisfactory/fail (1)].

(4)In the Introduction of the thesis the student has to declare that all sources used are indicated and listed in the bibliography. If plagiarism occurs, the thesis must be assessed as a fail and the institution is to initiate disciplinary procedures against the student.

The Final Examination

88 §

(1) The final exam/vocational exam is to monitor and evaluate the knowledge, expertise and skills as well as testify the ability to apply the acquired knowledge required to obtain a certificate of qualification . According to the Curriculum, the final exam can be compiled of several parts: thesis defence, additional oral, written and practical examinations.

(2) The admission for the final exam can be received after obtaining the final certificate and submitting the thesis according to the deadline and format specified by the Faculty.

(3) The final exam can be taken within seven years after obtaining the final certificate unconditionally. After seven years taking the final exam may be subject to certain conditions specified by the Faculty.

(4) For students starting their studies after September 2012 the final exam can be taken in the exam period following the attainment of the final certificate within the framework of student status. After the termination of student status the final exam can be taken in any examination periods within two years according to the current educational requirements. After two years of obtaining the final certificate, admission of taking the final exam may be subject to certain conditions specified by the faculty supplement of the Academic and Examination Regulations. After the fifth year of the termination of student status the final exam cannot be taken.

(5) In the case of an unsuccessful final exam the student has the opportunity to retake it two additional times.

(6) The final exam consists of

- a) the thesis defence and at the same time or separately ,
- b) a written or oral examination specified in the educational and outcome requirements and curriculum

(7) The result of the final exam is the assessment, the arithmetic average of the grades of the thesis and the final oral exam, as well as the evaluation of final tasks in particular courses :

Excellent	4.50 to 5.00
Good	3.50 to 4.49
Satisfactory	2.50 to 3.49
Sufficient	2.00 to 2.49

If the student fails in any parts of the final exam, the entire final exam is considered to be a fail.

The Diploma

89 §

(3) The diploma is graded according to the calculation of the average grade described in paragraph (5) and (6) as follows:

Excellent	4.50 to 5.00
Good	3.50 to 4.49
Satisfactory	2.50 to 3.49
Sufficient	2.00 to 2.49

(4) An Honours degree is received if no other but 'Excellent' grades have been achieved in all subjects of the final exam, if the grades of the thesis and all comprehensive exams are Excellent or the weighted average grade for the entire study period is at least 4.00; in addition, the student has no lower grade than Satisfactory.

(5) The certificate must be issued in Hungarian and English or Hungarian and Latin; in the case of national and ethnic minority education in Hungarian and in the language of the national or ethnic minority; if the language of instruction is other than Hungarian then in Hungarian and in the language of training. Upon the student's request the diploma can be issued in another language at their expense.