

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

CODE OF STUDIES AND EXAMS OF BME (BME TVSZ) 2007

Approved by the Senate in their session on 25th June 2007
Modified by the Senate in their session on 25th February 2008
Modified by the Senate in their session on 25th May 2009
Modified by the Senate in their session on 28th June 2010

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The Senate of Budapest University of Technology and Economics (henceforth BME) forms the regulations below as a supplement to the Organisational Structural and Working Order of BME, taking the relevant statutes, particularly the CXXXIX/2005 law about higher education, modified several times (henceforth Ftv) as well as the 33/2007 (III. 7.) government decree (about the proceedings of founding a doctoral school and the conditions of obtaining a doctorate) into account and with the agreement of the University Student's Union (henceforth EHK).

Article 1

The jurisdiction of the Studies and Exams Code (TVSZ)

- (1) The study and exam matters of those students fall under the jurisdiction of the Studies and Exams Code (henceforth TVSZ) who have a legal relationship with BME as a student, take part in a combined bachelor and master academic programme, a bachelor academic programme, a master academic programme, a doctoral programme, specialised further training or part-time training and began their studies after 1st September 2006.
- (2) Certain provisions of the TVSZ set different rules for the different types of training below. These differences are specifically indicated in the text of the regulations.
 - a) BSc/BA academic programmes, MSc/MA academic programmes and combined bachelor and master academic programmes which began after 1st September 2006,
 - b) combined bachelor and master academic programmes which began before the 1st September 2006,
 - c) doctoral programmes,
 - d) specialised further training courses and every part-time training course,
 - e) privately funded, independently organised academic programmes in foreign languages.

Article 2

The committees and persons acting in study matters

- (1) The Faculty Study Committee (henceforth KTB) acts in the study and exam matters of students.
- (2) The Faculty Credit Transfer Committee (henceforth KKB) makes the professional decisions about the acceptance of subjects in accordance with Art. 18.
- (3) All the matters usually listed as belonging to the sphere of study and exam matters fall under the jurisdiction of the KTB, thus in the first instance the following matters in particular:
 - a) making decisions about subsequent requests for passive semesters in accordance with (4) of Art. 3;

- b) in case of taking a student over from another university, specifying the number of semesters available from taking them over until they obtain the *leaving certificate*, in accordance with (4) of Art. 4;
 - c) deciding about taking students over in accordance with (2) of Art. 4;
 - d) authorising a *legal relationship as a guest student* in accordance with Art. 6;
 - e) authorising adding and dropping subjects subsequently, in accordance with (4) of Art. 7;
 - f) negotiating the dates of testing as noted in the *subject requirements*, in accordance with (6) of Art. 9;
 - g) determining the validity of *signatures* obtained in preceding semesters in accordance with (4) of Art. 14, consulting the person responsible for the subject;
 - h) making decisions about complaints received in connection with the exam order in agreement with the Faculty Student's Union (henceforth KHK), in accordance with (4) of Art. 15;
 - i) permitting an exam on a date which does not fall in the *exam period* in a particularly justified case, in accordance with (8) of Art. 15;
 - j) authorising a *special study order* in accordance with Art. 19;
 - k) exercising equity in accordance with Art. 23;
 - l) making decisions about requests to modify the control in accordance with clause a) of (6) of Art. 3, submitted by students who would like to have credits that they have obtained before their admission to the given major accepted;
 - m) scheduling the in-class tests of the subjects in the model curriculum in accordance with (5) of Art. 14;
 - n) forming the exam order in accordance with (4) of Art. 15, provided that it is not done by the Dean's Office at the faculty;
 - o) making decisions about every study-related question which is not stipulated by the TVSZ or any other set of regulations;
 - p) designating the courses which are launched with lessons not in their current semester, in accordance with (5) of Art. 11;
 - q) making decisions about requests to add a subject repeatedly to improve the grade, in accordance with (10) of Art. 16;
 - r) establishing legal relationship as a guest student between the student of another higher education institute and BME in accordance with (4) of Art 6;
 - s) making decision on the suggestion given according to 15. § (2) by the lecturer responsible for the subject on the number of exam places.
- (4) Any student or lecturer may apply to the KTB to take measures via the head of department or the KHK, if they think that some study matter has not been handled according to the TVSZ.
- (5) The KKB has got at least 1 student member. Half of the members of the KTB are students. The chairs and lecturer members of the committees are elected by the Faculty Council in the way set by the Organisational Structural and Working Order of BME. The student members are delegated by the KHK. The minimum number of members in the KTB is 6. It makes its decisions in accordance with its rules of procedure and with the necessary frequency depending on the matters to be discussed, but it is required to summon a session at least once in a semester.
- (6) The KTB may delegate its authority described in (3) to the competent deputy dean – or in the case of the academic programmes mentioned in clause d) of (2) of Art. 1, to the

competent deputy dean or the leader of the organisational unit that manages the subject –, who will make their decisions about the questions falling within the competence of the KTB in agreement with the chair of the KHK during this period. In lack of a decision the KTB will take steps.

(7)

- (8) The student may lodge an appeal or a protest against the first instance decision of the KTB or the KKB or the decision announced by the KTH based on BME regulations within 15 days after receiving it (being informed). The appeal – if possible – has got a delaying force. The second instance authority is exercised by the BME Student's Legal Redress Committee. The competent dean or their delegate is a member of the select committee acting in a study matter. The committee is set up according to the BME Student's Disciplinary, Compensation and Legal Redress Regulations. The second instance decision is final.

Article 3

The student's legal relationship

- (1) One may be admitted or taken over to BME. The detailed conditions are included in the *BME Regulations of Admission* and the *BME Regulations of Taking Students Over*.
- (2) A student's legal relationship with the BME is formed when they enrol on BME.
- (3) With the enrolment students accept that BME handles their study-related data in the studies information system. They agree to use an e-mail address which they enter in the student's information system and read at least once a week. To that end, BME can provide e-mail addresses for their students.
- (4) A student's legal relationship is suspended in a *passive* semester. Uninterrupted suspension of a legal relationship may not take longer than two semesters and the total number of passive semesters may not exceed the half of the whole length of the academic programme (in semesters, rounded up). In addition to that, the dean may permit at most another 2 passive semesters in a particularly justified case. A student's legal relationship is also suspended if the student cannot meet their obligations arising out of the legal relationship through no fault of their own, due to childbirth, accident, illness or for some other unexpected reason, or if the student is not allowed to continue their studies for a set period as a disciplinary punishment.
- (5) A student's legal relationship with BME ceases
- a) if the student has been taken over by another higher education institute, on the day of taking them over;
 - b) if the student declares to cease his/her legal relationship, on the day of declaring it;
 - c) if the student is not allowed to continue their studies in the state-funded form of training and would not like to continue their studies in a privately funded form,

- d) on the last day of the first final exam period that follows the student's last semester in bachelor, master academic programmes and specialized further training courses and part-time courses and on the last day of the student's last semester in PhD and DLA programmes,
 - e) on the day when the rector's decision on terminating the student's legal relationship as a result of arrears of pay (after ineffectual adjuration and examination of the student's social environment) becomes legally binding,
 - f) on the day when the exclusion disciplinary decision becomes legally binding.
- (6) BME ceases the legal relationship of a student described in clauses a), b), d) and e) of (2) of Art. 1 unilaterally in a declaration of discharge if
- a) the student is doing their first bachelor or master academic programme, has at least two finished active semesters, and at the end of the spring exam period the total number of his/her credits obtained is not at least fifteen times as much as the total number of their previous active semesters, taking those described in (8), (9) and (10) into account. During checks the credits obtained through optional subjects can only be taken into account to the extent of the credit limit related to optional subjects defined in the *curriculum* except optional subjects aiming at levelling up which can be taken into account up to 10 credits in bachelor studies;
 - b) the student does not obtain his/her *leaving certificate* before twice the duration of the academic programme as appearing in the educational and outcome requirements passes from the beginning of their studies; if the student has become a student of BME by taking him/her over, the time available between taking him/her over and his/her obtaining the leaving certificate is determined by the KTB;
 - c) the student has neither declared to continue nor to suspend their studies in two consecutive semesters, provided that the student has been called upon in a written form to meet their obligations until the given deadline and has been informed about the legal consequences of neglecting the notice;
 - d) the student has availed himself/herself of the maximum number of *passive semesters* as in (4) and their current semester would be qualified as passive according to some point of the TVSZ.
- (7) The legal relationship of students doing a doctoral programme is discussed in (13) and (14) of Art. 27.
- (8) During the check at the end of the spring exam period credits gained later will be neglected.
- (9) During the controls as described in clause a) of (6) the credits obtained and accepted prior to the admission to the given major may not be taken into account.
- (10) If a student has obtained credits prior to his/her admission to the given major, he/she can submit an application to the KTB for altering the controls as described in clause a) of (6) after having them accepted.
- (11) A student's legal relationship may also be ceased on the request of the student.
- (12) Discharge from the institute may be imposed as a disciplinary punishment set in the BME Student's Disciplinary, Compensation and Legal Redress Regulations.

- (13) The student may lodge an appeal with a delaying force to the BME Student's Legal Redress Committee against the decision concerning the cessation of their legal relationship within 15 days after receiving it (being informed). An appeal can be lodged against the discharge specified in (6) a) only based on vis major. The second instance decision is final.
- (14) The contract between BME and a student admitted to a training course described in clause d) of (2) of Art. 1 contains that the subjects of the training course are announced at least how many times and how they are scheduled.

Article 4

Taking students over

- (1) Students of another university or college may ask BME to take them over, if it has not been a case of obligatory discharge or sending down at the other higher education institute. Students can also apply for being taken over from majors, faculties or levels within BME.
- (2) The *BME Regulations of Admission* contain the conditions of taking students over, the enforcement of which may be stipulated by a faculty regulation.
- (3) The KTB of the receiving faculty decides if a student can be taken over.
- (4) The KKB of the receiving faculty decides about the acceptance of subjects completed and the acknowledgement of credits obtained previously at another major, faculty or institute, in accordance with Art. 18.

Article 5

Parallel training

- (1) Students of other majors, faculties or institutes may be admitted to BME in an entrance procedure for parallel training, which means a training course or academic programme simultaneous with the studies pursued at another major.

Article 6

Legal relationship as a guest student and part-time training

- (1) A BME student's legal relationship as a guest student, established with another higher education institute, is valid for at least one semester.
- (2) It is necessary to have the prior permission of the KTB to establish a legal relationship. The KTB can refuse to permit the legal relationship as a guest student if the credits of the subjects to be added as a guest student cannot be included in the student's studies.

- (3) The subjects completed during the *legal relationship as a guest student* may be made accepted in accordance with Art. 18.
- (4) Students of another institute may become guest students of BME academic programmes on their request, about which the KTB decides. The legal relationship as a guest student lasts for at least one semester. In the training contract to be made with the guest student the dean may allow for divergences from those specified in the TVSZ on request of the student and based on the suggestion of the KTB.
- (5) Students of the state-funded form of training can go abroad to part-time training to the European Economic Area (EEA) and may get scholarship from BME provided the training has been started with the permission of KTB (see (2)) and KKB qualifies at least 15 credits planned to take by the student in the given semester as potentially acceptable. A further requirement of the scholarship for students in bachelor academic programmes that they must have at least sixty percent of the credits as defined by the education and outcome requirements for their academic programme.

Article 7

The student's obligation to register if they want to continue their studies

- (1) Students are obliged to declare whether they are going to continue their studies or suspend their legal relationship by the end of the registration week in each semester through the student's information system.
- (2) If students fail to meet the obligation described in (1), their semester is automatically qualified as *active*, even if they do not add any subjects.
- (3) Students may apply to withdraw their declaration about continuing their studies in a particularly justified case until the end of the fourth week of the term and to declare the semester passive. The KTB decides about the request.
- (4) Students are obliged to add the subjects they wish to complete in the ensuing semester in the student's information system and finalise them by the end of the registration week. Justified requests to add or drop subjects subsequently may be handed in until the first day of the second week of the term. The KTB decides about the requests.
- (5) Students are obliged to announce any changes in their personal data appearing in the student's information system without fail. There is no legal remedy at BME against a disadvantage caused by the negligence of students.

Article 8

The periods of education

- (1) The basic time unit of education is a semester. One academic year consists of two semesters. The academic year starts in autumn.
- (2) The rector consults the EHK and decides about the schedule of the academic year each year. Every year, the rector and the dean can give permission for at most 3 holidays each. The dean may give permission for a faculty holiday after having consulted the rector. The dates of the rector's holidays are set with the agreement of the EHK, whereas the dean's holidays are set with the agreement of the KHK.
- (3) A semester consists of a term, a repeat period and an *exam period* on the academic programmes defined in clauses a), b) and e) of (2) of Art. 1. Field practices can be organised during the summer holidays as well as *in the exam period and during the term* preceding the summer holidays, with the agreement of the KHK.
- (4) There are no (contact) lessons *during the registration week* for full-time students.
- (5) The structure of a semester on the academic programmes defined in clause a) and e) of (2) of Art. 1 is the following: 1 *registration week*, 14 *term weeks*, a 1-week-long *repeat period*, a 4-week-long (at least 20 workdays) *exam period*.
- (6) The structure of a semester on the academic programmes defined in clause b) of (2) of Art. 1 is the following: 1 *registration week*, 14 *term weeks*, a 6-week-long (at least 28 workdays) *exam period*.
- (7) The registration week and the ensuing 14 term weeks make up the 15-week-long term.
- (8) The *repeat period* lasts from the end of the term till the first day of the *exam period* on the academic programmes defined in clause a) of (2) of Art. 1 and till the end of the third week of the exam period on the academic programmes defined in clause b) of (2) of Art. 1.
- (9) The types of (contact) lessons are the following: lecture, seminar or drawing practice, laboratory practice. The duration of one (contact) lesson is 45 minutes.
- (10) The maximum number of students a lecturer can have at a BME seminar or drawing or laboratory practice is 35.
- (11) The doctoral programme uniformly consists of a 36-month-long training period divided into academic years and semesters as reporting periods. The beginning of semesters, the registration week and the exam period are identical with those set for the bachelor academic programmes of BME.
- (12) Doctoral students doing a full-time programme are entitled to 25 workdays a year as holidays, with the same and identically interpreted rights and obligations as a civil servant. Three fifths of these holidays have to be taken in the period defined by the supervisor.

Article 9

Subject programme, subject requirements

- (1) *Subject programme and subject requirements* must be prepared for each subject announced at BME.
- (2) The programmes of each subject are approved by the Faculty Council responsible for teaching the subjects. The subject requirements are approved by the dean.
- (3) The subject programme contains
 - a) the full and abbreviated names of the subject and their English translation;
 - b) the code of the subject in the BME register;
 - c) the number of lessons per week (semester) (broken down into lecture + seminar + laboratory practice);
 - d) the way the completion of the subject is evaluated (in accordance with (2) of Art. 12);
 - e) the amount of work necessary to complete it in credits;
 - f) the department and the lecturer responsible for the subject;
 - g) the breakdown of the amount of work necessary to complete it, giving how many hours fall on the preparation for each test;
 - h) the *preliminary requirements* for adding the subject;
 - i) the purpose of the subject in the realisation of the aim of the training;
 - j) the description of its syllabus (minimum 800 characters);
 - k) the list and availability of paper-based, written study materials (textbooks, notes, collections of exercises, faculty publications, case studies etc.) to be purchased or handed out;
 - l) the list of auxiliary materials downloadable from the Internet;
 - m) the most important technical and other aids which can be employed;
 - n) the language(s) of teaching;
 - o) the semester of the subject according to the model curriculum;
 - p) the proportion of practical knowledge taught as part of the subject.
- (4) The subject data sheet is defined by the Training Code. This is the primary document of the subject which has to be available for every participant of the academic programme in the language of the academic programme. The data sheet contains the subject programme.
- (5) The subject requirements contain
 - a) the requirements for participation in the lessons and the possibilities of making up for absence as well as the way and regularity of checking presence;
 - b) the number, topic and date of *mid-semester checks*, the possibilities of repeating them and improving the marks;
 - c) all the information connected to the evaluation of the completion of the subject, including the way the grades are set.
- (6) The subject requirements are updated by the educational organisational units every semester and made available for the students in the language of the academic programme not later than once month before the first day of the exam period preceding the semester. The KHK reports the possible date clashes to the Dean's Office which,

after having negotiated with the faculties, will resolve the clashes not later than the first day of the exam period preceding the semester. In case of dispute the KTB decides.

- (7) The subject programme and the subject requirements should be made available on the Internet in the language of the academic programme from the earliest possible date when subjects can be added. The students should also be told about the subject requirements orally in the first lesson. This has to be seen to by the person responsible for the subject and the lecturer of the course. After the first day of the exam period preceding the semester the subject requirements can only be modified with the special permission of the KTB and with the agreement of the KHK.
- (8) In the case of subjects involving a mid-semester check as described in clause c) of (1) of Art. 13, the KTB has a right of agreement regarding the subject requirements.

Article 10

The curriculum

- (1) There are compulsory and compulsorily optional subjects in the *curricula* and there is also a limited number of credits for the optional subjects. The completion of compulsory subjects is a condition of obtaining a qualification. The curriculum contains the group of compulsorily optional subjects, from which students have to add and complete a number which corresponds to the amount of *credits* given in the *curriculum* in order to obtain a qualification. Optional subjects are subjects not defined specifically by the *curriculum*. They are accepted by the faculty responsible for the academic programme in accordance with Art. 18 and students have to complete a number of them which corresponds to the amount of credits specified in the curriculum to obtain a qualification.
- (2) The form of the *curriculum* is the *model curriculum* in the *credit* system.
- (3) The *model curriculum* contains
 - a) all the compulsory and compulsorily optional subjects broken down into teaching periods;
 - b) the rules of announcing the compulsorily optional subjects;
 - c) the *number of the lessons* of a subject per week (or semester) (broken down into lecture + seminar + laboratory practice) and the *credits* assigned to it;
 - d) the way the completion of a subject is evaluated (in accordance with (2) of Art 12);
 - e) the semesters when the subjects are announced (autumn and/or spring);
 - f) the *criteria requirements* and the deadline for meeting them;
 - g) the rules and conditions of choosing *specialisations* and *modules*;
 - h) the preliminary study order;
 - i) the regulations regarding the completion of the *degree thesis (dissertation)*;
 - j) the detailed conditions of admission for the finals;
 - k) the subjects of the *finals* and the rules of selecting them.

- (4) It has to be made possible for students to make progress according to the model curriculum and so it especially has to be avoided that any clashes be among the scheduled dates of lessons and tests of compulsory and compulsorily optional subjects to be taken in the same semester according to the model curriculum.
- (5) At least 25% of the credits can be obtained through compulsorily optional and 5% through optional subjects in the *model curricula* of BME. The compulsorily optional subjects are partly related to the professional training, partly to the function of general intellectual training.
- (6) The credits according to the relevant qualification requirements have to be obtained in all the academic programmes and training courses defined in (2) of Art. 1.
- (7) The recommended number of lessons in the model curricula of the majors defined in (2) of Art. 1 are 24-26 per week. The maximum number of lessons (excluding the basic language education and PE) is 30 per week.
- (8) The number of exams and complex exams may altogether be at most 4 in each exam period in the *model curricula* of the academic programmes defined in clause a) of (2) of Art 1, excluding the exams of optional subjects. Those complex exams which can be taken at least twice out of the exam period do not have to be taken into account.
- (9) The number of exams and complex exams to be taken in each exam period may altogether be 5 on average and at most 6 in the *model curricula* of the trainings defined in clause b) of (2) of Art 1, excluding the exams of optional subjects.
- (10) At least 5 oral exams or exams including an oral part which cannot be substituted have to be taken according to the *model curricula* of the bachelor and combined bachelor and master academic programmes of BME, excluding the exams of optional subjects. At least half of the non-optional subjects ending in an exam on the master and specialised further training courses of BME
 - a.) end in an oral exam or an exam including an oral part which cannot be substituted, or
 - b.) form the material of an oral complex exam, or
 - c.) are separate subjects at the oral finals.
- (11) The *curriculum* of each major is defined by the faculty councils responsible for the training preceding the national accreditation process and by the Senate in case of inter-faculty academic programmes, in agreement with the faculty councils of the faculties taking part in the training.
- (12) *Criteria requirements* can only consist of complex exams, field practices, participation in PE or in labour safety instruction, language requirements or writing a dissertation.
- (13) A subject can only be added if the student has completed the subjects and *criteria requirements* designated as its *preliminary requirements*. The addition of subjects not conforming with the preliminary requirements is invalid.

- (14) The *preliminary study order* is accepted as part of the model curriculum by the faculty councils of the faculties responsible for the training. The KHKs have the right to give their opinion about them.
- (15) The preliminary requirements should be set on a professional basis, based on the thematic structure of the subjects, facilitating the efficient acquisition of the specified knowledge. The preliminary requirements may include at most 3 subjects per subject. The KHK may ask for the revision of the preliminary requirements of any subject. The director of education decides about the request in agreement with the president of the EHK, after having consulted the Educational Committee of the Senate.
- (16) The addition and completion of PE for two semesters at the full-time bachelor and combined bachelor and master majors launched at BME are criteria requirements.
- (17) There must be a timetable slot for PE – between 8 am – 2 pm, agreed upon by the Center for Physical Education – for the full-time bachelor and combined bachelor and master majors from the first or second semester on for four semesters, and for the full-time master academic programmes for the first two semesters.

Article 11

Announcing and adding courses

- (1) *Courses* are announced in the student's information system by giving the following data:
 - a) the code of the course;
 - b) the type of the course (lecture, seminar, laboratory practice or exam course);
 - c) the lecturers of the course and the proportion of their participation in the course;
 - d) the availability of the subject programme and the subject requirements on the Internet;
 - e) the minimum number of students necessary to launch the course and the maximum number that can be taken;
 - f) in case of possible over-application for the course, the criteria for ranking (if it is not the order of application), which may include the completion of the specialisation requirements;
 - g) the scheduled dates of the course with the exception of exam courses;
 - h) the tutor of the *tutorials* provided for the course;
 - i) the language of the course.
- (2) The number of students that can be taken for a given course may be limited by the faculty responsible for the subject based on the capacity of the lecturer, the limited number of teaching aids available and other objective reasons, in case the KTB agrees.
- (3) The faculties publish the courses announced for the following semester based on the suggestion of the departments in the student's information system until 6 pm of the fourth day of the repeat period of the preceding semester. The faculty responsible for the course of study is also responsible for announcing the courses, and the dean of the faculty to the organisation of which the department teaching the subject belongs is

responsible for the subject requirements. The data of the courses described in (1) and (2) can only be changed after their announcement with the agreement of the KHK.

- (4) Courses of subjects ending in an exam can be announced and launched without giving lessons. In this case the condition of adding the subject is the signature confirming the satisfaction of mid-semester requirements in the student's information system.
- (5) Courses have to be announced for compulsory subjects ending in an exam every semester, with lessons in their current semester according to the *model curriculum* and at least with the possibility of taking an exam in the other semester. The faculty has to announce courses for the compulsory subjects ending in a *mid-semester mark* in the current semester according to the *model curriculum*. Courses are also announced with lessons in the other semester in the subjects determined by the KTB.
- (6) If there are no students advancing in accordance with the model curriculum for a subject (because it is going to be terminated), the faculty council responsible for the training can designate other announced subjects for students lagging behind, by the completion of which the study obligations connected to the original subject can be fulfilled. Through lack of an appropriate subject the faculty council can decide that the subject cannot be replaced. If the subject cannot be replaced based on the decision of the faculty council, and there have been no students of the subject advancing according to the model curriculum for at least 2 semesters, there is a chance to announce the subject without the lectures but they have to provide an opportunity to obtain the mark in case of subjects not ending in an exam and the signature in case of subjects ending in an exam during the term. If the number of those applying for the course is less than 15, it is not even obligatory to have the seminars.
- (7) An appropriate choice of at least 1.5 times as much in credits for a block of subjects has to be announced each semester in the case of compulsorily optional subjects.
- (8) Subjects can be added by applying for any course belonging to the subject in the student's information system. Preliminary applications made in the exam period have to be finalised during the registration week.
- (9) Students can only add a complex exam course if they have met the preliminary requirements for taking the complex exam already or can meet them until the exam.
- (10) Students have the right (taking the regulations of the model curriculum into account) to choose from the lecturers, the courses, the modules and the specialisations announced at the same time.
- (11) A course has to be launched if the number of applicants reaches or exceeds the minimum specified at the time of announcing at the end of the preliminary period for adding subjects. If the number of applicants is below the minimum specified at the end of the preliminary period for adding subjects, then depending on the decision of the department responsible for the subject the subject will not be launched or decision on launching will be made later in the preliminary period for adding subjects. Students

must be informed if the subject will not be launched or about the date of decision on launching if it is postponed. This information must be sent through the students' information system or by using the electronic mail address given there. Students' attention must be drawn to the fact that following the postponed decision their application for the subject becomes final, they cannot drop the course if it is launched.

- (12) It is only possible to obtain a mark or a signature in those subjects which the student has added in the given semester.
- (13) *Tutorials* have to be provided for the courses.

Article 12

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

- (1) Students should make every effort to do their studies on the highest possible level, to the best of their ability during the study period and acquire profound knowledge with which they can create individually in an original way, without unjustified interruptions or repeats, within the limits of the iteration/repeat possibilities built in the course of education. It is their right and duty to do their studies without stopping during the term.
- (2) The subjects ending in a mid-semester mark are marked "m", those ending in an exam are marked "e".
- (3) The testing system of the subjects should be formed in a way that it can help and encourage students to learn without interruption.
- (4) Complex exams are subjects with 0 credits ending in an exam, to which no mid-semester checks or lessons are connected.
- (5) PE is a subject with 0 credits ending in a signature. Full-time students can add and complete PE free of charge in each semester, but the PE courses allowed to be added may be limited by the Center for Physical Education. The limitation depends on the courses previously taken by the student and is decided upon respecting the relevant rector's order issued in agreement with EHK.
- (6) Every semester, the final evaluation of subjects (with the exception of PE and certain other criteria subjects) is a mark or the term "not completed". Students' performance is evaluated on a scale from 1 to 5: excellent (5), good (4), satisfactory (3), pass (2), fail (1).
- (7) The evaluation is final.
- (8) The result of any check on the students' knowledge of the subject has to be published within two weeks afterwards, without names, using the Neptun code.
- (9) It has to be made possible for the student to take a look at their evaluated written tests.

- (10) At most 50% of the points can be required for granting the signature or, in case of mid-semester checks and exams, the pass grade, provided that performance is evaluated with points.
- (11) If a student fails to turn up at any mid-semester checks in case of subjects ending in a mid-semester mark, the evaluation of the subject is “not completed”. If a student cannot obtain the credits of a subject due to absence according to (3) of Art. 14, the evaluation of the subject is also „not completed” or “signature denied”. In case of a subject ending in an exam regarding the completion of mid-semester requirements the student either gets the signature or “signature denied” evaluation.
- (12) On the *courses* of the same subject announced simultaneously testing takes place as identically as possible, in the way negotiated with the person responsible for the subject.

Article 13

Mid-semester checks

- (1) Mid-semester checks assess the skills of students on a date announced in advance, based on a previously specified syllabus or home assignments by evaluating the solution to the exercise handed out at the check. The exercise handed out at the mid-semester check can be solved
 - a) orally,
 - b) in a written form,
 - c) with the use of laboratory aids,
 - d) as a drawing practice.
- (2) *Mid-semester checks* can only be held during the *term*. Students can only make up for mid-semester checks during the term or the repeat period.
- (3) The lecturer can ask students to prove their identity with any document suitable for identifying themselves at mid-semester checks. If the lecturer requires the students to do so, they have to give their autograph on the submitted paper.
- (4) If justified, it is possible to make conditions for handing out the exercise described in (1) and starting to solve it in the subject requirements.
- (5) *Mid-semester checks* can be held exclusively on school-days between 8 am and 7 pm (between 7 am and 10 pm in trainings defined in clause b) of (2) of Art 1).
- (6) Mid-semester checks can be held in the scheduled lessons of the subject or on dates approved in the faculty schedule for mid-semester checks.
- (7) Departure from (6) is only possible with the written permission of KTB and KHK if the subject requirement includes it.
- (8) On a date different from the one announced at the beginning of the semester it is only possible to hold mid-semester checks only with the written permission of the KTB and

KHK. In this case, the date has to be published to the students involved at least 10 days preceding the check. In vis major situation KTB can take unique decision.

- (9) Faculties make a schedule containing the mid-semester checks and their resits latest by the end of the first term week.

Article 14

Obtaining the mid-semester mark and the signature

- (1) The mid-semester mark can be obtained in two systems:
 - a) Mid-semester checks of an optional type and of a minimum number depending on the credit value of the subject have to be held during the semester, in accordance with the subject requirements. If the credit value of the subject is three or less, the minimum number of checks is the same as the number of credits, otherwise the minimum number of checks is three. The mid-semester mark can be obtained on condition that the student does not repeat more than half (rounded down) of the in-class tests.
 - b) The mark is wholly determined based on the student's individual work helped by *tutorials*. It can only be tested in the form of *home assignments, art room exercises, field surveys and oral reports*.
- (2) In case of subjects ending in an exam, only the same number of in-class tests can be written as the credit value of the subject to obtain the signature. The signature can be obtained on condition that the student does not repeat more than half (rounded down) of the in-class tests.
- (3) Participation in the lessons can be a condition of the end-term signature. In case of lectures, participation in at most 70% of the lessons may be set as a condition, the exact extent and controlling rules of which have to be set in the subject requirements. In case of absence from more than 30% of the total number of lessons of seminars, laboratory practices and drawing lessons the credits of the subject cannot be obtained. The subject requirements may make less absence a condition of obtaining the credits of the subject.
- (4) The signature is valid for the semester it is obtained and for the following six semesters, if the syllabus of the previously completed subject corresponds to the current syllabus (clause j) of (3) of Art. 9) of the subject in 75%. In case the signature obtained in the previous semesters is refused, students may lodge an appeal to the KTB within 15 days. Students may not renounce a valid signature.
- (5) The in-class tests in the subjects announced in the same semester, in accordance with the model curriculum, should be scheduled by the KTB in a way that at most two should fall on one calendar week and, if possible, at most one test that counts for more than 10% in the final mark on one day.
- (6) In-class tests of subjects ending in an exam can only be scheduled for the last two weeks of the term while keeping (5) and with the consent of the KTB set in a memo. In-

class tests of subjects ending in a mid-semester mark should be given preference in the last two weeks of the term.

Article 15

The order of exams and complex exams

- (1) Students can only be allowed to take an exam if they have obtained the *signature*.
- (2) The number of exam places is at least twice as much as the number of students who have added the subject. The lecturer responsible for the subject can make a suggestion until the deadline specified in (4) on less exam places based on previous years' experiences and on data of the given semester. KTB decides on the suggestion.
- (3) The number of announced exam dates is
 - a) at least 3, evenly distributed in the exam period, in case of exams consisting of a written part and an oral part up to 30 students;
 - b) at least one per week in case of exams consisting of an oral part with over 30 students or, if there is no limit on the number of students, at least 3, evenly distributed in the exam period.
- (4) The departments make the suggested exam dates available for every member of the KTB at least 6 weeks before the beginning of the exam period. The Dean's Office publishes the order of exams which has been formed with the agreement of the KHK at least once month before the exam period. The order of exams contains the planned exam dates and the limits on the number of students.
- (5) Students can prove their identity with any document suitable to identify oneself. The examiner may put the serial number of the document used for identification on the exam sheet. Students failing to identify themselves will be excluded from the exam.
- (6) Oral exams and the oral parts of exams are open to the public but the dean may limit this and students may also instigate a low profile.
- (7) It is the duty of the student to turn up at an exam he/she has added in the student's information system. Should he/she fail to do so, their knowledge is not possible to assess.
- (8) Students can take an exam *out of the exam period* in a particularly justified case, based on the decision of the KTB, but *before the beginning of the next term*. Only students personally authorised can take an exam out of the exam period. Students who are doing the academic programmes defined in clause a) of (2) of Art. 1 and have added subjects belonging to the model syllabus of the academic programmes defined in clause b) of (2) of Art. 1 can take part in the exams of these subjects on conditions identical to the students doing the academic programmes defined in clause b) of (2) of Art. 1.
- (9) The lecturer of the subject may announce a pre-exam in the week immediately preceding the beginning of the exam period. The pre-exam can be included in the

number of exams set in accordance with (2) and (3) only with the agreement of the KHK.

- (10) An *offered mark* can be given in a subject ending in an exam based on excellent academic achievement on conditions set in the *subject requirements*.
- (11) The exam mark is determined based on the performance given at the exam at least in 50%, except for the offered mark.
- (12) Students who have obtained a signature already should also be provided with the chance to participate in the mid-semester checks. If the result of the mid-semester checks are also taken into account when determining the exam mark, the exam mark of those students who have added the subject again and have obtained a signature already is determined taking the result of those checks into account which were done in the semester when they obtained the signature or that of those checks in the current semester if the student applies for this in a written form until the end of the first week of the semester.
- (13) Exams can only be held on workdays between 8 am and 7 pm.
- (14) The examinee should have a minimum of 15 minutes to prepare before the oral part of exams.
- (15) Those students can be allowed to take *complex exams* who have acquired the credits of all the subjects that form the material of the complex exam and have met the possible criteria requirements. Complex exams have to be taken in front of a committee with at least two members, at least one of whom is a leading lecturer of the department responsible for the complex exam. Complex exams have to have an oral part.
- (16) The department in charge is obliged to set at least 3 complex exam dates in every *complex exam period*, at least one of which has to fall in the exam period.

Article 16

The order of repeat exams and resits

- (1) It is an inalienable right of students to improve their grades or redo mid-semester checks defined in clauses a) and b) of (1) of Art. 13 on one occasion, taking (1) of Art. 14 also into account, irrespective of the fact whether they have attempted to complete the subject or to obtain points at the mid-semester check. In exceptional circumstances the subject requirements may stipulate that students cannot redo a group of the mid-semester checks defined in clauses a) and b) of (1) of Art. 13. In this case, in the given group of mid-semester checks the result is determined based on maximum the two thirds (rounded down) of the checks that have been held and which have been the most favourable for the student. In case of improving the grade of a mid-semester check, the result to improve is replaced by the improved result.

- (2) A *home assignment* can be handed in with delay until the end of the repeat period, but an extra charge has to be paid. This final deadline may be brought forward with the consent of the KTB, if the subject requirements allow for that.
- (3) If the condition of obtaining the signature or the mid-semester mark described in clause a) of (1) of Art. 14 is that the students should complete the *in-class test(s)* one by one with good results, then a possibility for rewriting an unsuccessful in-class test should be provided in the repeat period, but an extra charge has to be paid.
- (4) In case of a subject ending in an exam only such in-class test can be redone in the last week of the term which was written during one of the last two weeks. The deadline for handing in home assignments in case of subjects ending in an exam may be formed according to (2).
- (5) Every student is entitled to a (complex) repeat exam irrespective of their results in the first exam. The result of the first exam is replaced by the result of the repeat exam. More credits cannot be obtained by repeating a successful exam.
- (6) It is the inalienable right of students to resit the repeat exam in one subject per semester, (but they have to pay an extra charge specified in the TJSZ).
- (7) Students can only assert their rights described in (5) and (6) if there is an announced exam date of the subject in the remaining part of the exam period which has not been filled up yet.
- (8) Students can take or resit the (complex) repeat exam in front of another lecturer or committee based on the decision of the head of department on the student's adequately justified request filed to the head of department.
- (9) If all the tasks described in clause c) of (1) of Art. 13 have to be completed at least at a pass level to obtain the mid-semester mark or the signature of a subject, then students should be allowed to redo the tasks. Student can meet the requirements of at least 20% of the tasks of their choice by redoing them in the way set in the subject requirements.
- (10) The pass grade received for the task described in clause c) of (1) of Art. 13 can only be improved if it is allowed by the subject requirements.
- (11) Students can add a subject that they have completed already again in order to improve their grade on their adequately justified request filed to the KTB. If the subject is completed, the mark replaces the mark previously obtained when the *weighted academic average* is calculated, but it cannot be taken into account when the *stipend index* and the *corrected credit index* are calculated. The decision of the KTB has to include the way to add the subject and the consequences of the failure to complete it. It is only allowed to add subjects in order to improve marks up to 10% of the credits of the academic programmes in the model curriculum, but at most 5 times.

- (12) Students can add subjects regardless of their previous subject additions. Students' opportunity to take exam from a subject is independent of their previous exam attempts from that subject.

Article 17

The register and index numbers of academic achievement

- (1) Those authorised input the academic achievement of students in the student's information system and write it on the exam sheet. The result students have had during the semester has to be input in the student's academic administration system if it can be included in the final result and if the subject has not been completed in the given semester.
- (2) The index numbers of students' academic achievement are the following:
- a) the number of obtained credits,
 - b) the weighted academic average,
 - c) the stipend index,
 - d) the totalled and corrected credit index.
- (3) The index number in clause a) of (2) can be calculated for one semester or for all the active semesters. The index number in clause b) of (2) can be calculated for one semester or for all the credits. The index number in clause c) of (2) can only apply to one semester, the index number in clause d) of (2) only for more semesters.
- (4) The mark of accepted subjects is included in the *weighted average*, in case of substitution described in (4) and (6) of Art. 18, through the credit and mark of the substituted subject.
- (5) When calculating the *stipend index*, the accepted subjects can only be taken into account in case the subject has been completed in the semester to which the stipend pertains.

Article 18

Making substituting and optional subjects accepted, credit transfer

- (1) A certain subject or group of subjects can be substituted with another subject or group of subjects if the syllabus of the substituting subjects and the syllabus (clause j) of (3) of Art. 9) of the substituted subjects overlap by at least 75%. Ftv 58. § (7) obligates – regardless of the level of training – the acknowledgement of learning outcomes based on the above mentioned comparison of syllabi, provided the student applies for it. A subject that was compulsory in bachelor academic programme must not be acknowledged in a master academic programme as optional subject. Credits gained during bachelor academic programmes – so that they were not necessary for the diploma – can be acknowledged during master academic programmes.

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

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

- (7) There is a possibility that the KKB accepts a group of subjects completed somewhere else instead of a group of subjects appearing in the faculty's own curriculum, taking (1) and (2) into account.
- (8) The BME issues its own degree after students finish their studies at BME, if the number of credits accepted based on studies done in other higher education institutes does not

exceed 50% of the credits which have to be obtained to qualify on the given academic programme. If the subjects of an academic programme formed together with BME are accepted, these do not count as credits obtained in a different institute, but even in this case, the number of credits obtained at BME cannot be less than 25% of the number of credits necessary to qualify.

Article 19

Special study order

- (1) If students file a related written request, the KTB may permit them a *special study order* based on
 - a) their outstanding academic achievement aiming at talent care;
 - b) their participation in part-time or parallel training;
 - c) their communal activity, professional results or results in professional sport;
 - d) social or health reasons.
- (2) Students have to file their request until the end of the first week of the semester the latest in the cases described in clauses a), b) and c) of (1).
- (3) The conditions of the *special study order* have to be given to the student in writing until the end of the second week of the semester in the cases described in clauses a), b) and c) of (1).
- (4) The *special study order* is valid for a given period. The favours granted to the student do not exempt them from the completion of the tasks to do for the added subjects and the criteria necessary for their progress (meeting the preliminary requirements, starting to write the *degree thesis* or *dissertation*, being allowed to take the finals etc.).

Article 20

Degree thesis, dissertation

- (1) In order to obtain a degree, students taking master academic programmes, university academic programmes, combined university academic programmes and 240-credit academic programmes on bachelor level have to prepare a degree thesis (degree paper, degree plan – henceforth degree thesis). Those taking 210-credit (or less) academic programmes on bachelor level and college academic programmes have to prepare a dissertation.
- (2) Preparing the *degree thesis* is a special compulsorily optional subject, the mark of which is not necessarily determined in the same semester when the subject is added. Preparing the *dissertation* is a compulsorily optional subject or a criteria requirement. The *preliminary requirements* for these subjects are included in their *subject programme*. When setting the *preliminary requirements* for the subjects, those included in (15) of Art. 10 should not be taken into account.

- (3) Supervisors can be the lecturers or researchers of the faculty or, with the permission of the head of department, other experts holding a university degree. An external supervisor can only be called upon together with an internal consultant, whose task is to do the administrative work at the university.
- (4) The *signature* for the degree thesis preparation subject is provided by the *supervisor* or the *faculty jury*, or, in case of an external supervisor, the internal *consultant* or the *faculty jury*. Its mark is determined by the finals committee based on the submitted and evaluated degree thesis. The condition of granting the signature is that students should prepare the thematic outline or sketch of the degree thesis to the deadline, and the supervisor or the faculty jury should deem that the thematic outline or sketch of the degree thesis can be developed into a degree thesis suitable to defend without the contribution of the supervisor or the consultant. By granting the signature the supervisor or the faculty jury approves of the submission of the degree thesis. The finals committee assesses the degree thesis irrespective of that (they can even mark it as fail). The mark has to be input in the student's information system.
- (5) If the dissertation preparation subject has a mark, it is given by the supervisor or in case of an external supervisor, by the internal consultant. Granting the signature and a mark different from fail is an essential but not sufficient condition of the student finishing and handing in the paper to the deadline set in the announcement.
- (6) The finished and submitted degree thesis or dissertation has to be assessed. The referee can only be an expert holding a university degree called upon by the head of department. The supervisor may prepare an evaluation separately. The reviews have to be made available for the candidate 5 days before defending the degree thesis (dissertation) the latest. The referee and the supervisor each put forward a suggestion for the assessment of the degree thesis (dissertation).
- (7) The degree thesis and the dissertation can be prepared in Hungarian, English, German, French or Russian languages. Students can prepare their degree thesis (dissertation) in a language different from that of the training, if the head of department gives their consent to that.

Article 21

The finals

- (1) After students have met all the study and exam requirements which have been set in the *curriculum*, a *leaving certificate* has to be issued for them irrespective of the completion of the stipulation regarding language skills appearing in the qualification requirements. The necessary but not sufficient condition of issuing the leaving certificate on master academic programmes is the signature described in (4) of Art. 20.
- (2) Students are only allowed to take the finals if they have received their leaving certificate. The rest of the conditions under which students are allowed to take their

finals are included in the model curriculum. If a student does not sit their finals before their legal relationship is ceased, they can sit them any time after their legal relationship is ceased based on the qualification requirements effective at the time of sitting the finals and the regulations of the model curriculum of the major concerning the finals.

- (3) At least two *finals* periods are set by the dean in each academic year. Finals can only be taken in the set *finals* periods.
- (4) The faculties give the rules for the finals either as part of the model curriculum or as a separate document. The finals consist of
 - a) defending the *degree thesis* or *dissertation*;
 - b) written and/or oral exams with a set syllabus to be taken either at the same time as or separately from defending;
 - c) doing pre-set exercises at certain majors.
- (5) The finals committee has at least two members in addition to the chairman. The chairman and the members can be university professors or readers or acknowledged external experts of the field. At least one member of the committee is an external expert. On academic programmes and training courses specified in 1. § (2) a), b), d) and e)
 - a) those can take part in the finals as a chairman whom the dean entrusts for a period of one to three years with the agreement of the faculty council;
 - b) those can take part in the finals as committee members whom the dean entrusts for a period of one to three years.
- (6) Minutes have to be kept about the finals in the language of the exam. The mark of the degree thesis and the subjects of the finals and the grade of the degree are determined by the finals committee behind closed doors. The results are announced at the end of the finals by the president of the committee.
- (7) The finals are successful if both the subjects of the finals and the degree thesis (dissertation) are evaluated at least as passed. Successful finals cannot be repeated.
- (8) A degree thesis (dissertation) that has not been accepted (i.e. it has been evaluated as fail) by the finals committee can only be rewritten on one occasion. The conditions of rewriting and the deadline for submitting the degree thesis (dissertation) are determined by the dean based on the opinion of the department organising the finals.
- (9) If the exam in one of the finals subjects is unsuccessful, only that exam has to be resat. This final exam can be retaken twice. A repeat final exam cannot be taken within two months following the finals.
- (10) The result of the finals must be calculated as $(0,5*ZV + 0,5*D)$, where the variables are defined in 22. § (3).

Article 22

The degree

- (1) Based on the successful finals and in case of completing the criteria requirements, the faculty issues a certificate for the candidate, which also contains the specification of the qualification. The certificate is signed by the chairman of the finals committee and the rector.
- (2) The result of the certificate has to be calculated according to the formula $(0,2*ZV + 0,3*D + 0,5*TA)$. If a complex exam has to be also taken during the studies, then the formula $(0,2*ZV + 0,3*D + 0,3*TA+0,2*SZ)$ should be used.
- (3) The meaning of the variables:
 - a) **ZV**: the average of the grades of the subjects of the finals rounded to two decimals;
 - b) **D**: the grade given for the degree thesis or dissertation by the finals committee;
 - c) **TA**: the weighted academic average applied to all the credits obtained in the whole academic period, rounded to two decimals;
 - d) **SZ**: the average of the grades of complex exams rounded to two decimals.
- (4) The certificate has to be marked according to the following, based on the average result calculated as described in (2):

Honours degree	at least 4,50 and conditions in (5) are met,
excellent	at least 4,50 and at least one condition in (5) is not met,
good	at least 3,50 but less than 4,50
satisfactory	at least 2,50 but less than 3,50
pass	at least 2,00 but less than 2,50
- (5) Those who achieve an excellent result in all the subjects of the finals and receive an excellent grade for their degree thesis or dissertation and for all their complex exams, if there are any, and whose weighted academic average applied to the whole academic period is at least 4.00, and they do not have a lower mark than satisfactory for the completed subjects comprising the training, receive an honours degree. Fail or pass grades improved at a resit or a repeat exam or by adding the subject again do not preclude the issuing of an honours degree.
- (6) The certificate has to be issued in a bilingual version (in Hungarian and English, or in case of a foreign language academic programme, in the given foreign language) within 30 days following the successful finals and after proving that the requirements concerning language skills have been met. The certificate can be issued in other languages on the request and at the expense of the student.
- (7) The university issues a supplement for the certificate in Hungarian and English according to the regulations drawn up by the European Commission and the Council of Europe within 30 days.

- (8) If the only reason why it is not possible to issue the certificate is that the student has not been able to present a language certificate, the faculty issues a certificate which proves that the student has passed the finals.

Article 23

Exercising equity and guaranteeing equal opportunities

- (1) During the academic programs and training courses students may be given exemption from certain regulations of the TVSZ on one occasion on their request based on equity. No exemption may be given from the requirements appearing in the curriculum, but the way of completion may be customised. Request of students to keep their legal relationship with BME after having less credits than necessary at the 3. § (6) a.) check will be accepted only in vis major cases, no equity can be exercised.
- (2) The KTB decides about the request. Students may lodge an appeal against the first instance decision made by the KTB within 15 days after receiving it (being informed). The appeal has a delaying force if possible. The second instance is exercised by the dean. The deadline for the dean's decision is 8 days after receiving the appeal. The second instance decision is final.
- (3) The fact that no favours may be granted in the future thenceforward should be alluded to in the decision based on equity.
- (4) A rector's order regulates the conditions guaranteeing equal opportunities for the disabled students of BME.

Article 24

The duty of the institute to inform and give advice

- (1) The dean has to see to it that students beginning their university studies have access to the TVSZ, the TJSZ and the leaflet specified in the related governmental decree about training in the *credit system* and the *curriculum*, which expounds the training purpose of the faculty and the major, the *requirements*, the *model curricula of all the specialisations*, the *programmes of the subjects* announced by the faculty in the language of the training when they enrol.
- (2) The dean has to see to it that the leaflet may be purchased individually, downloadable from the Internet and available in the Dean's Office, in the Central Library, in the offices of the KHK and the Reference Office.
- (3) Information and advice is given to students doing Hungarian and foreign language academic programmes and training courses in the language of the academic programme or training course by the Reference Office and the Central Office of Studies (KTH).

- (4) Students doing specialised further training courses and part-time training courses at BME have to be informed before they begin their studies that these training courses are not necessarily launched every year. The attention of students admitted to the training courses should be called to the fact that by diverting from the progress according to the model curriculum they run the risk of not finishing the training course successfully. This should appear in the student's contract in a way updated for the given major.

Article 25

Language teaching, language requirements

- (1) In addition to the (optional and compulsorily optional) general language courses, BME provides general and technical language teaching in different languages for students doing the Hungarian language courses on four different levels. The right for learning a language does not depend on whether the student has completed the language criteria set for him/her in the educational and outcome requirements and the *curriculum*.
- (2)
- (3)
- (4) The rules of announcing, adding and completion of zero-credit language courses may be different from the general rules set in the TVSZ and in the Study Statutes. A rector's order issued in accordance with EHK defines the special rules, the timetable slot and the fees of the zero-credit language courses.

Article 26

Specialised further training and part-time training

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

Article 27

Doctoral training

- (1) Students enrol every semester based on their individual work plan which has to be drawn up according to the supplement. Students have to submit the work plan

negotiated with the supervisor to the dean's office until the end of the third week of the semester in the first active semester and until the end of the registration week in the subsequent semesters.

- (2) If students fail to submit their work plan until the date set in (1), they can submit it until the end of the fifth week of the semester, but they have to pay a charge set in the rector's order. Should the students also fail to submit the work plan until this date, their semester becomes passive.
- (3) The research activity and the publication activity are subjects ending in a mid-semester mark, and the supervisor (consultant) is responsible for them. Completion is certified by the supervisor or, in case of an external supervisor, by the consultant (based on the supervisor's written opinion).
- (4) The optional subject *teaching under guidance* can be part of the training. In the course of this students improve their abilities to present and communicate by giving a university contact lesson under the guidance of a designated lecturer, based on a prepared and well-documented teaching material and in accordance with those included in the related doctoral student's contract made with the students. The subject and the related credits are set by the head of the supervisor's or the consultant's department after they have negotiated with the supervisor. The completion of the subject is certified by the head of department based on the opinion of the designated lecturer. Not more than 30 credit points may be given altogether during the time of the training.
- (5) 180 credits have to be obtained on a doctoral programme, according to the following:
 - a) 30-50 credits: mastering the set learning material;
 - b) 130-150 credits: scientific research or creative artistic activity, teaching under guidance.
- (6) A maximum of 45 credits can be obtained in one semester.
- (7) The amount of work devoted to the doctoral dissertation being prepared during the doctoral programme may be recognised as scientific research based on the decision of the supervisor, to the value of maximum 30 credits.
- (8) The performance and progress of students are assessed every semester by the Council of the Doctoral School (henceforth DIT) based on their supervisor's suggestion.
- (9) As a result of the assessment the dean may put those state-funded students who do not make appropriate progress in their studies, but maximum 15% of those doing a given academic programme, among the privately-funded students at the suggestion of the DIT.
- (10) The state-funded places which have thus become vacant may be filled by the dean with privately-funded students at the suggestion of the DIT.
- (11) The decision about the revision of funding is made by the dean at the end of each academic year, minimum 30 days before the beginning of the following academic year.

- (12) The students who have become state-funded are entitled to the stipend of doctoral students from the first month of the academic year following the revision.
- (13) The legal relationship of those doctoral students can be uninterrupted who meet the conditions that they obtain:
 - a) at least 20 credits in each semester,
 - b) at least 50 credits in the first two active semesters,
 - c) at least 105 credits in the first four active semesters.
- (14) The legal relationship is also uninterrupted if the student who is doing a part-time training course abroad for more than 6 months does certain parts of their research, negotiated with the supervisor, at a foreign university or research institute.
- (15) The course finishes (the leaving certificate is obtained) if the condition of obtaining 180 credits is met as described in (5). On their request, students can get a certificate signed by the dean and the chairman of the DIT attesting the obtaining of the leaving certificate.
- (16) It is possible to divert from the points of the TVSZ listed below with the consent of the KTB in case of doctoral programmes. The formulation of rules included in these points and valid for the given doctoral programme should be included in the student's contract to be made with students admitted to the doctoral programme:
 - a) (5) of Art. 10,
 - b) Articles 13 and 14.

Article 28

The Study Statutes

- (1) The enacting clause of the TVSZ is the Study Statutes which is issued by the rector as a rector's order in agreement with the EHK.
- (2) The Study Statutes can stipulate every question connected to the enactment of the TVSZ.
- (3) The following have to be stipulated in the Study Statutes:
 - a) the formation of the working order of the KKBs;
 - b) the formation of the working order of the KTBs;
 - c) the way how powers are delegated in case of KTBs;
 - d) the deadline for submitting requests to the KTB as well as the formal and contents requirements for the requests;
 - e) determining the credits obtained by the students after the exam period of the spring semester;
 - f) the period when students can declare to continue their studies or suspend their legal relationship;

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

Article 29

Interpretative provisions

- (1) When applying the TVSZ the following interpretations should be used in addition to the interpreting points of Art. 147 of the Ftv:
 - a) **active semester:** from the point of view of students it is each and every semester following the enrolment in which students have not declared their wish to suspend their studies.
 - b) **signature:** it certifies the completion of the mid-semester requirements of a subject ending in an exam.
 - c) **degree thesis or dissertation:** a complex individual task which requires the synthesis and creative application of the acquired knowledge.
 - d) **preliminary study order:** the entirety of preliminary requirements for the subjects of the curriculum of the major.
 - e) **preliminary requirements:** the knowledge imparted in another subject or group of subjects necessary to understand the knowledge of a subject and/or the certified completion of a certain criteria requirement.
 - f) **mid-semester mark:** a mark which represents the evaluation of a subject and to which no end-term exams belong. The mark is determined based on the

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

- submission are included in the announcement of the home assignment. The date of a home assignment is the deadline for submission, redoing it means delayed submission.
- v) **totalled corrected credit index:** it is calculated in the same manner as the corrected credit index with the addition that thirty credits per semester and the credits added and completed during the whole period have to be taken into account.
 - w) **stipend index:** $(\text{acquired credits} \times \text{grade}) / 30$
 - x) **passive semester:** a semester in which the legal relationship of a student is suspended.
 - y) **repeat in-class test:** rewriting the in-class test (ZH) or improving its grade. The theme of the test, the grade or number of points that can be obtained, the time available for writing it and all other conditions are the same as the parameters of the test that is repeated. A minimum of 48 hours should be provided between the announcement of the results of the test to be repeated and the repeat test. Students can repeat the unwritten or failed tests and improve the grades of those which were at least pass.
 - z) **repeat period:** the period in which there are no lessons and students can redo mid-semester checks and take pre-exams.
 - aa) **registration week:** the first week of the term, during which students finalise the subjects they wish to add in the beginning semester.
 - bb) **weighted academic average:** $(\text{acquired credits} \times \text{grade}) / \text{all acquired credits}$
 - cc) **specialisation and module:** the unit of curriculum that corresponds to the curriculum of the major and contains subjects which summarise the thematically related knowledge with regard to the training purpose of the subject or a certain specialisation or the common knowledge of several subjects; the modules and specialisations can rest on or be substituted for each other.
 - dd) **specialisation requirements:** the conditions of choosing a specialisation or a module according to the model curriculum.
 - ee) **complex exam:** testing the synthesised knowledge of several subjects. Where the regulations do not stipulate anything differently, the provisions valid for exams have to be also applied to complex exams.
 - ff) **complex exam period:** the complex exam period of the given semester lasts from the beginning of the registration week until the beginning of the following registration week.
 - gg) **term:** its first week is the registration week. In the rest of it students take part in the (contact) lessons of the subjects they have added and the related mid-semester checks.
 - hh) **(contact) lesson:** the time during which students take part in classes of the academic requirements in the curriculum requiring the contribution of a lecturer.
 - ii) **acceptance of a subject:** it refers to determining the credits belonging to the subject, the possibility of substituting it with other subject(s) and its difference from other subjects. Subjects announced at other faculties, institutes or on other levels of training may be accepted at BME.
 - jj) **announcement of subjects:** the listing of courses.
 - kk) **subject requirements:** the formulation of and the deadline for the requirements students have to meet to complete the subject.
 - ll) **subject programme:** the definition of the knowledge to master in each subject.
 - mm) **curriculum:** the definition of the detailed educational and outcome requirements as well as the detailed rules of the training.

- nn) **completed subject:** each subject in which students have achieved at least a pass result and thus obtained the credits of the subject. In the case of criteria subjects (except for complex exams) the completion is certified by a signature and no credits can be obtained.
- oo) **supervisor:** the person guiding the preparations of the degree thesis.
- pp) **field survey:** it consists of surveys connected to a given area or establishment which can only be carried out on an external location.
- qq) **leaving certificate:** it certifies the successful completion of the subjects set in the curriculum, the completion of other academic requirements except for passing the language exam and preparing the degree thesis as well as obtaining the credits set in the training and output requirements except for the credits belonging to the degree thesis. It attests without assessment or evaluation that students have met all the study and exam requirements set in the curriculum.
- rr) **legal relationship as a guest student:** it is made if a student, on their own request, is permitted to do their studies at a home or foreign institute of higher education for a given period.
- ss) **exam period:** the period for sitting exams.
- tt) **exam mark:** the mark determined either taking both the mid-semester checks and the performance shown at the exam into account or exclusively based on the performance shown at the exam.
- uu) **exam course:** a course announced according to (5) of Art. 11, without lessons.
- vv) **finals:** checking and assessing the knowledge (skills) necessary to obtain a university or college degree, in the course of which candidates have to prove that they have the knowledge necessary for the qualification, understand the material they have learnt in its complexity and can apply it in front of the finals committee of the faculty.
- ww) **in-class test (ZH):** any kind of written tests which count for more than 10% in case of subjects ending in an exam mark in the given system of requirements and at least 20% in case of subjects ending in a mid-semester mark or if more than 30 minutes are available for students to write it.
- xx) **optional subject aiming at levelling up:** a subject offering basic knowledge in the field of natural sciences, having only courses with maximum 35 students. The subject requirement must demand the presence of students on at least 70% of lessons.
- yy) **zero-credit language course:** at least 4 hours per week zero-credit language course of a subject announced by the BME Center of Modern Languages.

Article 30

Closing provisions, connection with other regulations

- (1) The TVSZ comes into force on 1st June 2009. Simultaneously with that the TVSZ accepted by the University Council on 24th June 2002 and subsequently altered several times lapses as well as every decision contradicting the present regulations.
- (2) Only the director of studies is entitled to make a statement in relation to the interpretation of the TVSZ in agreement with the president of the EHK.

- (3) If a student who began his/her studies preceding the academic year 2007/2008 should be dismissed in accordance with clauses a) and b) of (6) of Art. 3, but not according to any of the TVSZs which were valid for them previously, the student cannot be dismissed.
- (4) The Regulations of Payments and Benefits regulate the benefits connected to the studies of students, the payments to be made and the charges to be paid.
- (5) Those being in a legal relationship on 1st July 2003 are exempted from the language exam requirement, provided they turn 40 before the finals.
- (6) If there are no other provisions, the TVSZ has to be applied both to academic programmes and training courses which began earlier and the students doing them, with the exception of those who began their studies before 1st September 2006 and are doing a foreign language academic programme.
- (7) The subject requirements of the subjects in the model curricula of each academic programme and training course have to be modified until 30th June 2008 according to the instructions in (10) of Art. 10 if necessary.
- (8) The signature obtained according to (4) of Art. 14 is valid for three years. This point has to be applied in the case of signatures obtained after the regulations came into force on 1st September 2007. Signatures obtained before that are valid for five years in accordance with (7) of Art. 13 of the BME TVSZ approved in June 2006.
- (9) Regulations in 10. § (16) and 12. § (5) shall be applied only for those enrolled after 1st August 2010. For those enrolled before 1st August 2010 the addition and completion of PE four times are criteria requirements.

Budapest, June 2010.

Dr. Gábor Péceli
Rector

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

1st Annex
Budapest University of Technology and Economics Rules of Demonstrators

1. §

Students being in legal relationship with BME can be involved as demonstrators into the scientific research and teaching preparatory work. The primary aim of applying students as demonstrators is to increase their professional commitment, to prepare them to high level professional work and to PhD (DLA) studies, and to academic career. During the admission to PhD (DLA) studies the demonstrator application is taken into account.

2. §

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

3. §

- (1) The educational unit makes a contract with the employed demonstrator. The contract contains the tasks of the demonstrator and the allowance given for these tasks.
- (2) The wage paid to the demonstrator must comply with Ftv. 46. § (5) e).
- (3) The demonstrator activity must be included in the diploma supplement.

4. §

- (1) These rules come into force on 2nd February, 2009. Simultaneously with that former BME regulations on demonstrators lapse as well as every decision contradicting the present regulations.