

UNIVERSITY OF FINE ARTS

87



STUDY AND EXAMINATION REGULATIONS

Approved by Senate Resolution No. 46/2021. (IX.28.).


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rektor



Effective from: July 18, 2025

In a unified structure, with the amendments contained in Resolution 10/2023. (III.8.)
In a unified structure, with the amendments contained in Resolution 36/2023. (V.02.)
In a unified structure, with the amendments contained in Resolution 4/2024. (11.14.)
in a unified structure with the amendments contained in Resolution 1/2024. (III.20.) in
a unified structure with the amendments contained in Resolution 33/2025 .(VII.17.)

5. § Additional (parallel) legal relationship	9
6. §	9
7. § Visiting student legal relationship that may be established by a student of the University	9
8. § Visiting student status at the University	10
9. § Training undertaken for the purpose of acquiring partial knowledge.....	11
10. § Establishment of guest student status by persons who are not enrolled as students at the University	11
11. § Adult education legal relationship	11
Establishment of student status.....	12
12. § Admission.....	12
13. § Transfer, change of major.....	13
14. § Enrollment	15
15. § Registration.....	16
Suspension and termination of student status.....	17
16. § Suspension of student status	17
17. § Termination of student status	18
18. § Procedure in the event of termination of student status	20
Students' academic rights and obligations.....	20
19. § Students' study obligations	20
20. § Students' rights related to studies.....	22
21. § Attendance at classes.....	22
III. Chapter Rules governing studies and assessment	24
Structural, content and temporal units of training.....	24
22. § University training programs	24
23. § The subject program and study prerequisites	25
24. § Training and output requirements, credit accumulation	26
25. § Recognition and transfer of credits.....	28
26. § Acceptance of substitute and elective courses.....	28
27. § Announcement and enrollment in courses.....	29
28. § Criteria requirements	30
29. § Academic calendar, teaching periods	31
Assessment and academic results.....	32
30. § Assessment of knowledge	32
31. § Administrative procedures for examinations and rigorous examinations	34
32. § Rules for conducting examinations	35
33. § Recording of academic results.....	37
34. § Academic performance indicators	37

Other academic rules.....	38
35. § Exceptional study arrangements	38
36. § Exercise of fairness.....	39
Completion of studies.....	39
37. § Final certificate	39
38. § Thesis, dissertation	40
39. § The final exam.....	41
40. § The diploma.....	43
IV. Chapter The University's information and credit information system.....	45
41. § Informing students.....	45
42. § The Neptun System	45
43. § Neptun registration	45
44. § Procedure for modifying and correcting Neptun data.....	46
45. § Neptun extract	46
46. § Final and transitional provisions.....	47

The Senate of the Hungarian University of Fine Arts (hereinafter referred to as the University) hereby establishes the following regulations concerning the order of studies and examinations on the basis of Act CCIV of 2011 on National Higher Education (hereinafter referred to as Nftv.) and the relevant implementing regulations.

I. Chapter

General provisions

1. § Scope of the regulations

(1) The scope of the Study and Examination Regulations (hereinafter referred to as TVSZ) covers higher education vocational training, basic training, master's training, undivided training, specialized further training, and doctoral training at the University, as well as preparatory courses in foreign languages, full-time (daytime) or part-time (correspondence) courses, and all students studying in Hungarian or a foreign language (hereinafter: students' study and examination matters, as well as their social matters to the extent prescribed by these regulations).¹²

The scope of these regulations shall also extend to applicants to the University and to those whose student status has been terminated in the meantime, in cases specified by law and by these regulations.

The scope of these regulations also extends to students who have established guest student status at the University for the duration of their studies at the University.⁽³⁾

(2) The scope of the TVSZ extends to educational organizational units directly or indirectly involved in the training programs listed in paragraph (1), as well as to persons performing educational or training activities or related tasks in any employment relationship (including legal relationships established on the basis of civil law contracts).⁽⁴⁾

(3) The study and examination matters of doctoral students are governed by the University's Doctoral Regulations and the Doctoral School Regulations, with the proviso that this TVSZ shall apply mutatis mutandis to matters not regulated therein.⁵

(4) Studies may be pursued at the University within the framework of student legal relationships, guest student legal relationships, and participation in adult education.

2. § Bodies responsible for academic matters

(1) The head of the Academic Affairs Department and the vice-rector for education are primarily responsible for student academic and examination matters.

¹ Amended by Senate Resolution 48/2017. (VI. 20.)

² Amended by Senate Resolutions 10/2023. (III.8.) and 11/2024. (III.20.)

³ Inserted by Senate Resolution 10/2023. (III.8.)

⁴ Amended by Senate Resolution 48/2017. (VI. 20.)

⁵ Amended by Senate Resolution 10/2023. (III.8.)

(2) In the first instance, professional decisions on the acceptance of courses shall be made by the University Credit Recognition and Credit Transfer Committee (hereinafter: KÁB) shall make the professional decision on the acceptance of courses, taking into account the recommendation of the subject teacher⁽⁶⁾

(3) Students may appeal against decisions made in the first instance in accordance with the University's Regulations on the Exercise of Student Rights and the Fulfillment of Student Obligations (hereinafter: HJGYK).

(4) The appeal must be submitted in writing to the body that made the first-instance decision. The Student Appeals Committee shall exercise second-instance jurisdiction.

(5) In non-individual cases, any student may request an investigation by the Student Council or the head of department if, in their opinion, a study-related matter has not been handled in accordance with these regulations.

3. § Interpretative provisions

Active semester: Any semester following the first enrollment in which the student takes at least one course.

Individual student study time: The part of the student's study work, expressed in working hours, which the student spends on average outside of class (contact hours) independently in order to master the curriculum and meet the requirements (including time spent studying during the exam period).

Electronic study system: (hereinafter: Neptun system) A registration system operated by the University in which the registered data is considered authentic. The University's Neptun system has a student, teacher, and administrator interface that can be accessed via the Internet. The University keeps records of students' personal data and data related to their studies and exams in the Neptun system.

Written requests, notices, and notifications: sent by post in printed form or communicated electronically via the Neptun system.⁷

Training and output requirements: The totality of professional competencies (knowledge, skills, attitude, autonomy, and responsibility) that define professional qualifications and, upon acquisition, entitle the holder to a diploma certifying the level of education and professional qualifications in the given field.

Credit (academic point): The unit of measurement of the total average student workload required to complete a subject or curriculum unit. One credit represents an average of 30 hours of study. (As specified in the recommended curriculum/sample curriculum, this refers to contact hours spent with the instructor and individual work hours.) Credits can be earned by fulfilling the requirements of the course at a level of at least satisfactory or pass. The value of the credit is independent of the grade earned or the level of achievement.

Credit accumulation: Credits are earned during the course of study. In each study period, the credits earned are added to the credits earned previously.

Criteria requirement: A mandatory requirement included in the training and output requirements that does not carry credits (e.g., rigorous examination, work, fire, civil defense, professional foreign language skills), but participation in which is also mandatory. These also appear in the form of a course.⁸

⁶ Amended by Senate Resolution 10/2023. (III.8.)

⁷ Inserted by Senate Resolution 10/2023. (III.8.)

⁸ Amended by Senate Resolution 10/2023. (III.8.)

Course: A study activity that enables the fulfillment of the requirements of a given teaching unit, generally repeated regularly every semester.

Recommended curriculum/Model curriculum: contains the implementation of the knowledge areas specified in the training and output requirements according to subjects and curriculum units, broken down into the training time specified in the training and output requirements, the prerequisite study requirements, the credit values assigned to subjects and credit values assigned to curriculum units, criteria requirements, methods of student performance evaluation, and conditions for admission to the final examination.

Online course: a course advertised in the online teaching schedule. Students will be informed of the detailed syllabus, teaching methods, technical parameters, regularity and timing of online classes, assessment methods and criteria, as well as examination methods and requirements, no later than during the course registration period.

Online education, distance learning: A form of education that is implemented with the help of digital tools, thus not requiring the direct physical presence of teachers and students in the same location. In justified cases, in order to protect the health of the university community, the rector may order that certain courses be held online and that the examinations for these courses be conducted online during the semester, with the prior approval of the Council of Department Heads. In this case, the provisions listed in the final provisions of these regulations shall apply. Distance learning shall be discontinued upon the cessation of the reasons necessitating it, by order of the rector upon the recommendation of the Council of Department Heads.

Total study time: The time required for an average student (with average talent, preparedness, and expected performance) to successfully complete their studies (under average circumstances), expressed in working hours, or the sum of contact hours and individual study hours.

Passive semester: A semester during which the student does not take any courses or does not register for the next training period within the specified deadline. Passivating a semester is subject to student notification – registration for a passive semester.

Partial online, distance learning: in justified cases, in order to protect the health of the university community, the rector may order certain courses to be held online and the examinations for these courses to be held online during the semester, with the prior approval of the Council of Department Heads. The rector's instruction on this matter must specify exactly which courses are subject to the introduction of online teaching. In this case, the provisions listed in the final provisions shall apply to these courses. The partial absence from teaching shall be lifted by a rector's order, upon the recommendation of the Council of Department Heads, once the reason for it has ceased to exist.

Specialization: Training that includes a unified system of training content (knowledge, skills, abilities) necessary to obtain a professional qualification.

Professional practice: Practical training to be completed at any artist colony or external location (theater, exhibition venue, etc.) specified by the departments providing the training, which concludes with a practical grade.

Course unit: A curriculum unit or subject that can be completed in one semester and is recognized with credits.

Class (contact hour): A study obligation included in the curriculum, during which the student participates in a class requiring the instructor's involvement. Types of classes: lecture, seminar, classroom practice, fieldwork, studio, artist colony, and professional practice. The duration of a class is 45 minutes.

Subject: The basic unit of the curriculum. The implementation of the knowledge specified in the training and output requirements. In order to enroll in and complete subjects

, students must meet the study and examination requirements. The knowledge to be acquired in each subject is determined by the subject programs.

Course acceptance: Determining the substitutability of a course with a course (or courses) completed at another institution, or its difference from other courses, as well as determining the credits associated with the course.

Course registration: Application for the advertised lectures and/or classroom and/or art studio (workshop) classes (courses) of a course. The prerequisite for course registration is the fulfillment of the course prerequisites.

Course program: The professional content of each course, which is developed by the departments responsible for teaching them. It includes the method of teaching and assessing the knowledge required in the field of study specified in the training and output requirements of the program, the main literature, the instructors, and the contribution to the development of the competencies of the given vocational training. The course program is approved by the Senate.

Curriculum: a training plan compiled in accordance with the training and output requirements of a program, the elements of which are: subjects broken down by training program, a timetable and exam schedule based on curriculum units, a system for monitoring and evaluating the fulfillment of requirements, and the subject program for subjects and curriculum units.

Study period: The semester for which the student registers, takes courses (based on the recommended curriculum/sample plan, or differently, but in accordance with the pre-study order), and meets the study requirements for each course by the end of the study period.

Exam registration: Registration for a specific subject's announced exam date

Examination course: an examination opportunity provided for in the training plan, during which a student who has registered for a contact hour course ending with an examination in a previous semester and has confirmed this with a signature, but has not completed the course, may complete it in a semester when the contact hour course is not announced. There is only one exam opportunity for the exam course. ⁽⁹⁾

⁹ Amended by Senate Resolution 10/2023. (III.8.)

II. Chapter

Legal framework of studies

4. § Student status

(1) Student status is the legal relationship between the University and a student pursuing studies in a given program, in which the University and the student have mutual rights and obligations as defined by law and the University's regulations.

(2) Student status is established upon enrollment, based on the decision regarding admission or transfer.

(3) Based on the classification decision of the Education Office and the admission decision of the University, or based on the transfer decision, the applicant may establish student status in the semester for which they were admitted during the admission procedure or for which they were granted transfer during the transfer procedure.

(4) Based on their student status, students are entitled to pursue studies within the framework of the law, the University's regulations, in particular these TVSZ, as well as the recommended curriculum/sample curriculum of the program and the training plan of the foreign language preparatory training, and is obliged to plan their studies within the same framework and to fulfill their study obligations.

For the purposes of these regulations, the (recommended) curriculum/model curriculum of the program shall also include the training plan for foreign language preparatory training.⁽¹⁰⁾

(5) With regard to students in student status, the University is entitled to process the student's personal and study-related data and monitor their activities in accordance with the provisions of the law and the University's regulations.

(6) With regard to students in student status, the University is obliged to ensure the personal and infrastructural conditions for the completion of the program and to provide the student with the information necessary for the continuation of their studies within the framework of the legislation, the University's regulations, in particular these TVSZ, and the program curriculum.

(7) Students are obliged to pay fees in connection with their studies as specified in the relevant legislation and the University's Student Fee and Benefit Regulations (hereinafter: HTJSZ). In the event of any failure to pay, the student is obliged to pay the fee specified in the HTJSZ.¹¹

(8) Students

- a) may establish guest student status at another higher education institution for the purpose of pursuing studies related to their studies, in accordance with the provisions of Section 6 of these regulations and the regulations of the other higher education institution on guest student status,
- b) may request to be transferred to a program in the same or another field of study at the same or another higher education institution, in accordance with the relevant rules of the other higher education institution.⁽¹²⁾

¹⁰ Amended by Senate Resolution 11/2024. (III.20.)

¹¹ Amended by Senate Resolution 10/2023. (III.8.)

¹² Inserted by Senate Resolution 10/2023. (III.8.)

(9) The higher education institution may establish student status for persons with higher education qualifications who are not enrolled as students for the purpose of partial training in accordance with the provisions of Section 9 of these regulations.⁽¹³⁾

(9a) The University may establish student status for persons who are not Hungarian citizens and who do not have student status with the University for the purpose of preparatory training.¹⁴

(10) The student and the University may establish further student status outside the central admission procedure for teacher training courses taken in parallel with master's degree courses.¹⁵

(11) The rights and obligations of students are set out in the HJGYK.⁽¹⁶⁾

5. § Additional (parallel) legal relationship

(1) Students may establish additional (parallel) student status at another higher education institution for the purpose of obtaining another diploma or certificate.

(2) Students of other higher education institutions may establish a parallel student status with the University through an admission procedure. The Admission Committee of the department shall decide on admission to parallel training within the framework of the admission procedure specified in the University's Admission Regulations.

(3) Participation in training supported by a Hungarian state (partial) scholarship is not precluded by the existence of a degree or professional qualification obtained in higher education, provided that those who are studying in a training cycle with a Hungarian state (partial) scholarship in the case of further (parallel) training within the same training cycle, the number of semesters corresponding to the number of parallel state (partial) scholarship-supported training courses must be deducted from the support period on a semester basis.

6. §

7. § Visiting student status that may be established by a student of the University

(1) Students may establish guest student status at another higher education institution. Within the framework of guest student status, students shall pursue studies related to their studies.

(2) Visiting student status may be established if the Vice-Rector for Education agrees, taking into account the recommendation of the head of department.¹⁷

The vice-rector for education shall consent to the student pursuing part-time studies at another higher education institution, either in Hungary or abroad, as a visiting student, if the host institution allows this for the student and the credits earned as a visiting student can be counted towards the student's studies.

(3) The University shall not reimburse the costs of part-time studies, except in the case of inter-institutional agreements.

¹³ Inserted by Senate Resolution 10/2023. (III.8.)

¹⁴ Inserted by Senate Resolution 11/2024. (III.20.)

¹⁵ Inserted by Senate Resolution 10/2023. (III.8.)

¹⁶ Inserted by Senate Resolution 10/2023. (III.8.)

¹⁷ Amended by Senate Resolution 10/2023. (III.8.)

(4) Credits earned by students at other higher education institutions as visiting students may be recognized in accordance with the credit transfer rules, based on a certificate issued by the host institution.

8. § Visiting student status at the University

(1) Students from other higher education institutions, whether domestic or foreign, may pursue studies at the University as visiting students. The University may accept a maximum of 20% of the total number of students in a given program per semester as visiting students.

(2) The Vice-Rector for Education may grant guest student status to students from other higher education institutions for a maximum of one semester, with the possibility of extending guest student status for a further semester based on the guest student's performance at the University.

(3) Visiting students are entered into the University's Neptun system, and the University's relevant regulations apply to them for the duration of their studies at the University, in accordance with the specific nature of their status.

(4) Applications for guest student status may be submitted by students of other Hungarian higher education institutions to the Study Department and by students of foreign higher education institutions to the International Mobility Office by the end of the week preceding the course registration period.⁽¹⁸⁾

(5) The head of the educational unit responsible for the given course, or in the case of multiple courses, each head of the respective educational units, shall certify on the guest student application that they consent to the guest student status.

(6) If a self-financing student of a domestic higher education institution establishes guest student status at the University, the University shall charge a self-financing fee per credit, the amount of which shall be specified in the guest student permit, while students supported by a Hungarian state (partial) scholarship may use the services specified in Section 25 of the HTJSZ free of charge within the framework of their guest student status and may participate in education free of charge.⁽¹⁹⁾

(7) The establishment of guest student status at the University for students of other higher education institutions is approved by the Vice-Rector for Education based on the recommendation of the head of the host department. The Study Department issues the guest student permit, specifying the amount of the tuition fee – based on the provisions of Annex 1 of the Student Fee and Benefit Regulations – as well as the method and deadline for payment.

(8) Based on the guest student permit, the Study Department registers the approved courses for the guest student in the Neptun system.

(9) A certificate confirming the results of guest student status, with content identical to the entries in the Neptun system, shall be issued by the Study Department or the International Mobility Office.⁽²⁰⁾

¹⁸ Amended by Senate Resolution 10/2023. (III.8.)

¹⁹ Amended by Senate Resolution 10/2023. (III.8.)

²⁰ Amended by Senate Resolution 10/2023. (III.8.)

9. § Training for the acquisition of partial knowledge

(1) The University may admit persons with higher education qualifications who are not enrolled as students to any of its courses for the purpose of acquiring partial knowledge, without a separate admission procedure, except for subjects requiring an aptitude test. The University is required to issue a certificate of academic performance that also includes a description of the subject (syllabus). The completed course can be credited toward higher education studies in accordance with the rules for credit transfer. ⁽²¹⁾

(2) Admission to partial knowledge training is possible on the basis of an application addressed to the department organizing the given course. The vice-rector for education shall decide in writing on the subject of the application, based on the recommendation of the head of department, and shall notify the person concerned of the decision. The University charges a specific fee per credit for the training, the amount of which is determined in the decision on admission to the partial training. ⁽²²⁾

(3) The University shall conclude a part-time training contract with participants in part-time training, which shall clearly set out the obligations undertaken and the financial conditions. The part-time training contract shall be prepared for signature by the Study Department. ⁽²³⁾

10. § Establishment of guest student status for persons who are not currently enrolled as students at the University

The University performs tasks related to talent management and increasing the social recognition of fine arts

(1) The University performs tasks related to talent management and increasing the social recognition of fine arts and science, its advertised lectures are open to the public, and it must ensure that those who are not students can familiarize themselves with the lecture schedule and, within the limits of available resources, attend the lectures.

(2) Persons who are not affiliated with the University or any other higher education institution may apply for any course at the University without a separate admission procedure, with the exception of subjects requiring an aptitude test. Admission is possible on the basis of an application addressed to the department organizing the course. The decision on admission is made by the Vice-Rector for Education on the basis of the recommendation of the head of department. The University charges a fee per credit for the training, the amount of which is specified in the course attendance permit. ⁽²⁴⁾

(3) The University shall conclude a course attendance contract with applicants, which clearly sets out the obligations and financial conditions. The course attendance contract shall be prepared for signature by the department offering the course. ⁽²⁵⁾

11. § Adult education legal relationship

(1) Based on the adult education contract set out in Act LXXVII of 2013 on adult education, persons who are not students of the University may pursue higher education studies at the University within the framework of an adult education legal relationship.

²¹ Amended by Senate Resolution 10/2023. (III.8.)

²² Amended by Senate Resolution 10/2023. (III.8.)

²³ Amended by Senate Resolution 10/2023. (III.8.)

²⁴ Amended by Senate Resolution 10/2023. (III.8.)

²⁵ Amended by Senate Resolution 10/2023. (III.8.)

(2) The University may provide persons who are not enrolled as students with the opportunity to complete one or more courses or modules as part of adult education services.

(3) In accordance with Act LXXVII of 2013 on adult education, the University and the adult participating in the training shall conclude an adult education contract.

(4) The adult education contract shall include:

- a) the name of the training program as listed in the register of licensed training institutions, its registration number,
- b) the start date of the University's training program
 - the start date of the training program by year, month, and day,
 - the schedule of the training, broken down by teaching units, number of hours and location,
 - data on the planned completion date, taking into account the recognition of prior learning,
- c) the designation of the document that can be obtained upon completion,
- d) the method of monitoring and evaluating the participant's performance during the training, the conditions for admission to the exam,
- e) the permitted level of absence from theoretical lessons, practical training, and consultations, and the consequences for participants in the training if this level is exceeded,
- f) the location, duration, and schedule of practical training, as well as any allowances that may be provided to adults in connection with practical training,
- g) the method and form of the examination,
- h) the training fee - separately, the examination fee specified by the examination organizing institution referred to in point g) and the fee for any necessary retake examinations - the amount and method of payment, taking into account the crediting of prior learning and the scheduling of the payment of the training fee in proportion to the completion of the training,
- i) the amount of support provided for training, broken down by budgetary and European Union sources,
- j) the consequences of breach of contract by adults participating in training or by institutions providing adult education.

(5) In accordance with the general rules of civil law, the University must also conclude a contract for training with participants who, in addition to fulfilling their compulsory education requirements or participating in school-based training, also participate in adult education. No adult education contract may be concluded with a student subject to compulsory schooling for the purpose of obtaining a state-recognized vocational qualification.

Establishment of student status

12. § Admission

(1) Those who have been admitted to the University may begin their studies. The detailed rules of the admission procedure for students are set out in the Admission Regulations.

(2) Those who have been admitted to the University may establish student status in the semester for which they were admitted during the admission procedure. If they do not take advantage of this opportunity, the admission decision shall become invalid.

(3) The University is obliged to provide successful applicants with the opportunity to enroll and thus establish student status.

13. § Transfer, change of major

(1) Students may only be transferred from another higher education institution, program, or department at the same level of education if they

- a) have completed at least two semesters, have a good grade point average (above 3.51) in their last semester, and have earned at least 60 credit points,
- b) provided that the transferring higher education institution has not imposed compulsory dismissal or exclusion on them.

(2) Students requesting transfer may submit their transfer application, indicating the program, to the Study Department by March 1 of the current year at the latest, subject to the payment of a separate processing fee.

(3) The student must attach the following documents to the transfer application, some of which must be issued by the transferring higher education institution:

- a) certificate of valid student status and the number of semesters already completed, either with a Hungarian state scholarship or at the student's own expense,
- b) a certified copy of the student record book/register,
- c) the curriculum or list of courses for the given major(s), as well as a description of the courses completed,
- d) professional CV,
- e) a statement indicating the year in which they wish to continue their studies,
- f) for a change of major, the student must also attach the opinion of their subject teacher,
- g) the transfer student is required to submit the original professional material for evaluation at the time specified by the Study Department, except for the fine arts teacher program, for which documentation (photos, catalogs, portfolios, etc.) may also be attached.

(4) Students requesting a change of major within the University must attach only the documents listed in points f) to g).

(5) Transfer students are required to fulfill the academic and examination requirements of their new program. Program changes are only permitted once, by the end of the sixth semester.

(6) Transfer requests are reviewed in the first instance by the Admissions Committee of the programs and in the second instance by the rector.

(7) The Admissions Committee of the programs shall make its decision during the admissions period (from the application deadline to the determination of the cut-off score) on the basis of the requested and submitted professional materials and aptitude assessments.⁽²⁶⁾

(8) The Admissions Committee of the departments shall approve the admission of students if

- a) there are no reasons preventing transfer or change of major,
- b) if the University's enrollment and financial situation allow the student to continue their studies in the chosen major.

(9) The decision on transfer must specify:

- a) the major, work schedule, and semester in which the transferred student may continue their studies,

²⁶ Amended by Senate Resolution 10/2023. (III.8.)

b) on the issue of financing the program.

(10) Based on the decision authorizing the transfer or change of major, the KÁB shall decide on the recognized study and examination requirements (credits) based on the written professional recommendation of the department, and shall determine the manner of fulfilling the prerequisites specified in the curriculum and the order of continuing further studies. In the event of transfer or change of major, compulsory subjects must be made up if necessary. In order to obtain a final certificate (absolutorium), the student must complete at least one-third of the credit value of the program at the receiving institution, except for former students admitted to the same program and students with refugee, protected, asylum, or accepted status. ⁽²⁷⁾

(11) The decision on the transfer or change of program shall be communicated to the student in writing by the Admissions Committee of the program. The student may appeal against the decision in accordance with the rules on the exercise of student rights and the fulfillment of student obligations. ²⁸

(12) In the event of transfer or change of major, the student's student status at the previous higher education institution shall be terminated, except in the case of transfer or change of major within the institution. ⁽²⁹⁾

(13) In programs that allow for specialization, the student is required to indicate at the time of enrollment (at the end of the second semester in the basic program in visual design) the direction in which they wish to specialize.

(14) Students may change their specialization once, no later than the end of the sixth semester, in the case of full-time sculpture restoration and visual design programs, by the end of the fourth semester, submit a written request to the department head to change their specialization within the program (wood or stone sculpture, set design and costume design, set design and puppetry, costume design and puppetry). The department's Admissions Committee will decide on the request in writing and is required to send the decision to the student concerned.

(15) A change of master is only possible twice during the training period with the consent of the head of department, the approval of the master, and the acceptance of the new master. Changes of master can only be made once per academic year, at the end of the spring semester, during the exhibition week.

(16) Interchangeability between certain majors, opportunities for cross-enrollment

- a) Cross-enrollment between undivided programs in painting, sculpture, and graphic arts is possible during the morning professional studio practice sessions during the training period, as follows:⁽³⁰⁾
 - aa) cross-enrollment may be permitted for students in their third and fourth years with the consent of the departments of the programs concerned;³¹
 - ab) cross-enrollment may be permitted once during the program, for a period of one semester, which may be extended by one semester at the request of the student, with the consent of the departments of the programs concerned;³² ;
 - ac) students must have knowledge of occupational health and safety regulations relating to the workshops of the program they intend to transfer to, as well as basic knowledge of the procedures that can be performed in the workshops and the ability to apply this knowledge at a skill level;
 - ad) in the case of interdisciplinary studies, students may use the university's infrastructure, but must provide their own materials necessary for their artistic practice;

²⁷ Amended by Senate Resolution 10/2023. (III.8.)

²⁸ Amended by Senate Resolution 10/2023. (III.8.)

²⁹ Amended by Senate Resolution 10/2023. (III.8.)

³⁰ Amended by Senate Resolution 10/2023. (III.8.)

³¹ Amended by Senate Resolution 10/2023. (III.8.)

³² Amended by Senate Resolution 10/2023. (III.8.)

- ae) students may only transfer to a semester (course number indicating the semester) that is identical to their own field of study;
- af) the duration of their studies shall not be extended due to auditing, because when they return to their original major, the studio practice time and performance spent in the other major shall be taken into account.
- b) Applications for transfer and extension of transfer must be submitted by the last week of the semester preceding the semester of transfer.
The application must be submitted to the Study Department and must be accompanied by the professional justification for the transfer, as well as the consent of the current and host master and teacher.
- c) Due to the different studio work schedules, transfer of students majoring in intermedia art to other majors or to the intermedia art major may be subject to individual credit calculation, which must be approved in advance by the KAB in all cases.⁽³³⁾

14. § Enrollment

- (1) Student status is established upon enrollment, based on the decision regarding admission or transfer. Students participating in training supported by a Hungarian state scholarship are required to fulfill the specific conditions set forth in the Nftv. without entering into a separate contract. In the case of training pursued at the student's own expense, a student training contract must be concluded, which is a contract established between the University and the student classified as self-financing in accordance with Section 39 (3) of the Nftv.
- (2) From the moment of enrollment, students are entitled to all the rights and subject to all the obligations specified in the Nftv. and the University's regulations.
- (3) Upon enrollment, the student is required to provide the University with the personal data necessary for registration and electronic communication. The student shall be liable for any damages incurred by the University as a result of failure to do so or delay in doing so.
- (4) As part of the enrollment process, applicants who have been accepted into state-funded scholarship programs must declare their acceptance of the terms and conditions of the program in accordance with the rules set forth in the Nftv.
- (5) By signing this declaration, Hungarian state scholarship students agree that, in accordance with Section 48/A
§, they are obliged to:
 - a) obtain a degree in the given program supported by a Hungarian state (partial) scholarship within the period of study specified in the training and output requirements, but no later than one and a half times the training period specified in the training and output requirements, and
 - b) within twenty years of obtaining the degree, to work for an employer under Hungarian jurisdiction for a period of time equal to the duration of the studies pursued with a state scholarship, and maintain an employment relationship or other legal relationship for the purpose of performing work, or engage in business activities under Hungarian jurisdiction, resulting in an insurance relationship as defined in Section 6 of Act CXXII of 2019 on the coverage of these benefits (domestic employment relationship),
 - c) maintain domestic employment for a period equal to the duration of their studies pursued with a Hungarian state (partial) scholarship from the date of termination of the given training

³³ Inserted by Senate Resolution 10/2023. (III.8.)

- within two years of the period of study supported by a Hungarian state (partial) scholarship, if he or she does not obtain a degree in the training supported by a Hungarian state scholarship within the deadline specified in point a), or
- d) repay the Hungarian state scholarship (partial scholarship) referred to in Section 48/C(a) of the Nftv. (1) (a) of the Hungarian state (partial) scholarship paid by the Hungarian state for the given training - increased by the annual average consumer price increase determined by the Central Statistical Office - if they do not maintain domestic employment as specified in point b) after obtaining their degree, or repay fifty percent of the debt to the Hungarian state if they do not maintain domestic employment as specified in point c).
- (6) As part of the enrollment process, the University shall conclude a student training contract with all applicants who are eligible for enrollment and who have initiated enrollment in self-financed training.
- (7) If an applicant admitted to self-financed training does not validly conclude the student training contract for any reason, their enrollment shall be invalid and their student status shall not be established.
- (8) Applicants classified for training supported by a state (partial) scholarship shall declare their acceptance of the conditions of training upon enrollment, while students reclassified for such training shall do so upon their first registration following reclassification.
- (9) Applicants who have been admitted may be represented by a representative with a power of attorney in the form of a private document or public document with full probative force, or by their legal representative. An original copy of the document certifying the right of representation must be attached to the declaration or contract.
- (10) The enrollment of a student participating in self-funded training in a given program is invalid if the full self-funded amount applicable to that program – or, in the case of any installment payment discount received from the institution, the amount due to other students by the deadline for payment of the full self-funded amount within the prescribed payment deadline, unless they have been granted a payment deferral. In such cases, the rules and legal consequences relating to non-fulfillment of student payment obligations shall apply.
- (11) Upon enrollment, the University provides students with an information booklet (study guide) in Hungarian and English containing the information necessary for continuing and planning their studies, or makes it available online.
- (12) At the time of enrollment, first-year students confirm with their signature that they have read the regulations affecting students published on the University's website and receive verbal information about the necessary details for exercising their rights and fulfilling their student and study obligations.
- (13) Those who have been admitted but have not enrolled do not acquire student status and must therefore be removed from the list of admitted students at the end of the registration period.

15. § Registration

- (1) Before the start of each training period, students must declare whether they will continue their studies in the given semester (registration) or suspend their student status for the given training period. Registration includes a list of the major(s) the student wishes to study. Students may withdraw their registration within one month of the start of the semester, but no later than October 14,

or March 14, or may request a suspension of their studies after registration until the same dates.

(2) Students can fulfill their registration obligation through the Neptun system during the registration period designated by the Study Department. After this, it is not possible to register for the given semester. Students who have not fulfilled their payment obligations cannot register.

(3) Students are also required to report any changes in their registered personal data within 8 days. If there has been a change in their data that must be verified with documents, they must report this in person to the Study Department, presenting the original documents at the same time. Students are liable for any damage caused to the University as a result of failure to comply with the data reporting obligation.

(4) If a student participating in self-funded training withdraws their registration by the specified deadline, they may choose to have the self-funded tuition fee paid for the following semester or to have the self-funded tuition fee paid, minus the administrative fee, refunded by the University. In the absence of any provision to the contrary, the University shall refund the tuition fees.

(5) If a student announces that they do not wish to fulfill their student obligations in the next training period, or if the student does not register for the next training period, their student status will be suspended.

(6) The Study Department shall determine the list of registered students by the end of the fifth week of the semester at the latest and shall notify those whose registration has been invalidated through the student information system.

(7) If a student who has already enrolled fails to meet their registration obligation through their own fault, their student status must be suspended and they must be registered for a passive semester.

(8) By enrolling and registering, the student declares that they are familiar with and will comply with the University's rules.

Suspension and termination of student status

16. § Suspension of student status

(1) During the suspension of student status, the student shall not be required to fulfill any academic obligations or achieve any academic performance.

(2) During the period of suspension, the student is not entitled to free services and student benefits, with the exception of library use. During the period of suspension of student status, the University does not issue or validate higher education student ID cards.

(3) The first break may take place after the successful completion of the first semester, however, in exceptional, justified cases, the rector may, based on the recommendation of the head of department, allow the suspension of student status even without the completion of the first semester, provided that the student is unable to fulfill their obligations arising from their student status due to childbirth, due to childbirth, accident, illness, or other unexpected reasons beyond their control.

(4) Student status may be suspended up to three times, but for no more than two semesters at a time. The rector may only grant a longer, continuous suspension if the student is unable to fulfill their obligations arising from their student status due to childbirth, accident, illness, or other unexpected reasons beyond their control. The total duration of the suspensions may not exceed six semesters.

(4a) Notwithstanding paragraph (4), a student may suspend their student status for a continuous period of four semesters if they receive infant care allowance, childcare allowance or, in view of their maternity leave, salary.⁽³⁴⁾

(5) The deferral shall be for a continuous period of up to two semesters, and the possibility of suspension may be exercised up to three times, and the restriction on the notification deadline specified in Section 15(1) (1) shall not apply if the student is unable to fulfill his or her obligations arising from student status due to childbirth, accident, illness, scholarship, or other unexpected reasons beyond his or her control. The student status of the student concerned, as listed above, shall not be terminated if he or she is unable to comply with the registration requirement after two semesters and can prove this by the beginning of the following, third semester at the latest, and at the same time submits a statement to the Study Department indicating their intention to maintain their legal status and specifying the expected duration of the interruption.

(6) If the student suspends their studies for two semesters, in the second semester of the suspension, the Study Department shall, until the end of the examination period, draw the student's attention to the legal consequences of failing to register for the third semester via the student information system.

(7) If the student does not register after the two-semester suspension period, their student status will be terminated.

(8) Based on the recommendation of the head of department, the rector may grant a suspension of student status until the end of the current academic period, provided that the student is unable to fulfill their obligations arising from their student status due to childbirth, accident, illness, or other unexpected reason, through no fault of their own.

(9) Student status shall be suspended if the student is suspended from continuing their studies as a disciplinary measure.

(10) If the student is suspended from continuing their studies for a specified period of time as a disciplinary measure, they are required to register to continue their studies after the expiry of this period without a separate call.

(11) After the suspension of student status, the student may continue their studies in accordance with the recommended curriculum/sample curriculum changes that have taken place in the meantime, according to the curriculum that applies to students who began their studies after enrolling in the program at a time corresponding to the duration of the suspension.

(12) If there have been changes to the curriculum during the period of suspension and the student can continue their studies under a different curriculum in accordance with paragraph (11), the validity of the previously acquired credits (in accordance with the rules on credit equivalence) shall be determined by the KÁB, taking into account the opinion of the program director. Before continuing their studies, students are required to contact the Study Department to discuss the extent to which any changes in the curriculum affect their studies.⁽³⁵⁾

17. § Termination of student status

(1) Student status shall terminate

³⁴ Inserted by Senate Resolution 33/2025. (VII.17.).

³⁵ Amended by Senate Resolution 10/2023. (III.8.)

- a) if the student is transferred to another higher education institution, on the date of transfer,
- b) if the student announces in writing that he or she is terminating his or her student status, on the date of the announcement,
- c) if the student cannot continue their studies in a program supported by a state scholarship and does not sign a training contract related to self-funded training.
- d) ^{on} the last day of the semester in which the student obtained the final certificate (absolutorium), ³⁶
- e) in higher education vocational training, if the student has become unfit to continue their studies due to health reasons and there is no other suitable higher education vocational training program at the University, or the student does not wish to continue their studies, or cannot continue their studies due to a lack of the necessary conditions, on the day the decision on termination becomes final,
- f) if the University terminates the student's student status due to payment arrears, after unsuccessful reminders and an examination of the student's social situation, on the date on which the decision on termination becomes final,
- g) on the date on which the disciplinary decision on expulsion becomes final,
- h) if the conditions specified in the Nftv. for establishing student status no longer exist, on the date on which the decision to terminate the student status becomes final,
- i) if a student participating in a program supported by a Hungarian state scholarship withdraws the statement referred to in Section 48/D of the Nftv.
(2) and does not undertake to participate in self-funded training.
- j) upon the death of the student.

(2) The University shall terminate the student status of a student by unilateral declaration if

- a) fails to fulfill their obligations regarding progress in their studies as set out in the TVSZ or the recommended curriculum/sample curriculum, in particular if
- b) the student has not earned at least 108 credits from compulsory and elective courses in an undivided master's program after the first 6 active semesters, at least 72 credits in a bachelor's program after the first 4 active semesters, or at least 20 credits in a master's program after the first 2 active semesters,
- c) the student does not commence their studies after a break in their student status,
- d) does not register for the next semester for the third consecutive time ⁽³⁷⁾

(3) Unilateral termination of student status pursuant to paragraph (2) is only possible if the University's Academic Affairs Department has previously notified the student in writing to fulfill their obligations by the specified deadline and informed them of the legal consequences of failure to do so ⁽³⁸⁾

(4) The University shall terminate the student status of a student by unilateral declaration

- a) ³⁹
- b) who has failed to complete the same course unit after three attempts.

³⁶ Amended by Senate Resolution 10/2023. (III.8.)

³⁷ Amended by Senate Resolution 10/2023. (III.8.)

³⁸ Amended by Senate Resolution 10/2023. (III.8.)

³⁹ Repealed by Senate Resolution 10/2023. (III.8.)

- (5) Students whose student status has been terminated may continue their studies after passing a repeat entrance examination.
- (6) In the case of students expelled for disciplinary reasons, the condition for applying for the entrance examination is exemption from the legal consequences of the disciplinary penalty.
- (7) In the case of students who have been readmitted following the termination of their student status, the provisions of Sections 25-26 of these regulations shall apply to the crediting and recognition of studies already completed.⁽⁴⁰⁾

18. § Procedure in the event of termination of student status

- (1) If student status is terminated, the Registrar's Office shall remove the student from the student register.
- (2) No separate decision is required for the removal; it shall be ordered in the decision declaring the termination or cancellation of the student status.

Students' academic rights and obligations

19. § Students' study obligations

- (1) The study obligations of the University's students arising from their student status are stipulated by law (primarily the Nftv. and its implementing regulations), the University's internal regulations, and the instructions of the rector and the chancellor.
- (2) The general study requirements for students include, in particular:
- a) participation in compulsory and elective courses (theoretical and practical), compulsory art camp practices, compulsory professional presentations, and exhibitions;
 - b) if the student is unable to participate in the artist residency assigned to them for justified reasons, they are required to take another artist residency practical course with the permission of their master;
 - c) to fulfill their academic obligations and professional expectations in accordance with their abilities, through regular work and disciplined behavior;
 - d) declare their study and examination obligations and any questions regarding the continuation of their studies within the specified deadline, and register in a timely manner;
 - e) successfully fulfill the competency requirements for obtaining a professional qualification, obtain the teacher signatures and exam grades necessary for their final certificate, defend their thesis or dissertation, and pass their final exam.
- (3) In addition to the detailed study requirements of the TVSZ, the study obligations of students are specified for each major in the training and output requirements, curricula, and subject programs.
- (4) During their student status, students are required to

⁴⁰ Amended by Senate Resolution 10/2023. (III.8.)

- a) comply with the study regulations, the University's rules and regulations, and the provisions of the rector and chancellor;
- b) comply with the prescribed work schedule of the educational institution (studio, workshop, artist colony, dormitory, or other host institution)
- c) preserve the equipment and works of art made available for study purposes, for which they are financially responsible.

(5) The mandatory requirements for students of the University are as follows:

- a) respect the intellectual property rights and authorship of others, especially University faculty and students;
- b) preserve the good reputation of the University;
- c) protect national cultural assets and values, as well as the living natural environment;
- d) respect human rights.

(6) In the event of a breach of the obligations arising from their study status and student status, university students shall primarily be subject to the academic consequences set out in these TVSZ.

(7) The Student Disciplinary and Compensation Regulations govern the compensation and financial liability of University students.

(8) When preparing for exams or writing their thesis, students may use applications with advanced or intelligent search engines, chatbots, or ChatGPT (hereinafter collectively referred to as AI applications) in an ethical manner, primarily for the purpose of gathering information and researching sources.

Students must make a written statement regarding the use of AI applications at the time of the relevant subject exam or when submitting their thesis, listing all AI tools used in the statement and certifying it with their signature to the examiner. in the case of a thesis, upon submission to the TO, to the academic lecturer.

The use and recognition of AI applications does not result in negative discrimination on the part of the instructor or examination committee, but if the extent of use is deemed disproportionate by the examining instructor or examination committee, or the thesis supervisor, the thesis reviewer, or the final examination committee deems the extent of use to be disproportionate, or if the use is not properly indicated in the declaration, the student may be excluded from the examination process or the final examination, and in more serious cases, sanctions for plagiarism may be applied.

Contents of the statement:

"1. I, the undersigned (Name, Place and date of birth, Neptun ID, Major), in compliance with my obligation to provide information, hereby declare that I used AI tools while preparing my thesis/dissertation (in preparation for a presentation, exam, or final exam), but the thesis can be considered my own intellectual product. In detail:...", or

"2. The undersigned (name, place and date of birth, Neptun ID, major) hereby declares, in compliance with my obligation to provide information, that I did not use any AI tools in the preparation of this paper/thesis (in preparation for a presentation or exam) and that the paper in its entirety can be considered my own intellectual product."⁴¹

⁴¹ Inserted by Senate Resolution 33/2025. (VII.17.).

20. § Students' rights related to their studies

- (1) Students are entitled to participate in university public life and in the work of representative bodies, committees, and student communities. If they accept an assignment, they are obliged to represent the sending organizational unit or student community.
- (2) Students have the right and obligation to promote and improve the teaching and educational work of the University through their suggestions.
- (3) Students of the University may attend any lecture without permission, except for those with limited attendance. Participation in professional practical classes requires the permission of the instructor leading the class.

21. § Participation in classes

- (1) Students are required to fulfill the obligations described in the course programs of the subjects included in the curriculum and to participate in the classes.
- (2) Absence from compulsory classes/sessions specified in the course requirements must be justified in accordance with the departmental requirements of the department that prescribes them.
- (3) The head of department may regulate the different rules for justifying absences from compulsory classes for correspondence students.
- (4) The instructor must refuse to sign the midterm grade for students whose absences exceed the following in full-time education:
 - ^{four} weeks of professional practical work, of which a maximum of two weeks may be unexcused absences per semester (the justification must be submitted to the instructor's department within one week of the justified period),⁴²
 - ^{four} occasions (weeks) of theoretical and professional theory classes not related to studio practice, of which a maximum of two occasions may be unexcused absences per semester (the excuse must be submitted to the instructor's department within one week of the excused period),^{43,44}
 - The following are considered excused absences: documented health reasons, artist residencies organized by the University, lectures by visiting professors at the University, and professional programs approved by the department head.
- (5) Student attendance must be recorded during classes. This can be done in three ways: the instructor records attendance weekly in the Neptun system, on an attendance sheet signed by the student, or with photo documentation. (Photos are used solely for the purpose of verifying attendance and may not be used publicly without the written consent of the students.) The instructor is responsible for compiling student attendance records for the semester. If the instructor uses attendance sheets signed by students or photographic documentation to verify student attendance, they are required to keep them for one year from the end of the semester.
- (6) If a student fails to meet the class attendance requirements or does not submit their report, the course instructor shall refuse to sign the course completion certificate. The instructor is required to enter "signature refused" in the Neptun system.

⁴² Amended by Senate Resolution 10/2023. (III.8.)

⁴³ Amended by Senate Resolution 10/2023. (III.8.)

⁴⁴ Amended by Senate Resolution 33/2025. (VII.17.).

(7) A student who is absent from classes/sessions during the semester may only be recognized if they make up for the missed exercises. The method and possibilities for making up for missed exercises and assignments shall be determined by the head of department or the instructor and communicated to the student in each case.

(8) Students who have enrolled in the studio practical course according to the curriculum are entitled to use the studio. If the student has already completed the studio practical course, they may not participate in studio sessions.

III. Chapter

Rules for studies and assessment

Structural, content-related, and temporal units of the program

22. § University training programs

(1) The University's training program is approved by the Senate. Training courses offered by the University, their duration and work schedule:

a) Duration:

In the case of preparatory training	2 ⁴⁵
In the case of undivided training	10
For basic training	6
In the case of master's programs	4
For master's programs based on master's programs	2
In the case of higher education vocational training	maximum 5 semesters (unless EU law stipulates a longer period for a particular program)
	EU law stipulates a longer period for a given program)
In the case of specialized further training	maximum 4
semesters ⁴⁶ In the case of doctoral programs	8 semesters

b) Work schedule:

- full-time training (daytime),
- part-time (correspondence).

(2) Types of programs offered by the University:⁴⁷

- Bachelor's degree
- Master's degree
- undivided program
- higher education vocational training
- specialized continuing education
- doctoral (DLA) program
- foreign language preparatory training⁴⁸

(3) The content of the studies consists of modules and teaching units (hereinafter referred to as curriculum units).

(4) The subject groups are as follows:

- general education subjects,
- theoretical subjects of the training program,
- practical subjects of the training program,
- compulsory supplementary subjects of university education.
- subject groups corresponding to the disciplines and fields of study published in the training and output requirements of the programs valid from 2016

(5) Subjects:

⁴⁵ Inserted by Senate Resolution 11/2024. (III.20.)

⁴⁶ Amended by Senate Resolution 10/2023. (III.8.)

⁴⁷ Amended by Senate Resolution 10/2023. (III.8.)

⁴⁸ Inserted by Senate Resolution 11/2024. (III.20.)

- a) For courses started before 2017:⁴⁹
 - aa) A/ 70% of the credits required for the qualification, ab) B/ 25% of the compulsory elective credits,
 - ac) C/ 5% freely selectable subjects.
 - b) For courses launched in 2017 or later ⁵⁰
 - ba) A/ 95% compulsory subjects,
 - bb) B/ at least 5% freely selectable subjects.
- (6) Completion of all compulsory subjects (A) is an essential requirement for obtaining the qualification. Of the compulsory elective subjects (B), the enrollment in and completion of the subjects with the credit value specified in the curriculum is an additional requirement for obtaining the qualification.
- (7) Elective subjects (C) are any subjects offered by the university that are not specified in the curriculum, with the exception of practical subjects with limited enrollment due to infrastructure conditions.
- (8) The provisions of paragraphs (3)-(7) of this section shall not apply to the training plan for preparatory training in a foreign language⁽⁵¹⁾

23. § Course program and prerequisites

- (1) Students shall be informed of the semester programs of the courses, the prerequisites for enrolling in the courses, and the requirements system by the responsible departments verbally and in the Neptun system during the first week of instruction.
- (2) The course program shall include:
- a) the course code, full and abbreviated title,
 - b) the number of weekly (semester) classes (lectures + seminars + classroom exercises + studio, artist colony, and teaching practice breakdown),
 - c) the type of end-of-semester assessment (signature, practical grade, written report, exam, comprehensive exam),⁵²
 - d) the amount of study work required to complete the course in credits,
 - e) the department and instructor responsible for the course,
 - f) the prerequisites for enrolling in the course,
 - g) the role of the course in achieving the objectives of vocational training,
 - h) a description of the course material,
 - i) the method of grading (signature), if the subject requires an exam the exam requirements,
 - j) the written, electronically recorded, and documented course material (list of textbooks, notes, examples, literature, case studies, etc.), the most important technical and other aids that can be used,
 - k) the number and type of tasks to be completed by the student individually.
 - l) the elements of competence to which it typically and substantially contributes
 - m) in the case of free choice, the admission capacity

⁴⁹ Amended by Senate Resolution 10/2023. (III.8.)

⁵⁰ Amended by Senate Resolution 10/2023. (III.8.)

⁵¹ Inserted by Senate Resolution 11/2024. (III.20.)

⁵² Amended by Senate Resolution 10/2023. (III.8.)

- (3) If a grade obtained in a particular subject is taken into account in the qualification of the diploma, the head of the department teaching the subject or the teacher responsible for the subject must draw the students' attention to this at the beginning of the course. (e.g. rigorous examination).
- (4) The conditions for progress in studies are determined by the prerequisite rules set out in the curriculum. The same subject may have several prerequisites.
- (5) The prerequisite for enrolling in a course is the knowledge required to understand the subject matter of that course, the knowledge included in another course or group of courses, and/or the verified fulfillment of certain criteria.
- (6) A maximum of three other subjects or, in terms of subject matter or the training objectives of the program, a maximum of one subject group (module) comprising several subjects with a credit value not exceeding 15 credits may be assigned as prerequisites for a given subject. For certain subjects specified in the curriculum, the simultaneous enrollment in other subjects, rather than necessarily prior enrollment, may also be specified as a requirement.

24. § Training and output requirements, credit accumulation

- (1) The professional requirements for higher education degrees and vocational qualifications that can be obtained at the University are determined by the training and output requirements specified in the legislation for each program, as well as by the curricula prepared on this basis.
- (2) The curriculum must be reviewed every five years. Changes to the curriculum may take effect at the earliest at the beginning of the following academic year. New or modified study and examination requirements may be introduced in a phased manner.
- (3) When compiling the curriculum and subject programs, in addition to the training and output requirements, international customs and standards, as well as practical and professional requirements, depending on the nature of the program, must be taken into account.
- (4) The recommended curriculum/sample curriculum contains the following for each teaching period:
 - a) the semesters in which the subject is offered (fall and/or spring),
 - b) the number of weekly (or semester) classes for each subject (lectures+ classroom exercises+ art and studio exercises (broken down into contact hours and individual student work hours) and the credits assigned to them,
 - c) the type of assessment (signature, practical grade, report, colloquium, comprehensive exam),
 - d) the criteria requirements and the deadline for their completion,
 - e) the prerequisite requirements.
 - f) number of contact hours related to the subject
- (5) By following the recommended curriculum/sample curriculum, students can complete their studies within the training period specified in the training and output requirements, with a consistent workload, in such a way that they can meet the prerequisite requirements for each subject. Students have the right to deviate from the recommended curriculum/sample curriculum within the framework of the curriculum (individual study plan).
- (6) In the University's credit system, the study, examination, and final examination requirements specified in the training and output requirements of the chosen training program must always be fulfilled within the time limit set for obtaining a bachelor's or master's degree. A specified number of credits must be earned from different subject groups, and the prescribed criteria must be met.
- (7) Number of credits to be earned per program:

- a) at least 180 and no more than 240 credits in the bachelor's program, with a minimum duration of 6 and a maximum duration of 8 semesters;
- b) ^{at least} 60 and no more than 120 credits in master's programs; the duration of the program is at least 2 and no more than 4 semesters;⁵³
- c) 60 credits in master's programs leading to a master's degree, with a duration of 2 semesters;
- d) in a unified, undivided program, at least 300 and at most 360 credits – [with regard to the provisions of paragraph (11)] – ; the duration of the program is at least 10 and at most 12 semesters;
- e) in specialized further training, at least 60 and at most 120 credits, with a training period of 2-4 semesters;⁵⁴
- f) doctoral training: at least 240 credits, duration of training: 8 semesters;
- g) in higher education vocational training, at least 120 credits, with a training

period of 4 semesters to be completed or achievable.

Students do not earn credits in foreign language preparatory training, but must complete the knowledge areas (subjects) specified in the training plan.⁵⁵

(8) In the University's recommended curricula/model curricula, at least 25% of credits must be chosen by students who began their studies before September 1, 2017. The compulsory elective subjects belong partly to the field of professional training and partly to the field of general education. A diploma thesis or thesis is compulsory for obtaining a degree. All curricula provide for the possibility of taking freely elective courses in at least 5% of the total credits assigned to the entire program – or, instead of these courses, participation in voluntary activities approved by the KÁB – and ensure that students can choose from courses worth at least 20% of the total credits.

(9) From 2017, the recommended curricula/sample curricula include compulsory and elective subject groups. Elective subjects account for at least 5% of the total credits required to obtain a degree.

(10) Taking into account the prerequisite courses and other study requirements, students complete their studies according to the recommended curriculum/sample curriculum developed for the program or according to an individual study plan.

(11) A study plan that differs from the recommended curriculum/sample curriculum allows students to choose from the recommended study requirements for the given study period. In this study plan, students may deviate from the course registration order specified in the recommended curriculum/sample curriculum. The University ensures that students participating in state-funded and self-funded programs can take courses worth 10% more credits than the required number of credits without paying additional fees or reimbursement fees. Students may take a maximum of 36 credits per semester (not including courses required by the KÁB).

If a student takes a course from the master's program in fine arts as an elective course, the credit value of that course shall not be included in the 10% free credit limit.⁵⁶

(12) The University records and summarizes the academic performance recognized with credits in the student's credit accumulation system and academic record. For the purposes of the summary, all compulsory, compulsory elective, and elective courses must be taken into account.

⁵³ Amended by Senate Resolution 10/2023. (III.8.)

⁵⁴ Amended by Senate Resolution 10/2023. (III.8.)

⁵⁵ Inserted by Senate Resolution 11/2024. (III.20.)

⁵⁶ Incorporated into Senate Resolution 10/2023. (III.8.)

and knowledge acquired elsewhere – formally, non-formally, informally – and accepted by KÁB.

(13) One credit may be awarded for the acquisition of a given body of knowledge.

25. § Recognition and transfer of credits

(1) Students may request the transfer of credits acquired and accumulated at other institutions and at different levels of education and in different majors to other levels of education through the Neptun system by the end of the course registration period.

(2) Two bodies of knowledge shall be considered equivalent if there is at least 75% overlap between them.

(3) In the case of recognition of compulsory and/or compulsory elective subjects acquired at another institution, the provisions on substitute subjects shall apply.

(4) With the agreement of the training programs, the KÁB determines the rules for the transferability of previously earned credits and the maximum number of credits that can be transferred.

(5) Credits earned in higher education vocational training may be transferred to basic training and undivided master's training in the same field of training. The number of credits that may be transferred shall be at least thirty and at most ninety.

(6) In the case of training leading to a second degree, the KÁB shall determine the training and output requirements of the program and which subjects from the studies undertaken for the first degree shall be recognized, taking into account the principles applicable to substitute subjects. However, even in this case, the duration of study cannot be shortened to less than the specified duration of training.

(7) The KÁB may recognize knowledge and work experience acquired through prior, non-formal, informal learning as fulfilling the study requirements.

26. § Acceptance of substitute and elective subjects

(1) A subject(s) may be replaced by another subject(s) if the total number of credits for the replacement subject(s) is not less than the total number of credits for the replaced subject(s) and at least 75% of the program corresponds to the program of the replaced subject. In the case of studies abroad, only credits earned at the partner institution may be counted. In cases where the program of the subject does not correspond to any of the subjects in the student's program, the subject in question may be recognized as an elective subject. ⁽⁵⁷⁾

(2) Only subjects that differ from those already taken into account for the fulfillment of the curriculum may be considered for the fulfillment of curriculum-related study requirements.

(3) During the last week of the semester preceding the given semester, the student may request the acceptance of courses planned to be taken or previously completed at another higher education institution, or the recognition of other competences acquired through non-formal and informal means. The decision on acceptance and recognition **s h a l l b e m a d e b y t h e** head of the department or the lecturer teaching the subject, taking into account paragraphs (1), (2) and (3), **o n t h e** recommendation of **t h e**

⁵⁷ Amended by Senate Resolution 10/2023. (III.8.)

consisting of qualified teachers with academic degrees. The KÁB shall evaluate applications submitted to it within a time limit that allows the student applying for admission (following any appeal) to compile their schedule for the following semester, taking into account the final decision.

(4) If credits corresponding to the curriculum of the major can be assigned to the substitute course, the grade obtained for the substitute course shall be accepted. If there are multiple grades, the rounded, weighted average shall be taken into account.

27. § Announcement and enrollment of courses

(1) The vice-rector for education and the head of the department responsible for the program are jointly responsible for announcing courses, and the department administrator is responsible for announcing courses in the Neptun system.

(2) Based on information provided by the departments, the University publishes the courses for the following semester, the announced subjects and their instructors, as well as the expected timetable in the Neptun system two weeks before the start of the current semester.

(3) Students may only enroll in a given course if they have fulfilled the prerequisite(s) and criteria requirements.

(4) The number of students accepted for a given course may be limited based on the reasonable workload of the instructor leading the course, the available space, the limited number of studios and teaching aids, and other objective reasons. The decision to launch a course with fewer than five students is made by the Vice-Rector for Education, taking into account the opinion of the Head of the Academic Department and with the approval of the Chancellor.

(5) If the course is not launched due to insufficient enrollment, the student may request a replacement course free of charge from the Academic Affairs Department within five working days of notification.

(6) Department administrators and the staff of the Academic Affairs Office assist students in selecting courses and provide information on the pre-study program, the TVSZ, and the interpretation of other regulations.

(7) If a student is unable to earn the credits for a registered course in a given semester, the course is considered incomplete, but the student may retake the course in a later semester.

(8) If the instructor has certified that the mid-semester requirements have been met at the appropriate level, but the student has not passed the exam, the student only needs to take the exam in the following semester, provided that the instructor announces an exam course. In the event of a significant change in the course program, the department must indicate in the course requirements to the students concerned that the mid-term requirements previously completed are not acceptable. In this case, the signature obtained becomes invalid and the mid-term requirements must be completed again.

(9) In the event of a student's error, it is possible to add or drop courses within one week of the registration deadline by submitting a request in the Neptun system. This is subject to verification by the Academic Affairs Office and the payment of a surcharge (according to Appendix 1 of the Student Fees and Benefits Regulations [HTJSZ] Appendix 1).

Erasmus scholarship students are required to report the courses they have registered for at the partner institution within one week of the closing date for course registration at the partner institution.

After the deadline for subsequent course registration, it is not possible to register for or drop courses, with the exceptions specified in paragraph (5) and Section 36 (2a).⁽⁵⁸⁾

(10) In the case of exam courses, the exam course must be registered in the same way as other courses.

(11) In the case of courses that build on each other, only one may be registered at a time, except where the course description allows it. In the case of exam courses, the exam course and one additional course may be registered. If the student fails the exam course, they may not register for any additional courses beyond the one registered in parallel.

(12) Students may only register for one course at a time, i.e., students may not register for courses held at the same time.

(13) All students of the University are required to regularly check the messages and entries in the Neptun system and to use this interface to manage their study records and other student-specific tasks.

28. § Criteria requirements

(1) ⁵⁹

(2) ⁶⁰⁶¹

The University shall ensure that all majors provide instruction in the foreign language skills necessary for the practice of the profession, as part of the curriculum, it shall ensure the conditions for students to acquire the foreign language skills required for the practice of the professional qualification specified in the curriculum and obtainable in the given program, and it shall provide students with the opportunity to test their knowledge and evaluate the acquisition of foreign language skills.

In connection with the enrollment in language courses, all students are provided with the opportunity to take a language proficiency test, consisting of a written and oral assessment (online). The Foreign Language Department announces exam opportunities for the proficiency test each semester, based on which students can select and enroll in the appropriate language course.

Taking the above into account, in order to receive a final certificate (absolutorium), all students must meet one of the following language criteria:

- a) they must have at least an intermediate (B2) or advanced (C1) level of proficiency in a living language, demonstrated by a written, oral, or complex type of general or specialized language exam, or an equivalent high school diploma or certificate;
- b) they must complete a subject taught in a foreign language as part of the curriculum of one of the University's programs during their studies;
- c) must complete a subject taught in a foreign language, advertised as an elective subject by one of the University's departments, during their studies;
- d) complete at least one foreign language, professional foreign language, or foreign technical language subject advertised as part of the curriculum of one of the University's programs, or the subject Presentation of Professional Work in a Foreign Language;

⁵⁸ Amended by Senate Resolution 33/2025. (VII.17.).

⁵⁹ Deleted by Senate Resolution 10/2023. (III.8.)

⁶⁰ Repealed by Senate Resolution 10/2023. (III.8.)

⁶¹ Amended by Senate Resolution 33/2025. (VII.17.).

- e) Students studying to become art teachers may fulfill the requirements of points a) to d) of this paragraph as a prerequisite for teacher training.⁽⁶²⁾
- f) The university provides technical language training for students enrolled in the correspondence course in restoration art in the context of non-studio practical subjects and professional theory subjects.⁶³

The language requirement may be fulfilled in any semester during the course of study, or it may be waived by passing and presenting a language exam during the course of study. If this requirement is not fulfilled, the student concerned will not be issued a final certificate.⁽⁶⁴⁾

(3) Students who hold a certificate of at least intermediate (B2) level in a complex general or specialized language exam are automatically exempt from foreign language courses and specialized foreign language courses if they submit a credit transfer request to the Study Department.⁽⁶⁵⁾

Students who are studying as visiting students at a foreign partner institution as part of international study or other programs (e.g., Erasmus, International Week, etc.) are exempt from the language requirements specified in paragraph (2) if they have completed at least one professional course in a foreign language as part of the program and submit a credit transfer request to the Study Department for its acceptance.⁽⁶⁶⁾

(4) All students must complete the fire, occupational and civil protection course, which is announced in the first semester of the training period, is completed with a signature, and has no credit value.⁶⁷

(5) With the exception of foreign language courses, compulsory courses not related to the major – criterion requirements – have no credit value. In justified cases (e.g., disability, serious illness), the subject teacher (head of the department) may grant an exemption from the study requirements.

29. § Academic calendar, teaching periods

(1) The duration of the training period is determined by law.

(2) The semester consists of a registration period, a study period, and an exam period. The semester 1 coursework period consists of 13 weeks of university instruction and 60 hours of artist residency practice, while the semester 2 coursework period consists of 15 weeks of university instruction. The exam period is 4 weeks in both semesters.

(3) The registration period, the beginning and end of the coursework period and the exam period, the deadline for submitting the diploma thesis/thesis, the final exams, teaching breaks, the Scientific Student Conference, and the dates of professional internships are determined each semester by the Academic Affairs Department in consultation with the Vice-Rector for Education, and the resulting semester schedule is approved by the Rector no later than June 15 and December 15 of each year. The Academic Affairs Department is responsible for publishing the semester schedule on the University's website and in the Neptun system.

⁶² Inserted by Senate Resolution 33/2025. (VII.17.).

⁶³ Inserted by Senate Resolution No. 33/2025. (VII.17.).

⁶⁴ Inserted by Senate Resolution 10/2023. (III.8.)

⁶⁵ Amended by Senate Resolution 10/2023. (III.8.)

⁶⁶ Inserted by Senate Resolution 10/2023. (III.8.)

⁶⁷ Amended by Senate Resolution 10/2023. (III.8.)

- (4) Other events that determine the academic calendar and differ from the semester schedule (study trips, artist residencies, teaching practices, etc.) shall be determined by the rector.
- (5) The registration period is the last two weeks of August before the fall semester and the last week of the exam period and the first week of the semester before the spring semester, which is also the course registration period.
- (6) During the rest of the semester, students attend classes and complete related independent assignments. Exams may only be taken if academic requirements and exam conditions have been met.
- (7) The rector may authorize up to 6 days of teaching breaks per academic year (rector's break).

Assessment and academic results

30. § Assessment of knowledge

- (1) At the beginning of the semester, the lecturer of the course must publish the semester course description in the Neptun system for students and inform students of the course requirements for signing and admission to the exam.
- (2) University lecturers and teachers have the right to interpret students' academic obligations in accordance with the curriculum and course program, to assess students, and to monitor their progress. The lecturer or teacher gives instructions (corrections) for subject-specific tasks and warns students who do not fulfill their academic obligations in writing, drawing their attention to the need to fulfill or make up for their obligations.
- (3) Students may take exams in subjects for which their semester has been recognized with a signature. The fulfillment of mid-semester requirements for subjects ending with an exam is verified by a signature in the Neptun system. The condition for admission to the exam is the acquisition of the signature. If the student does not meet the course requirements, the course instructor may refuse to sign the Neptun system and admit the student to the exam, or may make the recognition of the semester subject to conditions determined by the instructor. If a student fails to fulfill an obligation that is a prerequisite for admission to the exam according to the requirements and can be made up during the exam period, the student may attempt to fulfill the requirement for the given course once, no later than the end of the second week of the exam period. Two weeks before the end of the semester, the course instructor shall enter the course requirements in the Neptun system and refuse to sign for those who have not fulfilled the requirements. In the event of refusal to sign, an entry stating "Signature refused" shall be made in the Neptun system.
- (4) Students may only begin their midterm exams in a given course if they have fulfilled their academic and financial obligations (e.g., payment of tuition fees) by the end of the semester. The course instructor confirms in the Neptun system with their signature that the student has fulfilled the requirements for admission to the exam set for the theoretical and practical classes of the given course.
- (5) The forms of assessment to be used during the course are specified in the curriculum. The instructor is required to use a differentiated grading system to evaluate student performance:
 - a) a five-point scale: excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1), or
 - b) in the case of a report card in a three-grade system: excellent (5), satisfactory (3), unsatisfactory (1).

- a) The main forms of assessment for courses: The curriculum stipulates practical assessment (mid-term grade) for professional courses and if the practical application of the theoretical material of the course and the assessment of application skills are necessary from the point of view of the training objective. Students must fulfill the requirements of courses assessed with a midterm grade during the teaching period. The deadline for making up art colony and teaching practice assignments is determined by the departments. The departments determine the method and deadline for communicating and making up midterm grades. ⁽⁶⁸⁾
 - b) The report serves to assess the knowledge specified in the course program. It is evaluated on a three-point scale, which is included in the assessment of academic performance. No further exams may be prescribed based on the material covered in the assessment.
 - c) The exam tests the material covered in a given subject during the semester. The purpose of the exam is to assess the student's level of mastery of the material and to determine whether they will be able to master further material based on it. The exam is graded on a five-point scale. ⁽⁶⁹⁾
 - d) A comprehensive exam is an integrated assessment of the material covered in a subject over several semesters. It can be taken at the earliest after the student has passed the final exam for the subject covered by the comprehensive exam and obtained a midterm grade. The comprehensive exam is graded on a five-point scale. The comprehensive exam is a criterion for admission to the exams of the subjects that build on it. If the student takes the comprehensive exam at the end of the academic period, no other form of assessment – except for practical assessment – may be prescribed from the subject material in the semester of the comprehensive exam. The department may hold the comprehensive exam during the semester or outside the exam period. If a separate comprehensive exam period is provided for the comprehensive exam, a colloquium may also be required on the material covered in the last teaching period of the subject.
 - e) The student's compulsory professional practice (except for exchange programs abroad) must be assessed in accordance with the curriculum requirements.
- (6) Of the various forms of assessment, only one form of assessment may be prescribed for a given subject, with the exception of practical grades.
- (7) The knowledge acquired during the semester may be assessed, in particular during the exam period, by means of a written (closed) exam, the evaluation of a task (plan) completed at home, which, at the discretion of the instructor, may be included in the semester assessment or may constitute a condition for admission to the exam.
- (8) No distinction shall be made in the assessment of a student's work depending on whether they are receiving a state scholarship or are participating in self-funded training.
- (9) The examiner is required to record the student's performance on the exam paper and in the Neptun system. The Study Department checks the data in the Neptun system against the exam paper. In case of discrepancy, the data on the exam paper shall be considered authentic. In exceptional cases, the Study Department is also authorized to enter the grade into the Neptun system based on the exam paper.
- (10) End-of-semester grades may be given:
- a) with a mid-semester grade (marked f), for both theoretical and practical subjects, based on assessments during the semester,
 - b) with an exam grade (marked v), in which case the grade may only be determined on the basis of performance in the exam, or on the basis of mid-term assessments and performance in the exam

⁶⁸ Amended by Senate Resolution 10/2023. (III.8.)

⁶⁹ Amended by Senate Resolution 10/2023. (III.8.)

taking into account overall performance. In the latter case, at least 50% of the grade is based on the exam and at most 50% on assessments during the semester.

(11) If the mid-term grade is determined on the basis of closed-book exams, reports, tasks set in advance by the instructors, the opportunity must be provided during the semester to make up for failed or unwritten midterms, reports, and tasks set in advance by the instructors (an exception may be made for midterms, reports, and tasks set in advance by the instructors written in the last week of the semester). If the student is still unable to obtain a mid-term grade even with the opportunity(ies) to make up for missed work, they may attempt to obtain a mid-term grade by taking a repeat exam once or twice by the end of the second week of the exam period.

31. § Administrative rules for exams and comprehensive exams

(1) On exam dates, the number of exam rooms shall be at least one and a half times the number of students enrolled in the course. For oral exams with up to 30 students and written exams, the University shall announce at least 3 exam days during the exam period, distributed approximately evenly. For oral exams and exams that include a mandatory oral part, the University shall provide at least one exam day per week, if possible, for more than 30 students.

(2) For courses that end with a practical grade, which assess the completion of the tasks required during the semester, if the student does not meet the requirements by the first exam day, the instructor may provide an opportunity to make up for this by announcing a new date. In addition to paying the late fee and surcharge specified in the HTJSZ, it is possible to register for this additional date. One of these dates may be scheduled for the last week of the semester. ⁽⁷⁰⁾

(3) The exam schedule (the dates of each exam, the names of those involved in the examination, the time and method of registration, the date of publication of the exam results, and the possibility of retaking the exam) must be published in the Neptun system at least three weeks before the end of the semester. Registration for the exam begins two weeks before the end of the semester.

(4) Students may register for any of the announced exam dates from the start of the exam registration period until the end of the exam period. If the student does not register for an exam date or does not complete the exam, the course will be considered "failed." The University provides separate exam dates for students studying abroad on scholarships.

(5) Registration for a given exam closes at 10 a.m. on the working day before the exam in the Neptun system. If a student is unable to attend the exam on the chosen date, they may re-register for another date by 10 a.m. on the working day before the exam. After this, the exam cannot be canceled. ⁽⁷¹⁾

(6) Absence from the exam shall not affect the assessment of the student's knowledge in the next exam. If the student does not appear for the exam, their knowledge cannot be assessed, and a "Did not appear" entry must be recorded for the exam date. The University shall oblige the absent student to pay the fee specified in the HTJSZ if the student does not prove that their absence was justified by health or other reasons not attributable to the student. The reason for the absence must be documented. The supporting document must be sent electronically to the Study Department within 48 hours, on the basis of which a "Justified absence" entry will be recorded for the given exam date.

⁷⁰ Amended by Senate Resolution 33/2025. (VII.17.).

⁷¹ Amended by Senate Resolution 33/2025. (VII.17.).

In the event of a missed exam, the teacher cannot be obliged to increase the number of places available for exams announced for a later date or to set a new exam date. If the student is unable to register for the exam during the given exam period due to a lack of exam locations or dates, they may fulfill their exam obligation in the next exam period as part of an exam course⁽⁷²⁾

(7) Both the instructor and the student are required to be present at the announced exam date. If the student does not appear for the exam after 20 minutes, the instructor is entitled to consider the exam completed and to enter "did not appear" next to the student's name on the exam paper.

(8) The instructor is required to report the student's delay or absence to the Academic Affairs Office within 20 minutes of the start of the exam. In case of absence, the instructor is required to schedule an additional exam date.

(9) The examiner or committee may only examine students listed on the official exam paper printed from Neptun. The instructor may not add additional students to the printed exam sheet by hand. In the absence of a properly completed exam sheet, the exam shall be considered null and void, and no grade may be entered into the Neptun system.⁽⁷³⁾

(10) In the case of oral examinations, the examining teacher shall enter the students' results into the Neptun system no later than the working day following the examination. In the case of written examinations, the results shall be entered into the Neptun system within seven working days. An examination sheet must also be issued for grades obtained outside the framework of an examination. The exam paper containing the results must be completed in accordance with the rules and submitted to the Study Department no later than the working day following the exam date, or in the case of a written exam, no later than the seventh working day following the exam date. The instructor may not make any subsequent corrections to the submitted exam paper⁽⁷⁴⁾

(11) The Study Department is required to compare the data on the submitted exam papers with the data in the Neptun system no later than five working days after the end of the exam period. Only then can the student's semester be closed.

(12) Examination papers must also be issued for grades obtained outside the framework of examinations.

32. § Rules for conducting examinations

(1) During the exam, the examiner may check the student's identity. Students may not take the exam without photo ID.⁷⁵

(2) In the case of oral examinations, the examinee must be allowed a short period of preparation before answering questions. Examinations consisting of several parts should, if possible, be conducted on the same day⁽⁷⁶⁾

(3) The examiner and the chair of the examination committee are responsible for ensuring that the exams proceed smoothly and in a calm atmosphere. If any of the students participating in or preparing for the exam disrupts the exam and does not stop even after being warned by the examiner, the teacher is obliged to suspend the examination and record a "fail" grade on the examination paper of the student disrupting the examination.

⁷² Amended by Senate Resolution 33/2025. (VII.17.).

⁷³ Amended by Senate Resolution 33/2025. (VII.17.).

⁷⁴ Amended by Senate Resolution 33/2025. (VII.17.).

⁷⁵ Amended by Senate Resolution 33/2025. (VII.17.).

⁷⁶ Amended by Senate Resolution 33/2025. (VII.17.).

(4) Oral examinations, including final examinations and the defense of diploma theses and dissertations, are public, but grades may only be announced publicly with the student's consent. The head of department may restrict public access in order to ensure that the examination proceeds without disruption.

(5) In the case of practical assessment, the student may request that their professional work completed during the semester be assessed by an examination committee in the form of a resit exam. In the case of professional assessment, there is no place for a resit exam.

(6) The comprehensive exam must be taken before a committee of at least two instructors, and a report (comprehensive exam report) must be issued and sent to the Academic Affairs Office. The chair of the committee may be a university professor or associate professor.⁷⁷

(7) Students may retake a failed exam once free of charge on the official exam dates announced by the teacher (first retake exam). For the second or subsequent retake exams, students are required to pay the fee specified in the HTJSZ.

If the student did not appear at the previous exam, they shall pay the fee specified in Annex 1 of the HTJSZ for the given exam, unless their absence was due to reasons beyond their control, as documented⁽⁷⁸⁾

(8) The University allows students to improve their exam results during the given exam period, except for the grades given for assignments completed during the semester. In this case, the exam result invalidates the previous performance. Before the retake exam (retake test), the student must be informed that it is possible to fail the retake exam (retake test). The student may attempt to retake the exam once, free of charge.⁽⁷⁹⁾

(9) During the exam period (including the retake exam period), the student may retake a repeat exam or retake exam in a subject twice, regardless of whether they wish to retake a previous exam that they passed or failed. Each invalid exam (e.g., unexcused absence on the registered exam date) reduces the number of available exam opportunities by one.⁽⁸⁰⁾

(10) In the event of a failed (unsatisfactory grade) repeat exam or remedial exam in a given semester, the student may retake the course and take a repeat exam in the given subject a maximum of two additional times (in two additional exam periods), and must pay the repeat exam fee specified in Appendix 1 of the HTJSZ

¹. If the repeat exam is also unsuccessful, and the same person examined the student in both the exam and the repeat exam, the student must be provided with a separate exam room^{at their} request.

(11) If the repeat exam is also unsuccessful and the same person examined the student in both the exam and the repeat exam, the student shall be allowed, at their request, to take the next repeat exam before a different instructor or exam committee. The student shall also be entitled to this right if the exam is taken in a different exam period.⁸²

(12) Upon the student's justified request, considering the instructor's recommendation, the vice-rector for education may decide that the student may take the exam outside the exam period, but no later than the beginning of the next semester's regular period. Such an exam shall be considered an exam taken during the exam period.

⁷⁷ Amended by Senate Resolution 33/2025. (VII.17.).

⁷⁸ Amended by Senate Resolution 33/2025. (VII.17.).

⁷⁹ Amended by Senate Resolution 33/2025. (VII.17.).

⁸⁰ Amended by Senate Resolution No. 33/2025. (VII.17.).

⁸¹ Amended by Senate Resolution No. 33/2025. (VII.17.).

⁸² Amended by Senate Resolution No. 33/2025. (VII.17.).

33. § Recording of academic results

- (1) The Academic Affairs Department is responsible for maintaining a computerized record-keeping system and keeping track of any reported changes in students' academic performance and other data.
- (2) In addition to the student's personal data, the records must include:
 - a) the number of active semesters of the student,
 - b) the courses taken by the student by course type,
 - c) completion of semester signatures,
 - d) completed courses, their credit values, and grades,
 - e) the value of credit accumulation,
 - f) the registration number and location of decisions relating to the student's academic affairs.
- (3) The student's academic results are entered into the Neptun system's register by authorized instructors and administrators. The academic data in the Neptun system are certified copies of the examination papers. Any unauthorized entry into the Neptun system will result in criminal prosecution.
- (4) Students must be guaranteed access to the Neptun system for the purpose of reading their credit records and credit accumulation, but it must also be ensured that the system is protected from unauthorized persons in accordance with personal rights (data protection).
- (5) Students may view their written papers within 5 working days of the announcement of their grades, at a time agreed in advance with the instructor. The instructor is required to keep the papers for two years. Students are required to keep electronically submitted papers for two years.
- (6) Further data processing rules relating to students are contained in the University's Data Processing Regulations.

34. § Academic performance indicators

- (1) The semester average grade must be determined immediately after the exam period, but no later than the end of the third week.
- (2) Failed grades that have been corrected shall be disregarded when calculating the average grade.
- (3) The average academic result is:

a) excellent,	if the average is 5.00
b) very good,	if the average is 4.51 – 4.99
c) good	if the average is 3.51–4.50
d) is average,	if the average is 2.51–3.50
e) sufficient,	if the average is between 2.00 and 2.50
- (4) The amount of academic work accepted from the student is indicated by the number of credits earned in the given semester or since the beginning of their studies.
- (5) The quality of academic work is indicated by the credit-weighted grade point average.
- (6) Weighted grade point average= $\Sigma (\text{credit value of courses completed in the semester} \times \text{grade}) / \Sigma \text{total credit value of completed courses}$.

(7) The weighted grade point average can be calculated based on the credits earned by the student in a given semester or on the total number of credits earned (cumulative weighted grade point average).⁸³

(8) Credits and grades obtained through credit transfer based on previous studies are not included in the weighted grade point average for the given semester.⁽⁸⁴⁾

(9) The scholarship index, which applies to one semester, is used to evaluate the quantity and quality of academic work.

(10) Scholarship index = performance-based grade point average * $\frac{\text{completed credit} + 30}{60}$
 where the performance-based grade point average is = $\frac{\sum \text{obtained grade} * \text{subject credits}}{\text{total credits earned}}$

(11) When calculating the scholarship index, courses taken can only be taken into account if the course was completed in the semester to which the credit index applies. Credits for courses announced with an exam can be taken into account in the semester of successful completion.

(12) Scholarships for a given semester are determined based on the performance-based grade point average for the previous semester. If the previous semester was passive, the results of the last active semester will be used to determine the scholarship. The method of determination is specified in the HTJSZ.⁸⁵

Other academic rules

35. § Exceptional study arrangements

(1) In the case of guest student status, studies abroad, participation in parallel training, or for social and health reasons, the rector or, by delegated authority, the vice-rector for education may grant the student an exceptional study schedule based on the opinion of the department head.

Applications for exceptional study arrangements for a given semester may be submitted to the Study Department by the start of the semester (with the exception of those specified in § 36 (2)), by submitting an electronic (Neptun) application, to which the supporting recommendation of the instructor of the given subject must also be attached.

Special study arrangements may only be granted for courses for which the student has attached a document confirming the instructor's consent to the application.⁸⁶

(2) Based on the permission, the student may be granted full or partial exemption from compulsory classes, the deadline for submitting assignments may be modified, exams may be taken outside the exam period, but no later than the beginning of the next semester, the educational period may be completed earlier, or other benefits may be granted.

(3) The permit is valid for a specific period. The permit may only be used for one semester during the course of study and may cover a maximum of 70% of the courses taken.

⁸³ Amended by Senate Resolution 10/2023. (III.8.)

⁸⁴ Amended by Senate Resolution 10/2023. (III.8.)

⁸⁵ Amended by Senate Resolution 10/2023. (III.8.)

⁸⁶ Amended by Senate Resolution 33/2025. (VII.17.).

36. § Exercise of fairness

(1) Equity shall be exercised by the rector of the University in the case of any student enrolled in any program of the University, in an appropriate manner and with supporting documentation, taking into consideration the opinion of the head of department. Equity may be invoked once during the course of study. If the decision on fairness has financial implications, it shall only be valid with the countersignature of the chancellor.

(2) At the student's request, in cases deserving special consideration (proven health reasons, death in the immediate family, ^{etc.}), the rector of the University may grant an exemption – once during the student's legal relationship with the University – exclusively from the restriction on retaking failed exams and from the rules of dismissal determined by the University, and may also allow the submission of a request for an exceptional curriculum during the semester. ⁽⁸⁷⁾

(2a) If, for any reason, a student fails to register (enroll) for the given semester for an active semester or to register for courses during the registration and subsequent course registration period, the rector may exercise discretion, taking into account the opinion of the department head. For late enrollment and course registration permitted on the basis of fairness, the student shall be required to pay the fee specified in Annex 1 of the HTJSZ, unless the failure to register was due to a documented, justifiable reason for which the student cannot be held responsible. ⁽⁸⁸⁾

(3) The decision based on fairness must specify the conditions for making up for the omission, any exemptions, and must indicate that the student will not be eligible for further fairness concessions.

(4) There is no right of appeal after a request for fairness has been rejected.

(5) The decision on fairness must be recorded in the Neptun system.

(6) Students with disabilities are granted a rector's concession on a case-by-case basis.

Completion of studies

37. § Final certificate

(1) The final certificate (absolutorium): certifies the successful completion of the exams specified in the curriculum and – with the exception of the thesis or diploma project – the fulfillment of other study requirements, the credits required in the training and output requirements, as well as the criteria requirements specified as part of the curriculum, certifying without qualification or evaluation that the student has fulfilled all the study and examination requirements specified in the curriculum. ⁽⁸⁹⁾

(2) The University shall issue a final certificate to students who have fulfilled the study and examination requirements specified in the curriculum and the required professional/artistic practice – with the exception of the thesis diploma thesis, and has earned the required credits and met the criteria specified in the curriculum. ⁽⁹⁰⁾

⁸⁷ Amended by Senate Resolution 33/2025. (VII.17.).

⁸⁸ Inserted by Senate Resolution 33/2025. (VII.17.).

⁸⁹ Amended by Senate Resolution 10/2023. (III.8.)

⁹⁰ Amended by Senate Resolution 10/2023. (III.8.)

- (3) The condition for admission to the final examination is the acquisition of a final certificate (absolutorium).

38. § Thesis, dissertation⁹¹⁹²

(1) During the last two semesters of their studies, students shall prepare a thesis and dissertation with the credit value specified by the training and output requirements, demonstrating the knowledge they have acquired at the University and its creative application. The student shall report on the process of preparing the diploma thesis and written thesis at least three times during professional consultations. The completion of the consultations is a condition for admission to the diploma defense, which is confirmed by the supervisor's signature on the consultation sheet. The signature signifies the professional acceptance of the consultations; in the absence of this, the instructor may refuse to sign. The instructor is required to inform the student in advance of their quality expectations regarding the thesis.

(2) Two printed copies of the thesis, together with the signed consultation sheet, the plagiarism statement, and the statement on the use of MI tools in accordance with Section 19 (8), must be submitted to the Study Department by the deadline specified in the semester work schedule. By the same deadline, theses must be sent electronically in the specified format to the department administrators and uploaded to the interface provided by the library.

(3) In the event of late submission and/or uploading of a thesis, a late fee shall be paid in accordance with the HTJSZ, and the student shall be required to submit their thesis by the new deadline without being asked to do so. otherwise, with regard to Section 39 (2) c), the thesis cannot be defended in the given year.

(4) The thesis is an independent, written work on a topic chosen from a subject related to the student's studies, which, using domestic and international literature, demonstrates that the student is capable of applying the acquired knowledge in practice and performing independent professional work.

(5) The thesis is supervised by a thesis supervisor. The thesis supervisor is a public employee of the University, but the person responsible for the training may also approve an external expert as a consultant. The consultation sheet has two columns. In the first column, the supervisor must certify at least three consultations during the preparation of the written thesis. In the second column of the consultation sheet, the subject teacher certifies the process of preparing the thesis by signing it at least three times. Without these certifications, the thesis cannot be submitted and the thesis cannot be defended.

(6) The thesis is archived by the University. The minimum and maximum formal requirements for the thesis are determined by the departments by November 15 each year, which must be submitted to the Study Department. The Study Department uploads the formal and content requirements for the thesis to the Neptun system and the website.

(7) In the case of restoration artist training, in addition to preparing a thesis and diploma project, it is also mandatory to prepare documentation of the restoration work related to the diploma project, and in the case of visual design artist training, documentation of the implementation of the diploma project must also be prepared.

⁹¹ Amended by..... Senate Resolution

⁹² Amended by Senate Resolution 33/2025. (VII.17.).

39. § Final examination

(1) The final examination is an assessment and evaluation of the knowledge, skills, and abilities required to obtain a degree, during which the student must also demonstrate that they are able to apply the knowledge they have learned. The final examination consists of several parts, as specified in the curriculum: the defense of a thesis or dissertation, as well as oral examination parts (as specified in the recommended curricula/model curriculum).

(2) ⁹³ Students who meet the following criteria are eligible to take the final exam:

- a) have earned the minimum number of credits required for their level of qualification as specified in the curriculum, have fulfilled the criteria requirements , and the "Thesis " / "Preparation of a Thesis" has been obtained,
- b) has prepared their thesis in accordance with the criteria specified by the given department,
- c) submitted their thesis together with the signed consultation sheets by the designated deadline,
- d) has obtained the final certificate,
- e) has no outstanding debts to the University in terms of material or financial resources.

(3) Students who have not fulfilled their payment obligations to the university by the due date shall not be admitted to the final examination. ⁹⁴

(4) Registration for the final exam shall be made via computerized records within three weeks prior to the date of the final exam.

If a student fails to complete their final exam before the termination of their student status, they may take the final exam within two years of the termination of their student status (i.e., after obtaining their final certificate), in accordance with the provisions of the training and output requirements in force at the time of the final exam, during any final exam period.

After two years following the termination of student status (i.e., after obtaining the final certificate), but within the following five years, the department announcing the final exam shall determine the conditions for admission to the final exam and may decide to announce the inclusion and completion of differential subjects and/or exams.

No final examination may be taken after the fifth year following the termination of student status.

For students enrolled before September 1, 2012, this paragraph shall apply with the following exceptions:

- the final examination may be taken during the final examination period following the award of the final certificate within the framework of student status, and then, after the termination of student status, during any final examination period until the end of the seventh year from the date of issue of the final certificate, in accordance with the applicable training requirements.
- When taking the final exam by this date, the candidate shall not be required to take a differential subject and/or exam, but shall comply with the provisions of the training and output requirements in force at the time of the final exam.
- No deadline may be set for taking the final exam, but after seven years have elapsed since the issuance of the final certificate, the department announcing the final exam shall determine the conditions for admission to the final exam and may decide to announce the enrollment in and completion of differential subjects and/or exams. ⁹⁵

⁹³ Amended by Senate Resolution 33/2025. (VII.17.).

⁹⁴ Amended by Senate Resolution No. 33/2025. (VII.17.).

⁹⁵ Amended by Senate Resolution 33/2025. (VII.17.).

(5) The rector shall designate at least two final examination periods per academic year. The final examination may only be taken during the designated final examination period.

(6) The final examination and thesis defense shall be conducted before a final examination committee consisting of a chair and at least two other members. The final examination committee shall be composed in such a way that at least one member is a university professor or associate professor, and one member is not a lecturer at the department concerned.

(7) The chair and members of the final examination committee are appointed by the rector for each final examination period. Separate committees may be appointed for each part of the final examination associated with the training programs.

(8) The members of the committee grade the candidate's professional competence and then determine the result of the final examination in a closed session, by vote in the event of a dispute. In the event of a tie, the chairperson shall have the casting vote. The final examination grade may only be announced publicly with the student's consent.

(9) Minutes shall be kept of the final examination.

(10) The final exam result may consist of the following grades, in accordance with the output requirements of the given subject:

- a) ⁽⁹⁶⁾ the thesis and dissertation are graded with a single grade, and the final exam subjects specified in the curriculum of the given program are graded on a five-point scale [(excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1))];
- b) the thesis and dissertation are evaluated with two grades, as well as the grades of the final exam subjects specified in the curriculum of the given program, with five grades each [(excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1))];
- c) ⁹⁷ the diploma thesis and the thesis, as well as the public defense, are evaluated with three grades, and the final exam subjects specified in the curriculum of the given program are evaluated with five grades each [(excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1))];
- d) ⁹⁸⁹⁹ in the restorer-artist training program, the diploma thesis, the accompanying restoration work documentation, and the thesis, with one or two grades, as well as the grades for the final exam subjects specified in the curriculum, with five grades each [(excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1))];
- e) ¹⁰⁰ the thesis and the dissertation, or the dissertation portfolio, shall be evaluated with one or two grades; in the case of multiple grades, each grade shall be evaluated on a five-point scale [(excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1))];
- f) ¹⁰¹ the thesis corresponding to the specialization, or the theses corresponding to the sub-specializations, as well as the evaluation of the dissertation, shall be evaluated with separate grades, each on a five-point scale [(excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1))];
- g) ¹⁰² For students enrolled from the 2024/2025 academic year, the master's degree program in visual design, the thesis, the accompanying thesis implementation documentation, and the thesis shall be graded with three grades, each on a five-point scale [(excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1))].

⁹⁶ Amended by Senate Resolution 36/2023 (V.02.)

⁹⁷ Inserted by Senate Resolution 36/2023 (V.02.)

⁹⁸ Inserted by Senate Resolution 36/2023 (V.02.)

⁹⁹ Amended by Senate Resolution 33/2025. (VII.17.).

¹⁰⁰ Inserted by Senate Resolution 36/2023 (V.02.)

¹⁰¹ Inserted by Senate Resolution 36/2023 (V.02.)

¹⁰² Incorporated by Senate Resolution 33/2025. (VII.17.).

For students enrolled in the master's program in visual design before the 2024/2025 academic year, the diploma project and thesis will be graded on a two-point scale, with five grades each [(excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1))].

If a student has failed to meet the requirements of a final exam subject, has failed (received a failing grade) the final exam, or has not participated in the announced final exam, then they may retake the final exam for that subject in the case of a failed final exam, or take a make-up final exam in the case of non-participation.

If, during the final exam period following the award of the final certificate, the applicant does not take a final exam in one or more final exam subjects within the framework of their student status, they may take a substitute final exam in the given subject.

(10.A) In the event of a failed (partial) final exam, the candidate may take the (partial) final exam two more times. If the candidate has exhausted the scope of repeat final exams, the rector may, upon request, exceptionally – in justified cases – allow another final exam, disregarding the time limit specified in time limit specified in paragraph (5).⁽¹⁰³⁾

(11) A successful final exam cannot be retaken.

40. § The diploma

(1) The diploma is a public document bearing the coat of arms of Hungary, which contains the name of the University, its institutional identification number, the serial number of the diploma, the name of the holder of the diploma, their birth name, place and date of birth, the level of qualification, the degree awarded and the name of the field of study, professional qualification, place of issue, year, month, and day of issue, the classification of the qualification and professional qualification certified by the diploma in accordance with the Hungarian Qualifications Framework and the European Qualifications Framework, and the duration of the training in accordance with the training and output requirements. It must also contain the original signature of the rector and the stamp of the University.

(2)¹⁰⁴

(3)¹⁰⁵

(4)¹⁰⁶

(5)¹⁰⁷

(6)¹⁰⁸

a)¹⁰⁹
b)¹¹⁰

¹⁰³ Inserted by Senate Resolution 33/2025. (VII.17.).

¹⁰⁴ Repealed by Senate Resolution 10/2023. (III.8.)

¹⁰⁵ Repealed by Senate Resolution 10/2023. (III.8.)

¹⁰⁶ Repealed by Senate Resolution 10/2023. (III.8.)

¹⁰⁷ Repealed by Senate Resolution 10/2023. (III.8.)

¹⁰⁸ Repealed by Senate Resolution 10/2023. (III.8.)

¹⁰⁹ Repealed by Senate Resolution 10/2023. (III.8.)

¹¹⁰ Repealed by Senate Resolution 10/2023. (III.8.)

(7) The University shall issue and deliver the diploma to the student within thirty days of the date of the successful final examination.¹¹¹

(8) The grade of the diploma shall be determined by the simple arithmetic average of the final exam grades and the unrounded average of the comprehensive exams.

If the student meets the requirements of more than one specialization in a given program and passes the final exams required for each specialization, the grade on the diploma shall be determined by the simple arithmetic mean of the final exam grades and the unrounded average of the comprehensive exams for each specialization, in such a way that the comprehensive examination subjects are only taken into account once for the calculation of the average. (¹¹²)

(9)¹¹³

(10) Based on the average result calculated in accordance with paragraph (8), the certificate shall be graded as follows:¹¹⁴

a) excellent	4.51 – 5.00
b) good	3.51 – 4.50
c) average	2.51 – 3.50
d) sufficient	2.00 – 2.50

(11) A diploma with distinction is awarded to students who have achieved excellent results in all subjects in the final examination, whose thesis and all their exams have been graded as excellent, whose weighted average grade for the entire period of study is at least 3.51, and whose grades are all above average.

(12) The diploma is presented to students at a formal ceremony.

(13) The University issues the diploma in Hungarian and English.

(14) The diplomas issued in basic and master's programs, as well as in undivided programs, specialized further education, and higher education vocational training, entitle the holder to fill a position and pursue an activity, as defined by law.

(15) The English and Latin designations of the levels of qualification certified by diplomas issued in Hungary are as follows:

- a) basic degree "Bachelor" or "baccalaureus" (abbreviated: BA, BSc),
- b) master's degree "Master" or "magister" (abbreviated MA, MSc).

(16) The diploma supplement specified by the European Commission and the European Council must be issued in Hungarian and English together with the diploma. The diploma supplement shall be signed by the rector or, in his absence, by the vice-rector. The purpose of the diploma supplement is to make it easier for third parties, primarily foreign interested parties, to understand what knowledge and skills the diploma certifies. (¹¹⁵)

(17) The first issuance of documents related to the training is free of charge; the fee for any further issuance shall be determined by the HTJSZ.

¹¹¹ Amended by Senate Resolution 10/2023. (III.8.)

¹¹² Amended by Senate Resolution 33/2025. (VII.17.).

¹¹³ Repealed by Senate Resolution 10/2023. (III.8.)

¹¹⁴ Amended by Senate Resolution 10/2023. (III.8.)

¹¹⁵ Amended by Senate Resolution 33/2025. (VII.17.).

IV. Chapter

The University's information and credit information system

41. § Informing students

- (1) The University ensures that all students receive adequate information about the university credit system and its rules on the University's website and in the Neptun system.
- (2) The Vice-Rector for Education and the Head of the Study Department shall ensure that students starting their university studies have access to the regulations on the University's website when they first enroll.
- (3) The Vice-Rector for Education and the head of the department responsible for the program must ensure that written information is available to students, detailing the training objectives of the programs, the requirements, the complete curriculum for all specializations (if applicable), and the program of courses announced by the University on the University's website. ⁽¹¹⁶⁾

42. § The Neptun system

- (1) The University keeps records of students' personal data and data related to their studies and exams in the Neptun system. The student register database is Neptun.
- (2) When establishing student status, students receive a student ID and Neptun code. If they forget their password, they can obtain a new one from the Study Department either electronically or in person. ⁽¹¹⁷⁾
- (3) If the student fails to meet the deadline for data modification, document submission, replacement, and payment obligations, and does not comply with an electronic reminder, the Study Department is entitled to block the student's access to the Neptun system.
- (4) The Neptun system must be designed in accordance with the principles of the ECTS (European Credit Transfer System) in Hungarian and English, thereby facilitating the studies of foreign students in Hungary and the domestic recognition of the studies of Hungarian students abroad.
- (5) The common rules of the Neptun system are that the description of courses, the principles of their interdependence, and the registration system are the same across all departments of the University.

43. § Neptun registration

- (1) Students receive automatic notification in the Neptun system about the registration and modification of courses. Students are entitled to print out a course registration form from the Neptun system for the given study period. The course registration form can be printed from the first working day following the end of the course registration period specified in the academic calendar. It is the student's responsibility to print the course registration form. The course registration form contains the semester of the given academic year, the student's name, student ID number, and the name of the course or curriculum unit registered by the student.
- (2) Students will receive automatic notification in the Neptun system regarding the completion of course requirements (signature). Students can print a course completion sheet from the Neptun system for the course units validated by signature. Printability

¹¹⁶ Amended by Senate Resolution 10/2023. (III.8.)

¹¹⁷ Amended by Senate Resolution 10/2023. (III.8.)

The start date is the day after the instructor's signature is provided. The student is responsible for printing the course completion sheet. The course completion sheet includes the date of the exam, the exam evaluation, the name of the examiner, the instructor's ID number, and their signature.

(3) At the student's request, the instructor records the grade received on the exam on the course completion form and authenticates it with their signature.

(4) All grades must be recorded in the Neptun system by the examiner by the working day following the exam, or in the case of a written exam, by the seventh working day following the exam date. The examiner is responsible for ensuring that the grade is recorded with the correct content in all cases.

(5) Grades may only be corrected by the staff of the Study Department on the basis of the official exam paper submitted.

(6) The Study Department is required to close the students' semester in the Neptun system within five working days after the last day of the exam period, and the student will receive a Neptun message about this.

44. § Procedure for modifying and correcting Neptun data

(1) Within five days of the end of the course registration period, students may submit a request to the head of the Study Department to object to the course registration data in the records, which must be reviewed within five working days. The student will be notified of the outcome in the student information system within the same deadline. If the student does not raise an objection to the course registration data in the registry within the period open for objections, they may not raise an objection to the closed course registration at a later date, as the deadline is final.

(2) During the examination of the merits of the objection, the student is entitled and obliged to attend the classes of the disputed courses. If the objection is rejected, the student may, within 15 days of notification, lodge an appeal with the Student Appeals Committee, addressed to the Student Appeals Committee but submitted to the Study Department, in accordance with the provisions of the HJGYK.

45. § Neptun transcript

(1) At the student's request, the Study Department is obliged to provide a free extract of the data specified in the implementing regulation of the Nftv. once every semester. The student may use the transcript to certify their participation in the program or completion of a specific course. If the student requests the issuance of a transcript more than once within a semester, they shall be required to pay the fee specified in the HTJSZ.

(2) If the student continues his/her studies at another higher education institution, the University shall register the date of termination of the student's legal relationship in the Neptun system on the basis of the transfer decision sent to the University by the receiving higher education institution and the certificate specified by law, and shall issue a paper-based certified index/transcript within fifteen days of the termination of the student's legal relationship. The index or transcript shall be issued by the Study Department and certified by its head.

46. § Final and transitional provisions

(1) These regulations shall enter into force on September 29, 2021.

(2) According to the wording of these regulations, they have been consolidated with the amendments adopted by Senate Resolution No. 11/2024. (III.20.), which shall enter into force on March 21, 2024.

(3) According to the wording of these regulations, they have been consolidated with the amendments adopted by Senate Resolution No. 33/2025. (VII.17.), which shall enter into force on July 18, 2025.

(4) *In the case of online, distance learning ordered by the Rector's instruction (or in the case of partial online, distance learning, only for specific courses), the following amendments apply:*

- *Deleted from Section 18 (2) a): participation in compulsory artist colony practices, compulsory professional presentations, and exhibitions;*
 - b) comply with the work schedule prescribed by the instructor in the Neptun system for online education;*
 - e) successfully fulfill the competency requirements for obtaining a specialized qualification, obtain the teacher signatures and exam grades required for their final certificate, defend their thesis, diploma portfolio, and pass their final exam;*
- *19 § Students of the University may attend any online lecture without permission, except for those with limited enrollment.*
- *20. § Participation in online classes*

Students are required to fulfill the obligations described in the course programs of the subjects included in the curriculum and to participate in online classes.

The consequences of absences are decided by the instructor. Depending on the number of missed online classes and other circumstances, the instructor, with the agreement of the department head, may require the student to submit a report before the end of the semester or may refuse to sign the semester report.

If the student fails to meet the online class attendance requirements or does not complete the report, the instructor will refuse to sign off on the completion of the course. The instructor is required to enter "signature refused" in the Neptun system.

The semester of a student who has been absent from the mid-year online classes can only be recognized if, after consultation with the instructor, they complete additional assignments as agreed upon.
- *22 § The course program and prerequisites are available in the online education system.*

In the mandated online education system, the modified course descriptions written by the instructors and approved by the department heads and vice-rectors for education are valid, and students are notified of these in a group Neptun message.
- *28 § The registration, the beginning and end of the semester and the exam period, the deadline for submitting the diploma portfolio/thesis, the final exams, the*

teaching breaks, the Scientific Student Conference, and the dates of professional internships shall be determined each semester by the Academic Affairs Office in consultation with the Vice-Rector for Education, and the resulting semester schedule shall be approved by the Rector no later than June 15 and December 15 of each year. The Academic Affairs Department is responsible for publishing the semester schedule on the University's website.

During the rest of the semester, students participate in digital classes and complete related independent assignments. Exams may only be taken if the academic requirements and exam conditions have been met.

- 29 § a) *The main forms of assessment for courses: The curriculum prescribes practical assessment (practical grade) for professional courses and if the practical application of the theoretical material of the course and the assessment of application skills are necessary from the point of view of the training objective. Students must fulfill the requirements of subjects to be assessed with a practical grade during the teaching period. The deadlines and requirements for making up for artist residency and teaching practice are determined by the departments in the online education system. The method and deadline for communicating and making up practical grades are determined by the departments. Documents and research materials related to artwork plans created during online education are evaluated by the instructor in a predetermined manner.*
- 30 § *Registration for a given exam closes at 10 a.m. on the working day before the exam in the Neptun system. If a student is unable to participate in the exam online on the chosen day, they may re-register for another date by 10 a.m. on the working day before the exam. After that, the exam cannot be canceled.*

Absence from an online exam cannot affect the assessment of the student's knowledge in the next exam. If the student does not register for the online exam, their knowledge cannot be assessed. The University shall oblige the absent student to pay the costs specified in the Student Refund and Allowance Regulations if the student does not prove that their absence was justified for health reasons. In the case of a missed exam, the teacher shall not be obliged to increase the number of exams or to grant an additional exam date. If the student is unable to register for the exam due to lack of space or time, they may fulfill their exam obligation in the next exam period as part of an exam course.

Both the teacher and the student are required to appear online at the announced exam time. If the student has not logged in to the online exam after 20 minutes, the teacher is entitled to consider the exam completed and to enter "did not appear" next to the student's name on the exam paper.

The teacher is required to report the student's delay or absence to the Study Department within 20 minutes of the start of the online exam. In case of absence, the instructor is required to schedule an additional exam date.

The examiner or committee may only examine students listed on the official exam paper generated by the Neptun system and sent to them electronically by the department administrator. The instructor may not add additional students to the printed exam paper by hand. In the absence of a properly completed exam sheet, the exam shall be considered null and void, and no grade may be entered into the Neptun system. The instructor shall return the exam sheet to the department administrator as a reply email after entering the grades. This shall be accepted as a signature by the institution.

The examiner shall enter the students' results into the Neptun system no later than the working day following the exam. and shall submit the exam paper containing this information, duly completed, no later than the working day following the exam day, or in the case of a written exam, no later than the seventh working day following the exam day

The instructor may not make any corrections to the submitted exam paper after the fact. The Academic Department is required to compare the data on the submitted exam papers with the data in the Neptun system no later than the seventh working day following the end of the exam period.

The Study Department is required to compare the data on the submitted exam papers with the data in the Neptun system no later than five working days after the end of the exam period. Only then can the student's semester be closed.

Examination papers must also be issued for grades obtained outside the framework of examinations.

- **31. § Rules for conducting online exams**

The examiner and the chair of the examination committee are responsible for ensuring that online exams run smoothly and in a calm atmosphere. If a student participating in the exam disrupts the examination and does not stop even after being warned by the examiner, the teacher is obliged to suspend the examination and record a "fail" grade on the exam paper for the student disrupting the exam.

Oral exams are conducted online. In the case of practical assessment, the student may request that their professional work completed during the semester be assessed by an examination committee in the form of a retake exam. In the case of professional assessment, there is no place for a retake exam.

In the online examination system, the examination must be taken before a committee of at least two instructors, minutes must be kept, and these must be sent electronically to the Study Department. The chair of the committee is usually a senior instructor (university professor, associate professor).

Students may retake a failed exam once free of charge on the official exam dates announced by the teacher (retake exam). If the student did not appear at the previous exam, they are required to pay the fee specified in Appendix 1 of the Student Fee and Benefit Regulations in order to be admitted to the additional exam, unless their absence was due to health reasons supported by a medical certificate.

The University allows students to improve their exam results during the given exam period, except for the grades given for assignments completed during the semester. In this case, the exam result invalidates the previous performance. Before the retake exam (final exam), the student must be informed that it is possible to fail the exam (final exam).

During the examination period (including the re-examination period), students may retake a remedial exam twice in a given subject, regardless of whether they passed or failed the previous exam. Each invalid exam (e.g., unexcused absence on the registered online exam date) reduces the number of available exam opportunities by one.

In the event of a failed retake exam, the student may retake the subject and take the retake exam up to two more times. The retake exam fee specified in Appendix 1 of the Student Fee and Benefit Regulations must be paid for the retake exam. In the case of a compulsory course (A), if the retake exam is also unsuccessful, the student is required to retake the course.

If the retake exam is also unsuccessful and the same person examined the student in both the exam and the retake exam, the student may request to take the retake exam before a different instructor or examination committee. The student is entitled to this right even if the exam is taken in a different exam period.

Upon the student's justified request, considering the instructor's recommendation and based on the decision of the vice-rector for education, the student may take the exam outside the exam period, but no later than the beginning of the next semester's regular period. Such an exam shall be considered an exam taken during the exam period.

- **36. § Final certificate**

The final certificate (absolutorium): certifies the successful completion of the exams specified in the curriculum and – with the exception of the language exam and the preparation of the thesis (diploma portfolio) – the fulfillment of other academic requirements, as well as the credits assigned to the thesis (diploma portfolio), certifies that the student has fulfilled all the study and examination requirements specified in the curriculum.

The University issues a final certificate to students who have fulfilled the study and examination requirements specified in the curriculum and the required professional practice, with the exception of passing the language exam, preparing the thesis, and preparing the diploma portfolio, and who have earned the required credits.

The final exam can only be taken after obtaining the final certificate (absolutorium).

The final exam may be taken during the exam period following the acquisition of the final certificate within the framework of student status, and then within two years after the termination of student status during any exam period, in accordance with the valid training and output requirements. The final exam cannot be taken after the fifth year following the termination of student status.

- 37. § Thesis portfolio, thesis

During the last two semesters of their studies, students shall prepare ~~a thesis portfolio~~ and thesis with the content specified by the training and output requirements, demonstrating the knowledge they have acquired at the University and its creative application. The student shall report on the process of preparing the thesis portfolio and written thesis at least three times during professional consultations. The completion of the consultations is a condition for admission to the thesis defense, which shall be certified by the supervisor's signature on the consultation sheet. The electronic signature signifies the professional acceptance of the consultations; in the absence of this, the instructor may refuse to provide the electronic signature. The instructor is required to inform the student in advance of their quality expectations regarding the thesis.

The thesis and the thesis portfolio must be submitted in electronic form, together with the electronically signed consultation sheets, to the department administrators by the deadline specified in the work schedule at the latest.

A late fee specified in the Student Refund and Benefit Regulations must be paid for late submission of the thesis, and the student is required to submit the thesis by the new deadline without being asked to do so, otherwise they will not be allowed to defend their thesis in that year.

The thesis is an independent, written work on a topic chosen from a subject related to the student's studies, which, using domestic and international literature, demonstrates that the student is capable of applying the acquired knowledge in practice and performing independent professional work.

The thesis is supervised by a thesis supervisor. The thesis supervisor is a public employee of the University, but the person responsible for the training may also approve an external expert as a consultant. The consultation sheet has two columns. In the first column, the thesis supervisor must certify at least three consultations during the preparation of the written thesis. In the second column of the consultation sheet, the subject teacher must certify the process of preparing the thesis portfolio at least three times with their electronic signature. Without these certifications, the thesis cannot be submitted and the thesis portfolio cannot be defended.

The thesis and the thesis portfolio are archived by the University.

The minimum and maximum formal requirements for the thesis are determined by the departments by November 15 each year, which must be submitted to the Study Department, and

in a manner customary for the given program and suitable for informing students. The Academic Affairs Office shall upload the formal and content requirements specified for the thesis to the Neptun system.

- 38. § Final examination

The final examination is an assessment and evaluation of the knowledge, skills, and abilities required to obtain a degree, during which the student must also demonstrate that they are able to apply the knowledge they have learned. The final exam consists of several parts, as specified in the curriculum: the defense of the thesis and diploma portfolio, as well as oral exam sections. Students are eligible to take the final exam if they:

- a) have earned the minimum number of credits required for their level of qualification as specified in the curriculum, the criteria requirements and the "Thesis Preparation"/ "Thesis " or or grade evaluation,
- b) the given specialization by specified criteria,
- c) submitted their thesis together with the electronically signed consultation sheets by the designated deadline,
- d) has obtained the final certificate,
- e) has no material or financial obligations to the University.

Students who have not fulfilled their payment obligations to the University will not be admitted to the final exam.

Registration for the final exam takes place via computerized registration within three weeks prior to the date of the final exam.

If the student does not complete their final exam before the termination of their student status, they may take the final exam within two years after the termination of their student status, based on the provisions of the training and output requirements in force at the time of the final exam. After two years have elapsed since the issuance of the final certificate, the rector of the University may, acting in his or her discretionary power, allow the final exam to be taken. The final exam cannot be taken after five years have elapsed since the termination of student status.

The rector shall designate at least two final examination periods per academic year. The final examination may only be taken during the designated final examination period.

The final examination and thesis defense must be taken before a final examination committee, which shall have a chair and at least two other members. The final examination committee shall be composed in such a way that at least one member is a university professor or associate professor, and one member is not a lecturer in the department concerned.

The chair and members of the final examination committee are appointed by the rector for each final examination period. Separate committees may be appointed for each part of the final examination associated with the training programs.

The members of the committee grade the candidate's professional preparedness and then determine the result of the final exam in a closed session, by vote in the event of a dispute. In the event of a tie, the chairperson has the casting vote. The final exam grade may only be announced publicly with the student's consent.

Minutes must be kept of the final exam.

The final exam result consists of the following grades:

- a) the evaluation of the thesis portfolio and the thesis, which is given a single grade on a five-point scale (excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1)), and
- b) the grades for the final exam subjects specified in the curriculum of the programs.

If the candidate fails the final exam, they may retake it twice. If the candidate has exhausted the possibility of retaking the final exam, the rector may, upon request, exceptionally allow another final exam. A successful final exam cannot be improved upon.