

ORDER OF STUDY PROCEDURES
OF
THE FACULTY OF HUMANITIES AND
SOCIAL SCIENCES,
UNIVERSITY OF SZEGED,
HUNGARY



2018

Please note that the numbers set in bold within parentheses in this document refer to the pertaining parts of the Academic and Examination Regulations (hereinafter cited as: AER) of the University of Szeged (herinafter cited as: USz).

Part 1.
**GENERAL REGULATIONS, ALSO WITH THE SCOPE ON STUDENTS WHO
STARTED THEIR STUDIES AFTER 31st AUGUST 2006.**

AER USZ 22.1.

In matters that are in agreement with and are within the framework of the provisions of law, other university regulations and the present document, and in regards to matters falling within the scope of the academic and examination regulations, the faculty councils — while ensuring the student union's right to have its say in the matters — may adopt statutes; furthermore, the dean may specify deadlines within which certain obligations are to be met, determine how responses to requests are handled and how matters within requests are allowed to be verified, and may also introduce forms for the requests.

In study matters that fall within the scope of the present document, central educational university units participating in a programme are obligated to formulate — within the frame of the present regulations — their own regulations and local conduct of study affairs observing the overall conduct of study affairs.

AER USZ 22.3.

The faculty is obligated to regulate every question, whose regulation the present document specifies as the authority of the faculty (sections 3.1., 4.1., 4.3., 5.3., 7.2., 8.1., 9.1., 9.3., 12.3., 13.2., 13.3., 18., 19.2., 19.4., 19.7., 22.1., 22.2.).

AER USZ, Chapter 6: The student status

1. *The legal status of those students whose status in NEPTUN appears as „waiting to enter” at the end of the period of taking courses is suspended for the time of the current semester, except if the student in question defrayed his/her fees until the end of the period of taking courses, but it is not registered in NEPTUN until this time. In such a case, in order to expediate the procedure, the student is allowed to show the proof of paying the required fee within one week after the end of the period of taking courses at the Registrar's Office, where the changing of the status will also be implemented.*
2. After the period of status assignment, provided that the required sum has been paid, students can ask for the restoration of his/her active status by submitting a request addressed to the dean via the Modulo system, as long as the delay is satisfactorily explained, supported by an authoritative document accompanying the request. No request can be submitted for the restoration of active status after the 15th November and the 15th April.
3. If the student is interrupting his/her studies or is in a passive status, in the actual semester, no completion of courses shall be possible. **(6.2.)**

AER USZ, Chapter 7: Course registration

1. In addition to offering and taking courses, posting and signing up for examinations shall take place in the system NEPTUN.

2. Via the system Modulo students can request permission for taking or dropping a course after deadline before the end of the week following the closing of the period of taking courses. If a student misses the deadline out of his/her own fault, a fee for special procedure must be paid. The approval by the instructor of the course must be attached to the request. After this time of grace or if the request is filed not in relation to the current semester, students may ask for a permission to take or drop a course by means of a special request addressed to the Dean, submitted in Modulo, but only if supported with strong justification, proven by documents, and with the approval of the instructor enclosed.

3. In the case of subjects concluding with a comprehensive or academic exam the student must take the comprehensive or academic exam within the period for choosing courses during the semester when s/he can be assumed to be able to complete it, irrespective of the number of courses out of the prerequisites to be completed in the same term-time or exam period. If one or more prerequisites remain uncompleted in any given semester, it is possible to drop a comprehensive or academic exam after the deadline with the permission of the Academic Board in the case of a course as a prerequisite, concluding with a seminar grade, until the first day of the exam period, in the case of a course as a prerequisite, concluding with an oral exam, until the first day of the retake exam period, upon the payment of a special procedural fee, in either case.

It is not possible to drop a course after the deadline if it is a comprehensive or academic exam either already sat for or failed or a course registered in NEPTUN concluding with an assessment.

(7.1.)

4. For those MA students who were admitted into the programme without fulfilling all the entry requirements can be required to take and complete supplementary courses in line with the training and output requirements of their major and are to complete them until the end of the second semester of the programme.

5. Should a student fail to complete a subject during the semester, in the case of a failed exam or seminar grade s/he shall receive the appropriate assessment. **(7.3)** An uncompleted course need not be taken again if the curricular requirements are met without the completion of the course, and the certificate of the completion of studies can be issued without it.

6. Should a student fail to proceed with his/her studies according to the master plan of his/her studies, the course that s/he has not taken yet must be offered for him/her in an extraordinary fashion only if there is a group of students in the same major whose master study plan contains the course, except if it is a course offered without lectures and for a grade only. In the latter case, the course must be made available for the student. **(7.5.)**

7. In accordance with the study programme of USZ, non-corresponding BA students and teacher trainees within the undivided programme are obliged to complete two semesters of PE in daytime during their training (**Senate resolution # 184-185/2006**).

AER USZ Chapter 8: Study obligations, knowledge-testing

1. It is obligatory for students to participate in the classes of the programme. In the case of lecture courses, if the student has missed over six sessions, s/he must be denied access to exam as well as assessment of the completion of the course by means of signature, and a „non-assessible” note shall be entered into NEPTUN.¹

A seminar grade cannot be acquired without participating in a seminar or practices, with the exception of the student having received permission to proceed by an exceptional study schedule in relation to the course in question. In the event of a class missed, and if it is possible to arrange, the student must be given the opportunity to make up for it. If there are more than three unrectified absences signature and assessment must be denied. („non-assessible” note)

Practices cannot be completed if the number of absences exceeds six weeks, a „non-assessible” note shall be entered into NEPTUN, and the student must take the course again.

In classes meeting less frequently than one week, the extent of absence cannot exceed 20%. In the case of seminars and practices the assessment of which is based on continuous testing a failing seminar grade can only be improved by taking the course again. In the case of seminars and practices the completion of which is not based on continuous testing (e.g. in-class tests, take-home papers) the failing seminar grade can be improved once. The way of improvement and the deadline for it shall be announced by the instructor of the course in the description.

The deadline for getting seminar grades is the end of the term-time. Meeting seminar requirements (grades) within the exam period is possible only if permitted by the instructor of the course.

It is the instructor of the course who decides on registering the presence in classes as well as the way of making up for missed classes.

2. The various phases of training may conclude with an academic or comprehensive exam. The prerequisites for these are contained in the study plans of majors and minors.

3. Those BA students whose training requires the taking of a specialisation or minor must choose one of these during their training. A student can freely apply for a specialisation or minor if it is linked to their programme in so far as it is open for application and the student

¹ The application of these three lines was suspended by the dean of the Faculty of Humanities and Social Sciences, University of Szeged through his ordinance no. 1/2016. (IX. 15.), and the suspension was sustained through his ordinance no. 1/2017. (II. 2.).

For the time of suspension the following stipulations of the AER shall be observed:

2. Fundamental concepts and interpretive regulations

subject requirements: The scope of those regulations announced which concern the completion of the subject, including,

– class-attendance (lecture, seminar, practice) requirements and the possibilities of making up for missed classes,;

– the means of justifying absences from classes and examinations,

– the restrictions on being permitted to take an examination,

8.4. The faculty or the teacher responsible for the teaching of the subject announces the subject requirements, the subject syllabus, and the form of the examination on the “annotation” section of the ETR t by the end of the second week of the study period at the latest.

meets the requirements of taking it. In addition to the specialisation or minor necessary for the diploma, if justifiable, a further specialisation or minor can be taken together with the payment of fee charged for exceeding the upper limit of credits taken, however, such specialisation or minor must be completed parallel with the diploma requirements. Application for the second specialisation or minor shall be judged by the Academic Board on an individual case basis. In a BA programme the changing of specialisation or minor can be requested once during the training period, by means of a request addressed to the Academic Board.

Students entering the MA programmes must choose a specialisation if the major contains a specialisation. Considering the fact that choosing a specialisation is possible only after registration for the major, the Faculty – due to economic reasons – can launch only those specialisations that have sufficient numbers of applicants. Specialisations may be launched in the second semester of the training programme at the earliest.

Application for specialisations shall take place in the middle of the autumn of spring semester.

The dean's cabinet shall make decisions on the number of students required for launching a specialisation at the BA or MA level. The decision shall be made after talks with the department or institute responsible.

4. Students participating in the undivided teacher training with the option of qualifications as secondary or primary school teacher trainees can choose whether to go for primary or secondary school teacher's qualifications. Related regulations can be found on the homepage of the Centre for Teacher Training entitled *Information about the divergence of undivided teacher training majors following the common phase of training.*

(8,1., 8.4)

5. Regulations penalizing plagiarism in relation to seminar papers and other written assignments:

- If the offence of plagiarism can be divined without doubt, the assignment in question is assessed as a failure, and there is no possibility of remedy in the same semester. Remedying the grade can only happen by retaking the course.
- If plagiarism is repeated, in addition to receiving a failing grade and the obligation for the student to take the course again, the dean may order a procedure of dismissal.

(Detailed stipulations concerning plagiarism can be found in the „Regulations concerning plagiarism by students” of the FHSS, USZ.

Regulations concerning the BA and MA Theses can be found under clause 1, chapter 18, part I, as well as in the „Regulations concerning plagiarism by students” of the FHSS, USZ.)

5. **Possibilities to make requirements easier to meet for students with disabilities are contained in the *Regulations for Equal Opportunity and Equal Treatment* of the USZ**

AER USZ Chapter 9. Exemption from the completion of certain study requirements

1. The Academic Board has the power to give permission for an exceptional exam and study schedule based on the preliminary written proposal by the director of studies – with his/her academic responsibility. Once in possession of it – depending on the content of the permission – the student can receive full or partial exemption from participating in mandatory classes, can take his/her exams before the start of the exam period, can take subjects of the next academic year in advance, can finish the period of studies earlier than the official deadline, or can extend his/her exam period. Before the issuance of the permission general regulations are in force.

Even students pursuing an exceptional study schedule are obliged to meet all study requirements.

Request for an exceptional study schedule can be turned in via the platform of Modulo during the term-time, likewise a request for an exceptional exam schedule, but during the exam period. Before the submission of the exceptional study schedule, studies must be pursued by the regular study schedule.

Students can apply for an exceptional study and exam schedule in the following cases, with the reason supported by authorised documents:

- a) studies pursued in another institution temporarily or for a longer period (scholarship abroad, part-time studies, parallel studies);
- b) in cases justified on a medical basis;
- c) a grave and significant change in one's familial and social standing.

(9.1.)

AER USZ Chapter 11: Parallel studies, guest-student, students partaking in partial-upgrading programmes

1. In the case of a transfer, the student from a different university or faculty establishes a student status with the faculty as a result of which his/her legal status ceases to exist with the mother institution. Transfer is only possible in a self-financing track, and in an exceptional case, its prerequisites being compatibility as regards major and specialisation, the language of instruction, two completed semesters in the previous major (in cases with special appreciation due – including a first year student asking for a passive semester – one completed semester), furthermore, in every finished semester at least a 3.51 (good) grade point average.

The transfer is decided on by the Academic Board, which considers the professional opinion of the department (or institute) responsible. The credit transfer procedure takes place at registration, on the basis of credit transfer request submitted via Modulo.

The deadline for the submission of transfer requests together with prescribed annexes is 30th June. No transfer is permitted during the semester.

Registration is possible after the transfer only if the student has produced a proof of valid student status issued by his/her previous institution at the Registrar's Office.

2. **Shift between various forms of study** (daytime, corresponding, evening training) is only possible in the case of an extraordinary and documented reason that has an influence on the familial and living conditions of the students, and on the basis of permission by the dean from the academic year following the submission of the request. The request for the shift must be turned in to the Academic Board via Modulo at the end of the academic year. Shifting between different forms of study in the middle of the semester is possible only if the student is having his/her autumn semester. The deadline for submission must be set in a way that the decision can be executed before the period of taking courses by ranking and the registration of tuition fees within NEPTUN.

The procedure of credit transfer following the shift between forms of study must take place in the semester of starting the new form of study within the cycle 0 of credit transfer.

3. In the case of changing a major the student requests transfer from the training programme (major) started on the basis of the original permission for admission into a major to the new training programme (major) under the conditions as specified in the 11.0 clause of the Study and Exam Regulations. The request for the change of a major must be submitted to the Academic Board of the student's own Faculty, which is possible to do only once during one's studies.

The Board makes its decision upon the shift between majors after taking into consideration the professional standing of the department (institute) in charge of the new major. The credit transfer procedure shall take place in the semester when the new major is started.

The deadline for submitting requests for changing a major together with the requested annexes is 30 June. The changing of a major shall not be permitted during the semester.

AER USZ Chapter 12: The examination period

1. Students – unless permitted to go by a special exam schedule – are obliged to register for one of the exam days per subject announced via NEPTUN electronic course registration system before the start of the exam period at the latest, through the WEB for students. Registering for an exam can be modified before the closing of registering for exams if it is still possible to transfer to another exam time.

2. Students receiving permission to go by a special exam schedule must ask for an individual appointment during the exam period (until the end of the exam period, at the latest), together with authenticated documentation with the reason stated. The exam period can be extended until 15 October or 15 March at the latest in this manner. **(12.2)**

3. In the case of an academic exam two exam times must be provided during the exam period (one at its beginning, another in the second half of it), while in the retake exam period one repeated exam time is compulsory to announce. In this way, the academic exam can be repeated once within the same exam period, while the second chance can take place during the retake exam period only. **(12.3.)**

4. BA and MA students sitting for their final examinations in the period set by the master curriculum can take exams in advance as of 1 May according to clause 9 supplementing chapter 19 of AER USZ of Part I of these Regulations.

AER USZ Chapter 13.: The examination process

1. The department head is responsible for the implementation of examinations as posted, while the examiner or the chairperson of the examination board is responsible for the undisturbed and calm atmosphere of examinations.

The instructor is obliged to deny a student an examination opportunity if NEPTUN does not show his/her approved registration for a given subject or an exam.

When sitting for an oral exam, the examinee must be provided at least 10 minutes for preparation. Oral exams are open to the instructors and students of the Faculty. If the student

is taking an exam before an examination board, in the case of the equality of votes, the vote of the chair person shall decide.

Rules to be applied in view of disability are contained by the *Regulations of Conditions Assuring Equal Opportunity and Equal Treatment* of the USZ.

The oral comprehensive exam must be taken before a committee of two, and minutes must be taken. The minutes must be submitted at the Registrar's Office before the end of the retake exam period.

(13.1)

2. The fulfilment of study requirements is certified by the instructor by way of entering the grade in the course completion sheet of the student as well as in system NEPTUN.

Grades conferred can also be entered into NEPTUN by the department head, the deputy head or the NEPTUN administrator of the department on the basis of the exam sheet or another kind of records of the instructor in the case of hindrance (illness, official business, etc.).

3. If the exam consists of a written and an oral part, the department responsible shall determine if following an exam ending in failure the student can take an oral exam.

4. If any component of the comprehensive exam or academic exam is assessed as a failure, the overall grade of such an exams is to be assessed as a failure.

If the student passes each module of the comprehensive or academic exam, but fails the exam itself, the department can accept the module already passed by the student. Pertaining regulations must be posted on the department homepage at the beginning of the semester in which the exam takes place, at the latest.

(13.3.)

5. Being absent from an examination shall result in a "the student failed to appear for the exam" note on the exam sheet and in NEPTUN. If the student cannot turn up for an exam and it is not his/her own fault, within five days after the exam s/he can submit a request to the instructor of the course, enclosing documents sustaining the reason for missing the exam. Should the student fail to do this, with the semester having been closed, the absence cannot be justified retroactively. In the case of a positive decision on the request, "the student failed to appear for the exam" note is to be deleted and to be replaced with an "absence justified" note, and the exam does not qualify as an exhausted chance by the student. **(13.4.)**

6. The rules of written exams also apply to E-exams, including regulations concerning sitting for an exam for the second time.

AER USZ Chapter 14: Retaking an unsuccessful examination

1. In the retake exam period only a retake exam can be taken, that is, a condition for taking the exam is a grade 1 given during the exam period.

2. In the event of taking an exam for a second time or more – irrespective of appearing for the exam or not – the student is obliged to pay a fee of retake exam. Taking a course for the second time, an exam can only be a retake exam or repeated retake exam, while taking the course for the third time the exam qualifies as a repeated retake exam.

3. The third retake attempt after an unsuccessful oral, academic or comprehensive exam in the same subject within the same exam period can be requested only if this is the only course taken but not completed by the student in the given exam period. The third retake exam can be requested by means of a plead addressed to the dean, via the system Modulo, to be accompanied by the approval of the instructor or the examiner(s). Students not having an exceptional exam and study schedule cannot take their third retake exam without the exam period. **(14.2)**

VHR 58. § (2): If the retake exam following the failed exam was not successful, at the request of the student it must be made possible for him/her to take the new retake exam before another instructor or an examination board.

4. The examiner/exam committee of the repeated retake exam shall be appointed by the head of the department responsible. As an observer, one instructor member of the Academic Board or the vice dean for study affairs takes part in the exam. **(14.4)**

AER USZ Chapter16: Calculating study performance

For students participating in the credit-based training academic results per semester are to be calculated in the following manner:

- Weighted grade point average:

$$\text{WGPA} = \frac{\sum (\text{number of credits} * \text{grade})}{\sum \text{accumulated credit}}$$

- Creditindex:

$$\text{CI} = \frac{\sum (\text{number of credits} * \text{grade})}{30}$$

- Corrected creditindex:

$$\text{CI}_{\text{corr}} = \text{CI} * \frac{\text{credits actually acquired by the student}}{\text{credits assumed to be acquired by the students}}$$

The grant regulations of the USZ determines which method of calculating the grade point average forms the basis of the grant.

At the end of semester the number of credits accumulated by the student up until then, must be determined. **(16.1.)**

AER USZ Chapter 18.: Thesis, diploma-work

1. Students must prepare a BA or MA thesis per major – one in a teacher training major – as a prerequisite for the final exam. If the student is preparing more than one thesis, the texts must differ from each other in content at least 70%, no matter whether or not they were done in the same semester or are submitted in the same institution. The same applies to works written in a foreign language. In the lack of the 70% difference in content, both theses shall be evaluated as failure, and if they were not submitted in the same semester, then the one turned in later will be assessed as a failure. The student can attempt to take the final exam in the next exam period, submitting a thesis or theses with (a) new topic(s).

2. The BA/MA thesis must be uploaded to the form connected to the final exam registration in Modulo until the time determined by the Faculty and must be submitted to the department/institute responsible on a data carrier and in a format as specified by the department/institute.

The departments/institutes have the power to set prerequisites for the way and deadline of the submission of the thesis at the department; however, the deadline of submission cannot be later than the Faculty deadline. The prerequisites set by the department/institute must be posted on the department/institute homepage at the start of the semester when the final exam is scheduled. In parallel with submitting their theses, until the set deadline at the Registrar's students are obliged to submit their declaration that being completely aware of their responsibility under penalty for misdemeanour they maintain that their theses submitted are of their own production (in the case of works submitted in a foreign-language-related major also in regard to the language of instruction), and neither in the past, nor currently is under evaluation their thesis the 70% of the content of which is the same. If the contrary is proven, the student's thesis is to be assessed as a failure and disciplinary proceedings can be initiated. (Plagiarism related regulations can be found in "Regulations concerning students' plagiarism" of FHSS USZ. Regulations concerning the plagiarism of seminar papers can be found under clause 4 supplementing Chapter 8 of Part I AER USZ in this document.

3. The BA/MA thesis must be prepared according to the formal and content-related criteria valid in the current academic year when it is to be submitted and must be dated the semester connected to the current final exam period, even if the defence of the thesis does not take place in the semester when the diploma is conferred upon the student. This policy is also to be followed if the thesis is re-submitted. Possible thesis topics as well as the content-related and formal criteria of the thesis must be announced by the departments/institutes at the start of the academic year in every year.

In the case of double majors, the thesis topic form contains the title of the other thesis as well as the name of the department and the supervisor involved in its preparation.

As of the 2008/2009 academic year graduate students are obliged to take a seminar for thesis writing and consultation in the last semester as determined by the master curriculum. One more of this can be optionally taken by the student, but in and by itself it does not suffice to activate a semester.

4. BA students starting their studies as of (or after) September 2006 are obliged to choose a thesis topic before the end of the period of taking courses of the 5th semester, and report their choice to the department responsible using the appropriate form. MA students are to do the

same before the end of the period for taking courses of the 3rd semester. Students must give the final title of the thesis, the name of the supervisor and their intention to sit for the final exam to the Registrar's via the system Modulo before the end of the last semester's period for taking courses (in the case of registration for a final exam after the completion of studies, the time for this is the start of the semester that is closed by the final exam period targeted by the student)

Changing the topic or the supervisor of the thesis is possible only once in the training cycle, its ultimate deadline for a student unfinished with his/her studies being the end of the period of taking course in the last semester of the training, while for those finished with their studies, the end of the period of taking courses in the semester for submitting the thesis. To change the topic or the supervisor of the thesis, the student must submit an appeal to the dean via the system Modulo, with the approval of the head of the department responsible as well as the supervisor(s) enclosed.

5. Prerequisites for BA theses are the following:

- a work of one's own, written in the language of instruction, 20-35 pages long (excluding the table of contents and bibliography), 12 pt letter size, 1.5 space. The standard margins are 2.5 cm.
- In the Slavonic Studies BA programme, at least with 5 pages out of the 20-35-page-long thesis written in the language of instruction being the summary of the text written in Hungarian.
- In certain programmes providing skills as well (such as communication studies), the thesis requirement can be alternatively met by the preparation of a practical assignment.

(...)

6. The department/institute responsible for any given major shall define the requirements for an MA thesis at its own discretion and make public on its homepage at the beginning of the penultimate semester of the programme at the latest.

(...)

AER USZ Chapter 19.: Final examination

1. Only those students can sit for a final exam who already have their final certificate and have submitted their theses and/or portfolio until the official deadline (in the case of a thesis, it is April 30 in the summer final exam period, and November 30 in the winter final exam period).

Students can register for the final exam via the system Modulo before the deadline as set for the current semester.

The Registrar's Office shall post the deadline for registering for the final exam on its homepage.

Registration for the final exam can be withdrawn up until the submission of the thesis at the department responsible. Once a thesis or a portfolio is submitted, it shall enter the evaluation procedure and cannot be withdrawn irrespective of the endresult of said procedure.

In the case of a final exam taken with a special permission students must ask for the dean's permission previously via Modulo to register for a final exam in the first two weeks of the term-time. A special permission can be applied for in the following cases:

- registration following three unsuccessful final exams
- in the case of studies started after July 2012, after the end of the second year as counted from having the final certificate

2. Grading the BA/MA thesis consists in the mathematical average of the grades given by the opponent and the supervisor plus the evaluation of the student's performance at the oral part of the final exam. Evaluation of the thesis as well as the defense is done according to a five-grade scale. The final exam is valid only if none of the composing grades is a fail.

If the readers' opinions about the defendability of the thesis diverge a third reader is appointed whose decision shall be binding. The student must be notified about it before the appointment of a third reader by e-mail, and s/he must be given the opportunity to request the appointment of an independent external expert for the third reader (an instructor teaching at a different Faculty, with expertise in the academic field/in the topic of the thesis) within 24 hours after notification by way of an appeal addressed to the dean (alongside information about it provided for the director of studies) via the system Modulo (with the notification enclosed). The evaluation of the external expert must be considered when assessing the thesis and must be attached to it.

3. All the evaluations making suggestions for the grade on the thesis – including the evaluation of the third reader as well – must be made available for students at least one week before the time of the final exam by e-mail, and the thesis must be got to the chair of the exam committee.

4. The chair of the final exam committee, with the consent of the Faculty Council, is commissioned by the dean for the period of one year.

5. Minutes must be taken about the final exam and signed by the members of the final exam committee. The minutes must contain every partial exam, every element of the final exam, every partial grade, titles of the items picked by the students, the questions asked by the examiners as well as the questions above and a written evaluation of the performance.

6. An unsuccessful final exam can be taken in the next final exam period at the earliest. If the number of failed final exams reaches three, the student can go on with his/her studies only with an approval by the dean.

If the final exam is unsuccessful, but it contains successful parts of the final exam and within one year the student retakes the final exam, then in the second final exam only the unsuccessful and/or not yet passed elements of the final exam must be sat for.

In this process of retaking the final exam, the student has the opportunity to modify the original thesis keeping the original title and it undergoes a new evaluation. The modified thesis must also be assigned to an opponent for evaluation who can be other than the original one.

7. In the case of a BA programmes, the chief exam component of the final exam of the major is the defence of the thesis, which must also be evaluated by at least one opponent in addition to the supervisor. At the final exam beyond the defence of the thesis the candidate must also be able to address theoretical questions. Compiling the theoretical questions can take place according to one of the following possibilities:

- in their preliminary written evaluations the supervisor and the opponent shall put forward 3-4 theoretical questions in connection with the theme of the thesis and/or its content which must be answered by the candidate at the final exam;
- the candidate shall pick one from the list of items posted in advance based on the academic field of the thesis or the minor of the candidate.

It is the director of studies who shall choose of the above options. The final exam requirements – together with the possible list of items – must be announced to the students on the department/institute homepage at the start of the sixth semester at the latest.

8. The department/institute responsible for the MA programme and postgraduate specialist training courses will decide on the procedure of final exams in harmony with the accreditation material at its own discretion and shall post related information on its homepage at the beginning of the last semester of the programme at the latest.

9. Considering the fact that students graduating at the BA and MA levels also have exams in the last semester, and they must also sit for a final exam, the dean gives them permission to take an early exam as of 1st May.

Students sitting for early exams must get prepared the topics of lectures following the time of the former.

The final exams of students taking a final exam at the BA level only start in the middle of June, and shall last for a week.

(...)

11. The commencement ceremony falls on the last day of the final exam period. This does not affect the final exam list of candidates announced beforehand.

AER USZ Chapter 20.: The diploma or certificate (henceforth diploma)

1. 1. Students who started their BA studies as of September 2006 the issuance of the diploma is pending on their holding a language exam certificate of the B2 level or its equivalent (20.1.).²

2. The grade point average of the BA and MA majors is defined by the FHSS USZ as the following:

- the grade point average of the final exam must be added to the traditional grade point average of the semesters spent in the training
- the sum thereby computed must be averaged.

² As stipulated by subclause 2, clause 51 of the National Law of Higher Education, if the language of instruction is other than the Hungarian language, students are exempted from regulations concerning language exam requirements.

In calculating the grade point average of the diploma, the last semester spent in the training, closing with the final certificate must be ignored if the student has completed only such subjects (seminar requested for the thesis, Physical Education) that finish without evaluation, but are mandatory for the final certificate.

AER USZ Chapter 22: Various regulations

1. A student must be dismissed from his/her major, if:
 - s/he failed to complete a subject (or an equivalent course) on the third occasion of taking the course,
 - s/he started his/her studies after 31st August 2012 and the accumulated number of failed exams taken in the same unit reaches six,
 - on three consecutive occasions s/he failed to register for the next semester (this must be ascertained at the end of the course registration period of the third semester)
 - in an MA programme s/he fails to make up for the required BA courses before the end of the second semester of the training
 - is excluded from the university on account of disciplinary offence
 - the Faculty shall terminate the student status of the student in the case of outstanding balance preceded by calling for payment with no effect and a concomitant screening for the student's social welfare status on the day when the resolution was made in the subject of termination becoming legally binding.

2. Preceding the situation of dismissal, that is, in the following cases:
 - taking the same subject (or its equivalent course) for the third time
 - in the case of students starting their studies after 2012, taking their exam-type course for the second time
 - in the case of two consecutive passive semesters, at the end of the second passive semester
 - in the case of obligation for making up for required BA courses, in the period of taking courses of the second semester of the programme

the student in question must be called upon to fulfil his/her obligation until the deadline given in the call and, at the same time, must be informed about the dereliction of duty.

3. The fact of dismissal shall be ascertained by the chair of the Academic Board. A resolution must be prepared about the dismissal containing information for the students about the possibilities of legal redress.

4. The major platform for informing students in study affairs with competence of the Faculty is the homepage of the Registrar's. On this platform all information looking relevant must be publicised, while it shall be the right and duty of the students to keep themselves updated about cases concerning his/her studies. continuously

5. Faculty level administration of students' affairs shall be conducted electronically, on the Modulo platform. Every Faculty level request must be submitted on this platform, and the

decision of the requests shall happen here, too. In the case of providing a missed document, the student must make up for the requested document in the prescribed manner and form.

(22.1)

(...)

Part III

FINAL CLAUSE

1. These Study Regulations as the dean's ordinance based on the authorisation defined in the Clause 22.1 of the AER USZ become effective as of 10 October 2006 and also have to be applied in on-going study affairs.

2. These Study Regulations as well as their modifications were accepted by means of the resolution no. 46/2007 of the Faculty Council on its 10th May 2007 session. The modifications become effective on the day of their declaration.

3. These Study Regulations were modified by the Faculty Council on its 10th April 2008 session by means of its resolution no. 28/2008 as well as its resolution no. 65/2008. These regulations contain the text with the modifications making up a unified structure. The modifications are effective as of the day of publication on the homepage of the Faculty.

4. These Study Regulations were modified by the Faculty Council on its session on 27th November 2008 by means of its resolution no. 106/2008. These regulations contain the text with the modifications making up a unified structure. The modifications are effective as of the day of publication on the homepage of the Faculty.

5. These Study Regulations were modified by the Faculty Council on its session on 19th March 2009 by means of its resolutions no. 27/2009, and no. 28/2009 and on its session of 9th April 2009 by means of its resolution 43/2009. These regulations contain the text with the modifications making up a unified structure. The modifications are effective as of the day of publication on the homepage of the Faculty

6. These Study Regulations were modified by the Faculty Council on its session of 21st June 2012 by means of its resolution no. 39/2012. These regulations contain the text with the modifications making up a unified structure. The modifications are effective as of the day of publication on the homepage of the Faculty.

7. These Study Regulations were modified by the Faculty Council on its session of 25th October 2012 by means of its resolution no. 48/2012. These regulations contain the text with the modifications making up a unified structure. The modifications are effective as of the day of publication on the homepage of the Faculty, on 30th October 2012.

8. These Study Regulations were modified by the Faculty Council through an e-mail vote session of 1st and 2nd July 2013 by means of its resolution no. 60/2013. These regulations contain the text with the modifications making up a unified structure. The modifications are effective as of the day of publication on the homepage of the Faculty, on 5th July 2013.

9. These Study Regulations were modified by the Faculty Council on its session of 23rd June 2016 by means of its resolution no. 46/2016. These regulations contain the text with the modifications making up a unified structure. The modifications are effective as of the day of publication on the homepage of the Faculty, on 23rd August 2016.

10. These Study Regulations were modified by the Faculty Council on its session of 28th June 2018 by means of its resolution no. 73/2018. These regulations contain the text with the modifications making up a unified structure. The modifications are effective as of the day of publication on the homepage of the Faculty, on 29th June 2018.

Szeged, 28. 06. 2018.

Prof. Dr. Zoltán Gyenge
dean