

**RULES AND REGULATIONS FOR ENGLISH PROGRAM
STUDENTS**

FACULTY OF HEALTH

UNIVERSITY OF DEBRECEN

HUNGARY

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CODE OF CONDUCT OF THE UNIVERSITY OF DEBRECEN

The University of Debrecen, in order to fulfil obligations of its role in society, deems it indispensable to determine the rules of behaviour in society, moral norms and ethics of its faculty and students, to ensure a high quality of personal relations, harmony and happiness, that are necessary for a high quality of work to foster the traditions, good reputation and professional and institutional integrity of the University.

Rules of the Code of Conduct are to be obeyed by all employees, students of the University and anyone conducting studies in specialized non-degree programs without acquiring a student status (later referred to as students and employees). Rules apply to those pursuing duties at the University on the basis of a contractual relationship in case the contract explicitly states this.

The University as an employer or contracted partner undertakes to provide protection to all students and employees in the course of their exercising their rights and fulfilling their obligations listed in the Code of Conduct.

I. CODE OF CONDUCT IN EDUCATION AND EXAMINATIONS

General Code of Conduct Concerning Students and Employees

It is a moral obligation of all students and employees to abide by all rules and regulations of the University. The Code of Conduct contains expectations not dealt with in any other Rules and Regulations of the University or if these rules are in connection with moral requirements.

The Code of Conduct contains norms determining constitutional values based on general human and voluntary agreements. Conduct and behaviour discussed on the Code is deemed ethical when it is in consistency with the expectations listed. A breach of ethics occurs when expectations of the Code of Conduct are disregarded voluntarily or involuntarily.

All students and employees have a right to the protection of their human dignity and personal rights and it is at the same time their moral obligation to respect the human dignity and personal rights of others.

It is the obligation of all students and employees to contribute to the completion of tasks determined in the mission statement, institutional development plan and Statutes of the University, bearing in mind that the University's basic tasks are education and scientific research and development.

The University expects its students and employees to represent moral values in face of other Higher Education Institutions.

Students and employees are obliged to support each other in every permissible way in the performance of University assignments. They should endeavour to cooperate and honour the work of others. A basic requirement in the work relationship is to support and honour each other.

All students and employees are obliged to protect the good reputation and dignity of the University and should refrain from manifestations against its interests. They are to enforce an ethically desirable community identity by showing loyalty and solidarity towards individuals, institutions and organizations within the University.

It is the moral duty of all students and employees to do their duties to the best of their ability. Tasks commissioned by the leaders and organizations are to be completed the best possible way and can only be declined in advance with an overriding cause. The

University is to provide proportional remuneration or moral recognition for the extra work done.

Conducting party political activities or campaigns and the distribution of political pamphlets are prohibited within the University. Both lecturers and students are obliged to refrain from expressions of political views outside the scope of the school curriculum. In case of involvement in politics they are to - distinguish their political activities from their tasks within the University, - refrain from making the impression of the University's dedication towards a political trend, - refrain from joining groups or movements the aims of which are in contradiction with University's mission statement, aims and interests.

The University is not committed to religious views, ideology of any kind and neutral and tolerant towards all nationalities, race, sex or sexual preferences.

Students and employees may only express their opinion concerning the affairs of the University in a responsible way and within their own competence. It is their moral duty to take actions against any views that discredit the University in an unjustified way. Information to the press may only be released by a representative of the University authorized to do so.

Students and employees are to bear in mind that whenever they express their views inside or outside the University, they act as University representatives, thus their views are to be authentic, accurate and in the interest of the University.

Statements, publications and advertisements released by the University should contain authentic and accurate information at all times. The release of inaccurate and false information that might put competitors in an unfavourable situation is against the norms of the University; the person releasing such information commits an ethical offence.

Support of any kind aiming at acquiring advantages should be morally condemned and rejected. Situations where suspicion of committing such offences might arise should also be avoided.

The breach of rules concerning the protection of personal data is considered to be an ethical offence if no other serious infringement occurred. The protection of confidential information concerning the students and employees of the University is considered to be of utmost importance. Databases, records should be stored according to relevant rules and regulations. The acquisition and release of such information is an ethical offence. Information on wages, study results, personal life, political or religious views are to be treated confidential at all times.

The voluntary breach of the protection of intellectual property is an ethical offence if no other serious infringement occurred. Students and employees are obliged to be familiar with, respect and protect intellectual properties of the University. Students and employees, as members of the community are required to disclose any information aiming at the promotion of careers (scholarships, grants, possibilities of further studies etc.).

Students and employees are expected to counter any discrepancies occurring at the University even if their action raises personal conflicts.

The conscious release of false information in connection with the University its institutions, students and employees especially if it raises suspicions of their ethically questionable actions is a grave ethical offense.

Students and employees have the right to express criticism towards University leaders, institutions, actions, practices at University forums. Threatening with punishment or any action of retribution against anyone exercising this right is a grave ethical offense.

It is expected of all students and employees to lead a moderate life acceptable by society. It is their ethical responsibility to avoid situations where their personal honour and dignity or that of the University is damaged. Ethical sanctions may only be exercised against anyone in case of voluntary action.

It is expected of all foreign students and employees of the University to adhere to Hungarian and University norms of behaviour (while retaining their own cultural norms at the same time) and enhance integration to the community to an extent necessary for their activities by getting familiar with our culture and traditions.

General Code of Conduct Concerning Leaders of the University

It is expected of leaders of the University to conduct their institutions with consideration to ethical requirements listed in the Code of Conduct. Thus they are obliged to:

- pay attention to personal and professional problems of their employees and be patient and considerate in dealing with them,
- prepare their decisions carefully by asking for and possibly taking into consideration the opinion of their employees,
- provide employees with the necessary freedom and competences (within the relevant rules and regulations) to do their work,
- make sure that all concerned will receive all the necessary information required for their work,
- provide moral support and encouragement for their employees' continuous education,

- demand accurate and polite service from employees dealing with administration,
- refrain from making their employees appear in an unfavourable light and resent any such attempts of others.

It is the leader's moral obligation not to misuse his authority when awarding favours, grants, or distinctions or in decisions of any kind. Thus he will commit an ethical offense if he

- fails to provide his employees with complete equality of opportunities, the necessary publicity especially in connection with grants, publications, and scientific evaluations,
- uses his authority in private life in situations outside work
- uses his authority to enforce his political or ideological views on his employees.

It is the leader's ethical obligation to help settle all professional problems arising within his institution.

He is to take into consideration the interests of the University and his institution whenever making decisions.

It is his duty to provide correct and authentic information in connection with his institution (e.g. when it is required for grants, scientific activities, scientific categories, publications). Thus he commits an ethical offense by

- publishing the names of experts in papers in the hope of increasing its success when these experts contributed in no way to the writing of the paper,
- having his name appear in scientific releases, research reports even if he made no relevant contribution to their creation or taking advantage of the scientific research results of his employees or PhD students,
- publishing the names of leading scientific professionals as lecturers in accreditation documents, curricula, or list of courses who take no part in the preparation or the execution of the course.

It is expected of leaders to use all means in their possession to develop their leading capabilities.

Leaders have a special obligation of avoiding all situations resulting in undeserved favours. They commit an ethical offense

- a) if they fail to make clear which institution he is representing in case of having "other interests" (e.g. as a private entrepreneur, in commercial companies) outside the University, during meetings in connection with these "outside interests".

- b) when applying for a grant while taking part in its evaluation process or evaluating the application of an employee and concealing the fact of and failing to cease this conflict of interests.
- c) when using their scientific rank or authority to influence or attempt to influence the scientific evaluation, habilitation results of their employees regardless to professional criteria.

General Code of Conduct Concerning Decision-Making Bodies of the University

- (1) It is the moral duty of members of University decision making-bodies
 - a) to take part in meetings, except for cases of representing the interests of the Board at other meetings, or other employment, or a pre-organized leave authorized by the leader or health problems,
 - b) the fact of the above hindrance and its reasons are to be reported (if they are known) to the organizer of the meeting well in advance,
 - c) they are to make sure that the decisions made are well grounded,
 - d) they are to aim at objectivity and be responsible in considering the consequences of decisions.
 - e) they are to consider the opinion of all concerned in the questions on the agenda
 - f) they should express their opinion in short and in a civilized way.
- (2) It is the moral duty of members of decision-making bodies to prepare for meetings and do their best to make well-grounded decisions that influence the lives and circumstances of the students and employees of the University. In case conditions for a well-grounded decision are not provided (not all information is available) they are obliged to make amendments.
- (3) It is the duty of all taking part in the work of the decision making-bodies to represent views that are objective and in coherence with the interest and opinions of all concerned. They are to provide constant information to those they represent.
- (4) Members of the decision making-bodies are to act in view of the interests of the people they represent. If these interests are differentiated according to economic activity (faculties), institutional units, sections, educational units, members cannot be asked to provide an uniform vote.
- (5) Members of the decision making-bodies should aim at a correct process where all views are evaluated. Votes disregarding possible opinions carried out with use of a special agreement, bribe or other means of influence should be avoided. It is considered an ethical offence to initiate, call upon, force or accept such a vote.

II. CODE OF CONDUCT IN EDUCATION AND EXAMINATIONS

General Code of Conduct Concerning Instructors

- (1) Instructors of the University must complete their task in the best way they can and do everything in their power to ensure that the students acquire the necessary competences in the best possible way.
- (2) Instructors of the University must follow and contribute to the development of their discipline and utilise methods supporting these competences.
- (3) Since their main task is to contribute to the students' academic and human development, it is their duty to ensure conditions for effective and high quality studies. Thus, it is their duty to take action against events or personal behaviour violating these conditions.
- (4) Instructors of the University are required to make objective decisions. They must avoid positive or negative judgement resulting from previous acquaintances or discrimination on the basis of sex, ethnicity, religion, political preferences or other.
- (5) They must be open to questions, professional, or other. They are required to set the time of office hours and make them known to the students at the beginning of the school semester.
- (6) Instructors of the University can give orders to students only in educational or University matters.
- (7) Instructors of the University may never take advantage of the teacher-student relationship.
- (8) Instructors of the University are required to teach their classes indicated in the programme under their name. They may send in a substitute only at exceptional cases. A change of classes is only possible with the permission of the Head of Department.
- (9) Classes are to be held at the given time and place. The instructor must go to class well prepared. Students are to be informed of any changes well in advance.

- (10) Information during classes must be adapted to the level of the students.
- (11) Written material at the disposal of the students must always include new elements of development in connection with the topic.
- (12) Scientific research results reached with the cooperation of students may only be published with the name of the student appearing as co-writer.
- (13) Disabled students are to be given the necessary allowances during examination.

Requirements in Connection with Oral and Written Exams and their Evaluation

- (1) It is the duty of Instructors of the University to inform students of all the requirements and prepare them for examinations. They must be clear in the type of achievement required, conditions, time and circumstances of the examination, and must adhere to these at all times. They must make up a list of topics and present it to the students at the beginning of the semester if possible. The list must serve as the basis for examinations and should be adhered to at all times. They must make sure that the students have no access to the questions before examination.
- (2) The material of oral or written examinations is to be compiled in a way to be executed by all students completing the course or courses on which the exam is based. Contents of each test must be on the same difficulty level.
- (3) Instructors of the University are required to offer alternate examination dates spread evenly within the given period. The time for examinations for full time students may only be set for weekdays from 7am to 6pm and must be announced well in advance. In the case of oral exams the time is to be set in a way to avoid long periods of waiting.
- (4) Responsible and professional examining processes require instructors to organize oral examinations in a way that a third person (e.g. the next student preparing for his turn) is present. Examination in private is not permitted.
- (5) Examiners must ask students to present proof of identity before examinations.
- (6) Examiners must warn the student that in case prohibited means of help are used or one is caught and proved to be preparing to use these aids, the examination is annulled.

- (7) Special attention must be paid to students using permissible aids only, and not place honest students at a disadvantage because of the dishonesty of one of their fellow students.
- (8) In the case of essays written at home one evaluation aspect is how much of an original work it is.
- (9) Evaluation of written tests and the notification of students of the results should not take more than two weeks.
- (10) Evaluation of tests should be on the basis of unified, impartial criteria published in advance. Faculty should refrain from evaluation of the student's work in an offensive manner.
- (11) In case of partial or complete failure of an exam, examiners are required to give reasons for their judgement and supply the correct answers upon request from the student.
- (12) Examiners must honour the oral examination event by dressing properly.
- (13) Examiners are required to observe rules of the treatment of student personal information and must not publish results without the students' consent.

Ethical Norms Concerning Students

- (1) Students may only use permissible aids during their work. Students acting otherwise gain unfair advantage and violate norms of correct professional activities.
- (2) The use of not permissible aids (books, notes or any electronic device) refers to:
 - a) The use or attempt of using aids not permitted at written tests or home work,
 - b) Receiving the correct answers at written or oral exams from others either in person or through other means of contact (e.g. mobile phones),
 - c) Asking another student to act as a substitute at exams, or attempting at doing the exam as a substitute to another student.
- (3) The student may not have unauthorized access or may not attempt to gain unauthorized access to questions of the examination.

- (4) Students may not take writings, ideas or research work of another and represent them as their own (essays, diploma work, professional papers).
- (5) Students may not represent work done in cooperation with another as one's own and should not give false impression on the rate of one's own contribution.
- (6) Written work or part of a written work submitted to an instructor with the aim of obtaining grades, credit scores or other may not be submitted to another instructor without the first instructor's permission, neither at the same time, nor later.
- (7) Knowledge obtained at the University must not be used against the University for wrong purposes such as the creation of computer viruses, unauthorized entry into a computer, the use of unsafe methods in planning.
- (8) Students must present a proof of identity at examinations.
- (9) Students must honour the oral examination event by dressing properly.
- (10) Students must not use, give to others or receive non permissible aids at examinations.
- (11) Students may represent their own research results during their work only with consideration of legal and university restrictions.
- (12) Students may only aid the work and professional advancement of others by honest means.
- (13) Personal data submitted (e.g. at applications) must always be accurate.
- (14) Students are required to supply a correct, deliberate and objective opinion when asked, especially during a student evaluation process.

III. ETHICAL RULES OF SCIENTIFIC RESEARCH

Freedom of Research and Performing Scientific Activities

- (1) The University's objective is to create circumstances under which research and scientific activities may be performed without any obstacles. The freedom of research and performing scientific activities, together with the freedom of thought, expression, publication and peaceful assembly, are essential elements to the core academic activity to be carried out at a proper level. University citizens will also be ensured the opportunity to present their scientific opinion (positions and criticisms) within the scope of freedom of expression, provided that these do not interfere with others' similar options and that they are fair regarding potentially different positions.
- (2) For the freedom of research and performing scientific activities it is essential for decisions pertaining to
 - appointments, promotions, employment,
 - assignments regarding academic research tasks,
 - supports for research and science to be performed, and
 - the distribution of all other advantages and burdens, to be independent from the ethnic background, sex, political, social and other views of the person concerned.
- (3) The general aim of scientific research, the performance of scientific activities and creative work shall be to acquire new, scientifically founded knowledge and to create works of art.

General Ethical Expectations from those Performing Research Tasks

- (1) The general ethical expectations from public servants performing research tasks at the University and from the researchers assigned to academic research activities (hereinafter: researchers) are identical with the expectations outlined in Part One of Chapter I with regard to university instructors.
- (2) The researchers undertaking a role in the management of students' scientific work shall also be responsible for the ethical aspects of the work performed by the student under their guidance. The controlling researchers shall clearly state their expectations from the students involved in the research process, inform the students in detail about the aim of the project, the work expected from the students and their responsibilities. The researchers shall be available for consultation on a regular basis, within the scope of which they shall provide advice, promote the

research process and appraise the students' work by including supporting arguments.

- (3) In the course of their contractual research activity under the scope of the activity supplementing the core activity, the researchers shall perform a work that is in compliance with the University's professional prestige and standards. They shall provide correct and comprehensive information to the principal. With regard to the research assignment fee, they shall apply the rates adopted by professional public opinion, and they may not seek to cause damage to the University or the principal.
- (4) The researcher shall preserve the University's business secrets. Further legal relationship aimed at the performance of work in the scope of which information constituting a business secret of the University is used shall be deemed incompatible. The researcher shall observe and shall have observed the legal provisions pertaining to research and copyright, as well as the University's Code for the Management of Intellectual Property.
- (5) In the course of their work, the researchers shall act in an environment conscious manner regarding their workplace environment, and shall require their colleagues to thus proceed.

General Ethical Expectations from Students Participating in Research Tasks

- (1) The general ethical expectations from students participating in research tasks at the University are identical with the expectations outlined in Part Two of Chapter I, together with the additions specified in this section.
- (2) In the course of their research activities, the students shall seek to perform conscious work and to obtain necessary advice and appraisal, evaluation.
- (3) In the course of external professional training sessions, and their research activities performed outside the University, the students shall also observe the individual provisions required by the receiving entity, institution (e.g. plant secrets).
- (4) The student shall keep the business secrets of the University. Further legal relationship aimed at the performance of work in the scope of which information constituting a business secret of the University is used shall be deemed incompatible. Also, the student shall observe the legal provisions pertaining to research and copyright, as well as the University's Code for the Management of Intellectual Property.

Ethical Expectations Regarding Scientific Publication

- (1) A publication is the description of original scientific results achieved by the authors and for which the authors undertake professional responsibility. The aim of a publication is to provide information on the results achieved by the research

team and to promote the use thereof by others. A scientific publication is an announcement, study, book extract, book confidentially examined by experts.

- (2) Every researcher shall prepare in an authentic form and preserve the documentation of experimental, observational materials or theoretical conclusions and creative works registered in a controllable manner (repeatable by experts). The documentation shall contain all details of the research process required for the adequate experts to clearly understand and definitely reproduce it. The documentation shall be prepared parallel with the research and include any changes to the original hypotheses and the detailed plan of the experiment. The documents shall not expire and they may not be discarded.
- (3) It is both a question of copyright and of ethics that instead of repeating certain data, authors should call attention to their former, already published results and others' results, and to how those can be used as an initial basis, by identifiable references.
- (4) The authors shall bear responsibility for the contents of the information published.
- (5) It is the task and right of the persons participating in the research process to determine the sequence of authors. Authorship without significant intellectual contribution is debatable in ethical terms. The leader of the organizational unit that participated in the research is only entitled to authorship with regard to the article concerned if it participated in the elaboration thereof. Authorship also represents a responsibility that shall not lapse.
- (6) The author(s) may not submit manuscripts of basically identical contents simultaneously to several places for the purpose of primary publication. Exceptions are cases where the manuscript is turned down, or withdrawn by the author(s). At the same time, a preliminary publication published in short form may be re-submitted in an extended, full format, by correct reference to the preliminary publication.
- (7) The basic requirements of ethical provisions relating to information-type publications are identical with the ethical standards of scientific publications. Although the requirements of scientific rigour may not be fully enforceable in works written for lay persons, the author(s) shall strive to achieve such an aim to the extent it does not risk common understanding. It is not ethical to inform the daily press or promotional organs about new scientific discoveries prior to the publication(s) written on the results being accepted by professional forums (expert journals, conferences etc.).

- (8) Should the suspicion of plagiarism, deliberate manipulation of data, deliberate deception or any fraud arise in relation to a scientific publication, the leader of the competent organizational unit shall initiate an ethical investigation against the authors, or in a more severe case, conduct a disciplinary procedure.
- (9) Unpermitted intellectual conduct with regard to scientific research and the performance of scientific activities:
 - a) arbitrary amendment, falsification of data, plagiarism,
 - b) non-recognition of authorship and/or essential contribution of others (including students), or the use of information, ideas, data obtained by way of a confidential manuscript, tender material or exchange of information between associates, or the irregular use of archive materials,
 - c) violation of legislation and academic regulations, provisions serving the interest of the health and safety of the researchers, the persons involved in the research activity or others, or the violation of legal provisions pertaining to the research activity.

The scope of non-authorized intellectual conduct shall not include the factors inherent to the research process, such as errors committed in good faith, different interpretation or data judgement, or experiment planning.

- (10) In the publication about the result of the scientific research and the performance of sciences, and in the result of the creative work performed, it must be properly indicated when others' results, wordings, visual or verbal communications, either directly quoted or copies prepared or re-worded, are consciously used. This requirement shall be observed regarding original results whether or not published.

Ethical Issues Pertaining to the Practical Use of Research Results

- (1) Should the research results have potential practical applications, the researcher shall endeavour to realise them directly or by involving others.
- (2) If the researchers of the University are requested to perform practice-related research activities that, in their judgement have no proper scientific basis, they shall reject the request.
- (3) Generally, it is not advisable for the researchers to participate in commercial advertising activities, but they shall by no means participate in the advertising of a product or procedure, regarding whose reality they have doubts based on their knowledge and/or experiences.

- (4) In relation to each research conducted regarding a product of a company, the sponsor of the research activities shall be clearly indicated in the publications.

Using of Research Supports

- (1) Scientific researchers, persons performing scientific activities and creative work shall strictly observe the requirements of the institution providing research support and the relevant academic rules.
- (2) Direct support used in scientific research, performing scientific activities and creative work shall be indicated in the publications, and other media used for publishing the results.
- (3) Deliberate misuse of support is prohibited. Support obtained may only be used for the purposes of the supported own research (project).
- (4) It is prohibited to expect the persons supported to contribute to common costs from which their project has no direct gain.

IV. ETHICS COMMITTEE

- (1) Violations of the above rules as well as cases of dispute are the responsibility of the Ethics Committee.
- (2) The Committee consists of 9 members proposed by the three University Centres and the Student Union, two each. The president of the Committee is appointed by the Rector. In special ethical cases ad hoc members may be asked by the president to aid the work of the Committee.
- (3) The Committee Rules of Procedure are to be adopted within 30 days by the members.
- (4) The Committee must report on their operation and decisions to the University Senate at the end of each Academic Year.

V. REPORTING THE VIOLATION OF RULES STATED IN THE CODE OF ETHICS

- (1) Violation of the Norms of Ethics may be reported within 30 days of their becoming known, by the offended party or anyone familiar with the happenings and is willing to give proof of the validity of such reporting with disclosure of his/her identity.
- (2) No anonymous reporting is considered by the Committee.
- (3) No procedures are to take place in cases when the event took place more than three months before. In cases of continuous ethical offense the date of the last event is to be considered with view of identical or similar cases happening in the past.
- (4) Reporting must be as specific as possible, including the name of the person involved, the place and date of the event and proofs available. It should aim at disclosing all details of the circumstances and all proofs available. (5) Reporting may be made orally or in writing to the Rector, Deans and other institutional heads of the University or to the Student Union Representatives.
- (6) Oral reporting must be recorded and signed by the person reporting, the person receiving the report and the person drawing up the report.
- (7) Reporting and the submitted proof must be presented to the President of the Ethics Committee without delay, but within 3 working days at latest.
- (8) The person reporting the offence must be informed about the arrival of the reporting by the President of the Committee within 3 working days.

General Rules of Proceedings

- (1) No proceedings or legal actions can be taken that would put the suspect of the case at a disadvantageous position in case of a suspicion without proof.
- (2) Suspects of each case must be heard, unless circumstances of the case clearly prove that the reporting is groundless.
- (3) The person reporting the offence must not face disadvantages. However, groundless reporting by the same person at a number of times is considered an ethical offense.
- (4) The Ethics Committee may take the following decisions:
 - a) State that the offense in question is a violation of the rules of the Code,
 - b) Order the offence to be made public at the University of Debrecen

- c) Order disciplinary proceedings in case the violation of norms impose the suspicion of disciplinary offence,
- d) The Committee may request the Rector to file a criminal complaint in case of suspected criminal offence.
- (5) The Persons reporting the offence, the suspect and the victim must be informed of the Decisions of the Ethics Committee, first during the committee meeting, if they are present, and second, in writing within 8 days. The letter must be delivered to the above persons' hands or mailed by registered mail. As soon as the letters are delivered, sanctions may be carried out.
- (6) Sanctions are delayed in case either of the parties decides to appeal against the decision of the Committee.

Appeals

Appeals against the decisions of the Ethics Committee must be addressed to the Rector of the University within 8 days, who is required to assess them within 15 days.

Chapters I. III. and IV. of the Ethics Code of the University of Debrecen were accepted by the Senate of the University of Debrecen in Decision No. 16/2007 (XI.15) dated 15th November 2007. Chapter II. was accepted in Decision No. .../2008 (XII:18) dated 18th December 2008. Provisions of Chapters I. III. and IV. entered in force on November 16. 2007, while provisions of Chapter II. entered in force on 19th December 2008. and must be applied to cases in progress as well.

ABBREVIATIONS

EC – Educational Committee

SCEMCT – Sub-Committee for Educational Matters and Credit Transfer

EER – Educational and Examination Regulations

RO – Registrar’s Office

CCIE – Coordinating Center for International Education

NEPTUN – The electronic academic system

EDUCATIONAL AND EXAMINATION REGULATIONS OF THE UNIVERSITY OF DEBRECEN

INTRODUCTION

The Senate of the University of Debrecen (hereinafter referred to as: Senate), in agreement with the Student Self-Governing Body of the University/Student Union (hereinafter referred to as: Student Union) on the basis of the provisions of law CCIV. of 2011 on national higher education and its executive order and Government Decrees 87/2015. (IV.9.) and 248/2012. (VIII. 31) hereby stipulate the following Educational and Examination Rules for the University of Debrecen.

I. GENERAL PROVISIONS

Scope of the Regulations

1§

- (1) The scope of Educational and Examination Regulations at the University of Debrecen shall cover the study and exam-related matters of students, including Hungarian citizens as well as citizens of other countries (foreign students) if they enjoy the same legal status as the Hungarian students (hereinafter referred to as: students) enrolled at the University in one tier programs, college/university level undergraduate degree and complementary programs, in Bachelor programs of the Bologna Process (BSc, BA), in Master programs (MSc, MA), in specialized postgraduate non-degree programs, and in professional trainings of higher education, in all (full-time, evening, correspondence or distance education) tracks.
- (2) Unless otherwise stated or specified in individual statutes or international agreements, the study and exam-related matters of international students, with permanent residence outside of Hungary, shall be subject to the provisions of these present EER. The detailed rules and regulations concerning international students, together with faculty-level special study-related matters, if they deviate from the provisions of these present Regulations, shall be appended to these EER as faculty/conservatory level supplements/appendices.
- (3) The scope of these EER shall not cover the issues of doctoral programs. The rules and regulations concerning these latter types of programs shall be discussed and approved by the University Senate in accordance with the currently effective university regulations.

Bodies and Individuals Authorized to Act on Study and Exam-Related Matters

2. §

- (1) The body of first instance authorized to act on academic and exam-related matters of the students is the Faculty Educational Committee (hereinafter referred to as: Educational Committee - EC).
- (2) The composition of the EC shall be specified in the Appendix. The EC and its sub-committees shall have a 50% ratio of student representation with voting power.
- (3) The non-student members of the EC shall be delegated by the Faculty Council, while its student members shall be delegated by the faculty-level Student (Self-) Government. Due to his/her position, the head of the Sub-Committee for Credit Transfer is also either a member of or a regularly invited participant in the Committee.
- (4) The chairperson of the EC shall be the educational vice dean of the faculty.
- (5) The ECs of the individual faculties may also establish sub-committees and may confer certain powers upon them.
- (6) The EC shall establish a Sub-Committee for Credit Transfer whose authority shall be to decide on credit equivalency matters and issues.
- (7) The extent of authority and control of the Educational Committee includes the following areas among others:
 - transfer of students within the university and from other educational institutions,
 - the examination of student appeals as detailed in 5/B. §, paragraph (7) in case the appeal is rejected by the lecturer/educational unit responsible for the course.
 - the establishment and enforcement of a uniform order of procedures concerning the issues and matters of study and examinations specified in the supplement
- (8) Additional extent of authority and control exercised by the EC shall be detailed in the Appendices III, IV. and V. of the regulations containing the faculty features.
- (9) The EC shall determine its own rules of procedure and agenda. The EC may confer some of its powers upon the chairperson of the EC.

- (10) Students are entitled to submit an appeal against the decisions, actions, or oversight of the faculties with reference to the breach of provisions concerning the legal status of students. An appeal may be submitted in case of disagreement with the evaluation of the fulfilment of academic requirements if the decision is in opposition with the requirements excepted by the University or contradicts the University Rules and Regulations or the regulations concerning the organization of examinations were breached. There shall be a separate set of university rules regulating the procedure of submitting and adjudicating appeals by students.

Student Status

3. §

- (1) International students admitted to the first year of any of the programs of the University are required to register at the CCIE and – in the event of its necessity – the Registrar’s Office of the relevant Faculty (hereinafter: RO) in person at the beginning of the fall and spring semesters, respectively. Second- and upper-year students as well as students admitted to the first year of a non-medical program by completing the IFY (*International Foundation Year*) or IFS (*Intensive Foundation Semester*) programs at the UD are required to register through the online registration system of the University.

In extraordinary circumstances (i.e. pandemic or other emergency situations) international students admitted to the first year of any of the programs of the University can register online with the special exposal that they have to show up in person at the Coordinating Center For International Education after arriving in Hungary.

Students admitted to the first year of a medical or health science program by completing the BMC I or BMC II are required to register through the online registration system of the University and the Registrar’s Office of the relevant Faculty.

- (2) Those admitted and transferred to the University have the right to enroll as students after the decision of the admission becomes legally binding. Students have a student status at the University. Student status is established by enrollment.
- (3) At the beginning of the semester that follows the admission to the University, the students shall register at the proper faculty, as the rights and commitments related to the student status are granted only to registered students. Those who fail to register shall lose their right to participate in the given programs. Having taken care of the registration, as official students of the University, students may petition for leave of absence status (or a so-called passive semester).
- (4) The legal document to attest the existence of a student status is the student ID. The detailed rules and regulations concerning the student ID are listed in a separate set of university regulations and a statute.
- (5) If a student is registered simultaneously at several faculties/departments it shall be indicated from the aspect of registration, and the faculty where he/she registered first among the faculties giving the instructions of his/her majors actively financed by the state/state (partial) grant (if there are any such faculties) shall be called home faculty.

- (6) Due to their student status, students at the university exercise individual and collective rights. As specified in Appendix III, the students have certain individual rights and obligations based on their student status even in the so-called passive semesters, however, they are not entitled to receive either financial or fringe benefits during this time period.
- (7) At the beginning of each semester (before the end of the second week of instruction), students shall indicate in the electronic registration system whether they wish to continue to pursue their studies (and take an active semester) or they opt for a passive semester. Not signing in for the given semester counts as passive semester. Instead of an active semester, students may still opt for a leave of absence or a passive semester if they petition for a leave of absence within four weeks after the commencement of the academic instruction, but the latest until 14th October in the fall semester, and 14th March in the spring semester. If a student fails to petition for a leave of absence prior to this point in time (i.e., he/she does not opt for a passive semester), the given semester shall be considered an active semester even if the student does not attend classes or fails to fulfil the academic requirements of any curriculum/syllabus, furthermore, the student will have the duties deriving from taking on the Hungarian state scholarship's conditions or from the study contract, regardless of fulfilling the academic requirements.

The duration of the passive semesters cannot exceed fifty percent of the program duration. In case of appreciation, the Dean may extend this period by one semester. In particular, the duration of contiguous passive semesters cannot exceed two semesters. Upon the student's request the Dean may permit a period longer than two semesters if the student cannot fulfil his/her educational obligations through no fault of their own, due to childbirth, an accident, illness or any other unexpected event.

- (8) In his powers delegated by the Rector, the Dean shall terminate the legal relationship of the student who starts his/her first year studies in September 2012, and later in an ascending system if the student does not get the credits for a subject after taking the subject three times or after taking a total of six exams.
- (9) Student status shall be terminated
 - a) if a student has transferred and been admitted to another institution of higher education, upon the day of the transfer,
 - b) if a student announces that he/she intends to terminate his/her student status, on the day of the announcement,

- c) on the last day of the state examination period following the last educational cycle or period (in the case of specialized postgraduate education) of the program,
- d) if the student status of a student is terminated by the Dean, authorized by the Rector of the University, as a result of failure to pay the tuition fees following an ineffectual formal notice and an examination of the social/financial situation of the student, upon the day the decision on the termination of student status comes into effect,
- e) upon the day when termination based on disciplinary action comes into effect,
- f) the condition defined by the law on national higher education does no longer apply for the creation of student status in case of those starting their studies in first year in September 2012 – and then in ascending system – on the day of the ceasing decision becoming final in respect of this subject.

(10) The faculty shall terminate the student status of any student who

- a) fails to fulfil the requirements of the present regulation and the obligations concerning his/her studies
- b) has failed to register for the forthcoming semester upon two consecutive occasions and failed to opt for a passive semester,
- c) failed to continue his/her studies following a passive semester.

In all three of these cases mentioned above, students must be notified at least twice in writing, before the final decision is made, by calling upon them to fulfil their commitments before the given deadline, and they must also be warned about the consequences of potential non-performance.

In case of students starting their studies in first year in September 2012 – and then in ascending system – the faculty shall cease the student status of those who

- a) fail to fulfil the requirements concerning progression in their studies specified in the present regulation and in the curriculum,
- b) did not sign in for three consecutive occasions for the next academic semester,
- c) did not commence his/her studies after passive semester.

In all three of these cases mentioned above, students must be notified in writing before the final decision is made by calling upon them to fulfill their commitments before the given deadline, and they must also be warned about the consequences of potential non - performance.

10/A. The student is informed by the institution about its decision in a written, paper-based form

- a) if the existence of the student's status is concerned.
- b) If the student's request is— either partly or entirely – rejected and, for this reason, the option of legal remedy is available.

Private messages in connection with the student's educational matters sent via the electronic educational system are considered as an official written demand as defined in paragraph (11) of the current section in which the students' attention shall be drawn to the legal consequences of their failure.

Students having a student status at the institution are bound to follow the official written notices received through the electronic education system in the course of their active status and to act in accordance with the content of the notice.

- (11) Students whose student status has been terminated shall be deleted from the official student list.
- (12) Student status shall not terminate for students who participate in the bachelor program and after getting the bachelor degree have been admitted to the next semester of the master program.
- (13) In case the student status was terminated but the student gains re-admission to the given program, the minimum number of credits to obtain in the last two active semesters is detailed in Appendix III.
- (14) The maximum number of available active semesters until obtaining the final degree for fee-paying students is detailed in Appendix III.

II. PROVISIONS CONCERNING EDUCATIONAL MATTERS

The Schedule for the Academic Year

4. §

- (1) Each year, for establishing the schedule for the upcoming academic year, the rector shall make a proposal to the Senate after consulting with the Student Union. The duration of the term-time per semester shall be 13-15 weeks, with the examination period covering at least 6 weeks.
- (2) The Rector and the heads of the faculties may authorize a maximum of 6 days of vacation per academic year. The choice concerning the allocation of vacation time periods may be made with the consent of the Student Union and the faculty-level Student (Self-) Government
- (3) Any time schedule differences from the provisions in paragraphs (1) and (2) may be authorized by the Senate.
- (4) The duration/unit of class time (contact hour) is 50 minutes.
- (5) Students of the Medical Programs are allowed to pay their tuition in two installments prior to registration at the beginning of each semester.

Students of the Medical Programs, whose tuition fee is received by the first of day of the registration period will be able to register for the Required Elective Subjects and Freely Chosen Courses in the Neptun system one day earlier than students, who pay their tuition fee during and after the registration period.

- (6) In the last semester, after the term-time, it must be ensured that both an examination- and a state examination period is announced successively. If the student fulfils the conditions of the final pre-degree certificate until the last day of the state examination period in the last semester, the final date of the training of the student shall be the last day of the state examination period.

Obligations of Students as to Registration, Reporting Changes in Personal Data, and Adding/Dropping Courses

5. §

- (1) Prior to commencing their studies, students shall appear for registration in person. Registration shall take place at the start of the first academic year in person and in writing. Before the registration period, the Registrar's Office records the personal data of the students admitted in the electronic academic system (hereinafter referred to as: academic system). During the registration period and throughout the existence of the student status students are obliged to submit all data defined as compulsory by the National Higher Educational Act, within a deadline defined by the employee of the Registrar's Office. Upon request of the Registrar's Office students shall present the documents in order to verify their data.
- (2) The Lecture Book of different kinds is a public document certifying the completion of studies and taking the final pre-degree certificate (absolutorium), which also contains the data related to the fulfilment of the academic requirements.
- (3) Not later than the end of the second week of the term-time, students shall either register themselves through the academic system for the current active semester (with regard to all their majors) and sign up for courses to be taken as prescribed in the academic system and the Appendix of the regulations or shall opt for a passive semester. Registration for the semester and adding/dropping courses may be freely altered until the end of the second week of the term-time. Students are required to check the existence and correctness of their personal details in the educational system during the registration period of every semester.
- (4) The instructors are entitled to allocate students to courses based on educational considerations and their professional competence.
- (5) Students shall report any changes occurring in their personal particulars within 8 working days from the time of the occurrence. This notification may be implemented through the registration system in the case of data to which the system provides access. Any other change in personal data shall be reported in person to the registrar's office at the host faculty. Students shall bear responsibility for the validity of the reported data.
- (6) Students may register for the upcoming academic time period even if they failed to obtain the amount of credits in the previous semester as specified in Appendix III.

- (7) In exceptional cases, students may alter their choice of adding/dropping courses until the end of the fourth week of the term-time upon paying a fee for the procedure in return.
- (8) Students may withdraw their registration for the active semester and opt for a passive semester in the first four weeks of the term-time, but the latest until 14th October in the fall semester and 14th March in the spring semester.
- (9) Students shall enter into the Lecture Books the subjects/courses they have signed up for in the academic system, together with the names of the instructors, the code numbers of the subjects/courses, and the credits for the subjects/courses in the way prescribed in Appendix III. If the students pursue studies in several majors at the same time, the subjects/courses taken in the individual majors shall be entered into the Lecture Book on separate pages.
- (10) In case the students fail to pay the tuition fee due for the semester by the specified deadline, they may not commence to take exams in the given semester.
- (11) Students may not enrol for the University and may not take up subjects if they have not fulfilled their terminated payment requirements.

Second specialization

5/A. §

- (1) In the bachelor program and the master program there is a possibility for the parallel taking up of a further (second) specialization. Such requests submitted in writing by students are assessed by the Faculty Educational Committee after consulting with the person in charge of the specialization.

The Electronic Lecture Book

5/B. §

- (1) The University of Debrecen introduces the use of the Electronic Lecture Book from September 2011 to be applied to all students registering after this date. Information in the Electronic Lecture Book is based on the electronic academic system and serves as the primary source of information. The Lecture Book (C type Lecture Book) is a printed form of the electronic academic system authenticated by the Dean or Vice Dean for Education of the relevant faculty. Students are obliged to carry the Study Results Booklet/course completion sheet to exams and have their grades recorded and signed by lecturers at the occasion arranged and announced in advance. Should the students fail to fulfil these

obligations they voluntarily passes up the written notification about the exams and also the chance of subsequent check of the grades entered into the electronic administration system.

- (3) The lecturer enters the grades in the electronic academic system the exam sheet and the Study Result Booklet/course completion sheet as detailed in Appendix II.
- (4) Grades of written tests can be checked in the test paper itself, on which the evaluation and signature of the person in charge must be indicated.
- (5) Students may make an objection concerning their grades recorded in the academic system within two weeks following the end of the examination period at the lecturer/educational unit responsible for the course. If the objection is justified the grade is to be corrected on the basis of the grade written on the exam paper, in the electronic academic system the exam sheet and the Study Result Booklet/course completion sheet as well.
- (6) If the objection is not justified by the lecturer/educational unit responsible for the course and is rejected, the student may turn to the Faculty Educational Committee in at first instance and to the Committee for Student Matters of Legal Remedy at second instance.
- (8) Students may ask for a printed copy of the records in the electronic academic system free of charge once in a semester. Students having started their studies before 1st September 2011. may ask for their traditional Lecture Books containing the printed electronic records at the Registrar's Office in substantiated cases only.
- (9) Rules concerning the application of the Electronic Academic System are detailed in Appendix II.

The Credit System

6. §

- (1) The University of Debrecen (hereinafter referred to as: the University) operates an accumulation credit system that measures in credits the workload necessary to fulfil the academic requirements involving academic working hours prescribed as the preconditions for receiving a degree or the certificate of a degree at the University in one tier-programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor and Master programs (BSc, BA, MSc, MA), in higher-level vocational trainings in all tracks and forms of education (full-time, evening, correspondence or distance education).

One credit stands for 30 student academic working hours. On average, the completion of an academic year equals 60 credits, and the workload for one semester in the curriculum corresponds to 30 credits.

- (2) The value of the credits, as long as the performance of the students has been accepted, is not dependent on what evaluation the students have actually received concerning their knowledge or competence.
- (3) The credit value of the individual semesters in the model curriculum recommended by the institution, with a consideration to the program period specified by the institution, may deviate from the recommended 30 credit figure by maximum 3 credits less or more.
- (4) Credits may be allocated only to courses whose evaluation is carried out on a five or a three-grade scale by administering a grade. No fractions of credits may be allocated to subjects/courses.
- (5) The allocation of contact hours and credit-values to individual subjects/courses is an organic part of the curriculum/syllabus.
- (6) The average number of individual academic working hours determined for the allowed length of studies may not exceed three times the number of class hours (contact hours) in full-time education, five times the number of class hours in part-time and evening class education, twelve times the number of class hours in correspondence (external) education, and twenty-five times the number of class hours in distance education.
- (7) The curriculum shall specify the system of prerequisites, i.e., the previous completion of what other courses are required for signing up for certain (individual) courses. A maximum of three other courses or one module of 15 credits at the most (incorporating several subjects either thematically or depending on the training objectives of the major) may be identified as academic prerequisites for a given subject/course. For certain subjects/courses either the previous or the simultaneous completion of other subjects/courses may be accepted or required.

Exam course

6/A. §

- (1) The exam course is an exam occasion provided for students who have completed all requirements of a given course to sign up for the exam but did not take or pass it. In case of exam courses, classes will not be offered.
- (2) According to the course rules, it is possible to offer exam courses. Exam courses can be initiated by the head of the Educational Organizational Unit, the Faculty Educational Committee or by the Committee of Educational and Student Affairs.
- (3) Signing up for an exam course counts as signing up for a regular course and thus it is included in the number of courses a student had signed up for.

Student Obligations

7. §

- (1) The Dean of each Faculty is responsible for providing information in a verifiable fashion to students registering for classes concerning their rights and obligations, requirements necessary for earning a degree, and the time schedule and academic requirements for the first semester.
- (2) In the interest of providing information for the students, the Rules and Regulations of the university, the Educational and Examination Regulations, and other relevant rules and regulations concerning the students shall be made accessible in the offices of the Deans, in the Student Union offices, in the institutional libraries, and on the homepage of the university/faculties.
- (3) The credit-system institutional information packages compiled by the faculties shall contain the following items: the programs, the curricula, the regulations on the acquisition and transfer of credits between different levels of training, and the order of prerequisites, which shall point out what courses are required to have been completed for signing up for other courses.
- (4) Prior to the beginning of each academic term an educational guide shall be made available for the students in both Hungarian and English in soft (electronic form on the Internet or on CD) and hard copy. The general part referring to the University must contain the following information:
 - a) the name and address of the institution, the institutional identification number;

- b) the general characteristics of the institution, the conditions of attending a course supported by the Hungarian state scholarship;
- c) the academic requirements or its electronic availability;
- d) the time schedule for the academic year, the academic term-time;
- e) administrative order managing educational problems of students, the office hours;
- f) the order of applying for the state examination, parts of the state examination;
- g) the name and contact details of the coordinator involved in institutional mobility and assisting students with disabilities, short description of their activity;
- h) the order of students' legal remedy
- i) a description of how to access educational and career counselling services ;
- j) a description of the registration and enrolment procedure;
- k) important information for international students (in particular, application for a residence permit, conditions for admission to the higher education institution, living expenses, medical assistance, insurance information);
- l) fees and other contributions charged by the higher education institution, and general conditions specified in the contracts concerning the academic training;
- m) dormitory and other accommodation facilities;
- n) library and computer services;
- o) sports facilities, opportunities to undertake leisure activities;

The section on the different majors in the educational bulletin – which is accessible before the end of the term time prior to the subject registration in the given semester - includes:

- a) curricula applied for students with a student status in the given academic period, including
 - aa) implementation of the learnings in subject and curriculum units broken down to the academic term described in the qualification and exit requirements
 - ab) requirements of previous studies
 - ac) the credit value assigned to subjects and curricular units
 - ad) the criteria requirements
 - ae) methods of assessing the student's performance
 - af) prerequisites of the state examination
- b) in the case of all of the required and required elective courses, course units (hereinafter referred to as: courses, including both required and required optional courses and course units):
 - ba) the name of the course, the number of contact hours, the credit value of the course, its code, number of semester

suggested by the model curriculum, the frequency with which the course can be taken up in the course list,

- bb) the language of education,
- bc) the educational prerequisites,
- bd) a description of courses as required, required elective or freely chosen
- be) the allocation of courses in the curriculum,
- bf) the coordinator of the course, the instructor of the course,
- bg) the aim of the acquisition of the technical content of the course,
- bh) a short course description enabling to make the decisions of credit acceptance, and a description of course requirements, attainable (sub)skills of application and (sub)competencies,
- bi) academic requirements during the academic year,
- bj) the assessment of the acquired knowledge, (sub)skills and competencies (end-term grade, or examination grade),
- bk) the method of assessment,
- bl) the study materials that are at the students' disposal to acquire the course material, skills and competencies, bm) a list of recommended reading,
- c) administrative order managing educational problems of students, the office hours of the Registrar's Office;

The section on the description of departments/institutes in the educational bulletin includes:

- a) at least 6 weeks prior to the beginning of the semester, the departments/institutes shall advertise the course list (complete with the following: code, academic level, prerequisites, instructors, duration, instructional method, means of evaluation, number of contact hours, credits),
- b) at least 6 weeks prior to the beginning of the semester, the faculties shall advertise the list of optional courses (complete with the following: code, academic level, prerequisites, instructors, duration, instructional method, means of evaluation, number of contact hours, credits),
- c) information on how courses offered by other majors or at other levels of education may be accepted,
- d) agreements among the institutions concerning the equivalency of credits,
- e) the forms and scheduling of testing and assessing knowledge within the given training period and the time schedule for the examination period, in particular the first and the last day thereof.

Subject/Course Requirements

8. §

- (1) The course requirements shall be prepared by the academic teaching units.
- (2) The course requirement system shall comprise the following elements:
 - a) attendance and participation requirements,
 - b) requirements for mid-term tests, their number, approximate date, possibilities and means of retakes or the fact if they may not be retaken,
 - c) conditions for obtaining a mid-term grade, where the instructor's signature indicates class attendance,
 - d) cases where the subject requires a parallel practice/seminar/labour to sign up for the exam
 - e) requirements for signing up for an exam preceded by a course the completion of which is evidenced by the lecturer's signature.
 - f) the components that the final grade shall be based upon,
 - g) lists of required and recommended reading,
 - h) the credit allocated to the subject/course.
- (3) The course requirements determined by the course coordinators shall be made available for the students in a written form during the first week of the given course, comprising information on the dates of end-term tests, the deadlines for the fulfilment of end-term requirements and possibilities for making up or retaking them.
- (4) Course requirements shall be scheduled in such a way that the students should have sufficient time to fulfil them.
- (5) In the case of subjects, where the prerequisite of the mid-term/practical grade is regular attendance at the classes, the instructor verifies this with his/her signature in the Lecture Book and takes care of the electronic academic system administration as well.
- (6) If the course program requires mid-term exam and the student fails to fulfil this, the given department provides an occasion to repeat it in the educational period. Should the student fail this occasion as well, a new occasion must be offered until the end of the third week of the exam period to repeat the mid-term exam.
- (7) Should the subject require a parallel practice/seminar/labour to as an obligation for the final exam, students are only allowed to sign up for the exam if the seminar/practice/labour is completed. If failing to do so, the "not completed" note will be written in the Lecture Book and in the electronic system as well.

- (8) The faculties may regulate the principle if courses are required to be prerequisites for other courses in the framework of the curricula of the individual majors.
- (9) The faculties shall make sure that the students during the course of their studies should be able to choose from a total of subjects/courses of at least 20% more credit value than the total amount of credits prescribed for the given major.
- (10) In case of students who started their studies in the first year in September 2013 – and then in ascending system – the faculties shall ensure that the students can take up subjects exceeding 10% of the prescribed number of credits without paying any extra fee or cost.
- (11) The faculties shall ensure that the students can take up freely chosen subjects up to at least 5% of the total number of credits required for getting the degree, or that the students can participate in voluntary activities that may be completed instead of these subjects. The faculties shall define the acceptable voluntary activities in Appendix 3.
- (12) The students shall be furnished with a model curriculum, broken down to semesters which, if properly followed and completed, guarantees that the students receive their degree exactly at the end of the time period specified in the program and exit requirements. Students may deviate from this if they follow individual study plans.

Physical Education

9. §

- (1) Students at full time college/university level programs at the University of Debrecen must take two compulsory contact hours of physical education per week for one semester of their studies.
- (2) The fulfilment of physical education requirements is a prerequisite to issuing the certificate of state examination (absolutorium).
- (3) The fulfilment of physical education requirements may be substituted and redeemed with
 - involvement in quality professional sports,
 - certifiable use of university sports services,
 - certifiable involvement in university sports activities.
 - In sports programs organized by the Centers for Physical Education and Sports.
 - Individual activities in fitness centers (without the presence of a coach or a PE teacher)
- (4) In the case of individual activities (without the presence of a coach or a PE teacher) a precondition for acquiring a signature is the minimum level reached at the Hungarofit assessment detailed in the Physical Education Rules.
- (5) Petitions for exemption and acceptance shall be adjudicated by the sports director and the heads of the physical education teams.

Attendance

10. §

- (1) Lectures constitute an organic part of the education process, therefore, the University expects the students to attend them regularly.
- (2) Attendance in the case of seminars/practical courses is compulsory, with some variation depending on the actual specifications of the individual course requirements. Information concerning the acceptable extent and the consequences of absences and the ways to make up for missed classes shall be published in the Appendix.

Student Transfer

11. §

- (1) Admission by transfer to the faculties of the University shall be granted to students if
 - their legal status as students has not been interrupted, the conditions leading to dismissal or expulsion due to disciplinary action are not presently relevant, and
 - they satisfy the requirements specified by the receiving/hosting faculty in Appendix III.
 - transfer requests of those having a legal status as students in the master program are judged at first instance based on individual consideration by the dean of the host faculty.

A transfer is possible from the end of the previous semester until 15th September in the fall semester and 15th February in the spring semester.

A transfer is possible only from identical level of training of identical area of profession, except

- from one-tier program to Bachelor program
 - from Bachelor program and from one-tier program to higher vocational training
- (2) The responsibility of making decisions on matters concerning transfer issues between individual faculties (departments) of the University or from another university shall rest with the EC while the acceptance of credits earned at another faculty or in an independent institute shall be decided by the Sub-Committee for Credit Transfer of the receiving faculty. The sub-committee may ask professional experts to assist in the preparation of their decision. In the case of a one-to-one equivalency, the Sub-Committee for Credit Transfer shall automatically accept the credits from the sending institution. In the case of a minimum 75% equivalency between the programs of study of courses offered by the sending and the receiving institutions, the number of credits recognized equals to the number of credits the course is worth in the curriculum of the receiving institution. If the higher credit value of the course offered at the sending institution is the consequence of a significantly larger body of acquired knowledge, surplus credits may be “taken into account” in the credit amount available for optional courses.
- (3) Agreements between two institutions may be initiated concerning the mutual or unilateral recognition of courses. The agreements concerning course recognition issues shall be made public and available for the students.

- (4) A maximum amount of 60 credits for studies accomplished in accredited school-based higher vocational training can be transferred to college level and university level education and to undergraduate programs (BSc, BA), regardless of the fact whether these were obtained earlier in secondary or tertiary student status.
- (5) In the areas of adult education (correspondence undergraduate programs, specialized postgraduate non-degree programs), it is examined whether there is a body of professional aptitude acquired previously that could be recognized through credits in the case of a 75% overlap. Authentication may take the form of an exam. During their career paths, students entering adult education may have been involved in practical activities that cover 75% of some practical course in a non-degree training program. In undergraduate majors (BSc, BA), only such professional aptitude may be authenticated that has been acquired after the high school leaving exams (school-based), at least at the level of higher vocational training. In the case of non-accredited programs, this knowledge shall be tested through an exam. (6) Further conditions and requirements for transfer and the procedural order for transfers shall be detailed in Appendix III.
- (7) Changing major, specialization, institution, language of education and course type is possible from the end of the previous semester until 15th September in the fall semester and 15th February in the spring semester.

Simultaneous Studies

12. §

- (1) Students in simultaneous studies may pursue their studies in two different educational institutions at the same time and, upon graduation, they are awarded two separate diplomas.
- (2) Students may participate in simultaneous studies if their student status is not suspended or terminated in their home institution and they can fulfil the academic requirements in both institutions at the same time.
- (3) The home institution in the case of students admitted to simultaneous studies is the one where the students are entitled to receive student benefits.
- (4) In the case of simultaneous studies, the students hold a separate Lecture Book in both institutions of higher education.
- (5) Students participating in simultaneous studies need to fulfil all the requirements prescribed for them and they are also subject to the provisions of the EER as well as other university regulations on students.

- (6) In the case of simultaneous studies in two majors, the accomplishment of one given academic requirement may be taken into account for credit accumulation in both majors.

Cross Registration (Partial Transfer), Subject/Course Recognition

13. §

- (1) Students of the University may attend lectures and seminars offered at other departments, faculties, or institutions of higher education if it is not restricted or prohibited by the regulations of the hosting institution and they can simultaneously meet their academic responsibilities in their home institution.
- (2) Students may take the (required or required optional) courses that are offered by the department (sub-department) of their majors at another institution/faculty and may request the Sub-Committee for Credit Transfer upon completing the course and earning the credits (receiving a grade) to recognize the credits of the course. Prior to commencing the semester (signing up for the course at another institution/faculty), students may submit a petition to the Sub-Committee for Credit Transfer requesting for the official opinion of the sub-committee on the issue of 75% overlap in the course material. The amount of credits that an institution gives for a course outside the host institution equals to the amount that is allocated to the substituted course in the curriculum of the given program of study.
- (3) Those students, whose student statuses were terminated due to academic requirement failure but were accepted again after a repeated entrance exam, can ask the Sub-Committee for Educational Matters and Credit Transfer is entitled to acknowledge even 100% of the earlier completed credits. The rules of credit transfer are authoritative, in these cases as well.
- (4) The faculty shall recognize the credits acquired by their students in a different domestic or foreign higher education institution on the basis of inter-institutional credit equivalence agreements, individual student contracts or legislation on credit equivalency. Two curricula shall be regarded as equivalent if they cover at least 75% of one another. The extent to which two curricula are similar is determined by a faculty level Sub-Committee for Credit Transfer. This equivalency results in the obligatory recognition of credits within and among institutions.
- (5) Credits may be allocated to a given accomplished study requirement only once within a program, but this accomplished requirement may be recognized by (an) other program(s).

- (6) Students shall earn a minimum of 1/3 of the total credits required in the institution that issues a medical doctor's, dentist's or legal diploma.
- (7) Credits obtained at lower study levels which also fulfil the requirements of higher level study are to be recognized.
- (8) Knowledge and work experience gained through a previous informal study may be evaluated as the completion of academic requirements by the SCEMCT. During validation, the knowledge and competencies gained through various ways of study or work experience are compared with the requirements of the given program, and the committee makes a decision of recognition or rejection. An appeal for legal remedy can be submitted to the Committee for Student Matters of Legal Remedy, against the decision of SCEMCT.
- (9) Faculties make an independent decision about the introduction of validation, and the detailed regulation of the procedure is stipulated in Appendix III. The service of validation is subject to payment of a fee.
- (10) Study abroad is considered to be a special case of cross registration. In the framework of this possibility, the students of the University pursue their studies and take exams in a higher education institution abroad on the basis of the mutual agreement permission of the Faculty Educational Committee. Students are only allowed to participate in foreign training if they fulfil the conditions of the student status determined in 3 §. Students may study abroad according to an individual study plan.
- (11) Credits earned by students during partial training at higher education institutions abroad shall be recognized according to the provisions of paragraph (4).
- (12) A student is eligible for scholarship during partial training abroad if he/she started his/her studies with the permission of the University, reached the minimum level of receiving a scholarship during the previous semesters, students in basic training completed minimum 60% of the credits. The scholarship is solely granted if the student requested according to the provisions of the University of Debrecen Code of Charges and Service Fees, studied in an EEA member state and holds a certification from the foreign institution concerning the exact time of the studies and the courses to be completed. The yearly sum of the scholarship is regulated by the University student refunds and benefits regulations.
- (13) For completing the practical courses prescribed in the curriculum abroad, the preliminary permission of the person responsible for the practical course shall be obtained.

- (14) Persons not in student status relation with the University may attend any lecture at the University unless obstructed by objective circumstances. In Appendix III, the faculties may introduce provisions concerning classes other than lectures or special cases. The schedule of lectures is available on the faculties' websites.

Special Provisions Concerning Partial Qualification

14.§

- (1) Student status can be established – without an application process – at any course or modul announced by the institution within the frame of a fee-paying training with an applicant not having a student status at the university but already holding a higher-level degree.
- (2) After the completion of the training, the faculty issues a certificate of the student's academic performance, which shall be counted to the student's higher education training according to the regulations of credit transfer.
- (3) The partial qualification first and foremost serves for fulfilling the requirements of newer specializations or for preparing for the Master program.
- (4) The announcement and commencement of the partial qualification, the form and conditions of the application, furthermore, the purpose and content of the training is defined by the Faculty Councils.

III. THE TESTING AND ASSESSING OF KNOWLEDGE

The Examination Period

15. §

- (1) Upon commencement of the term-time, the faculty shall be required to publish in the academic guide, in the manner customary at the faculty, the methods of student performance assessment and the related dates of such assessments during the given term, as well as the time schedule for the examination period, in particular, the first and the last day thereof. The instructors responsible for the coordination of individual courses shall publish no later than three weeks before the end of the term-time the dates set for the individual examinations, the names of the examiners, the dates and manner of registration for the examinations, the date of publishing the results of the examinations, and the possibilities for retake examinations. Furthermore, they shall implement the registration in the academic system.
- (2) The minimum number of examination dates per subject/course shall be three, evenly distributed in the entire examination period. The minimum number of examination places shall be 150% of the number of the students who have taken the course. The last examination date may be reserved for students who have already received a grade in the given subject/course.
- (3) Students may register (sign up) for the examinations through the academic system. Registration for the examination is possible until 12 o'clock noon on the day before the examination. Cancelling registration for the exam is possible until 12 o'clock midnight on the day of the exam. If a student has cancelled his/her registration for the examination, he/she can only sign up for another examination date that is not yet fully booked. The instructors giving the examination are not obliged to appoint a new examination date because of cancellations.
- (4) If the examination dates available are in conflict with the students' interests to appropriately prepare for and take the examination, the competent EC, when requested by the Faculty Student Union, shall investigate the issue and make a decision.

Entering the University of Debrecen premises

16. §

- (1) Entering and using the university premises is possible in accordance with relevant regulations in force. In extraordinary circumstances (i.e. pandemic or other emergency situations) special rules may apply, students are timely informed about those rules via Neptun messages.

The Chief Forms of Testing and Assessing Knowledge

16./A §

- (1) The prerequisite-based forms of testing and assessing knowledge, conforming to the given educational objective (examinations), shall be determined by the requirements and the curriculum.
- (2) Assessment of the student's knowledge of the teaching material may be carried out according to
 - a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1)
 - or a three-grade scale: excellent (5), satisfactory (3), fail (1)

Regular attendance in classes that qualify as criteria-conditions (e.g.: physical education) may be indicated through the instructor's signature in the Lecture Book.

- (3) Assessing forms of subjects/courses:
 - a) The curriculum may prescribe a practical course/seminar grade if the practical application of the course and the assessment of the application skills are possible and necessary from the aspect of the training objective. Students shall primarily try to obtain assessment of course work and the related credits during the term-time. Assessment shall be carried out according to a five-grade or a three-grade scale.

The assessment of course work shall be based upon the results of the tests and assessments during the term.
 - b) A report is the assessment of the material specified in the course syllabus which, if successfully delivered, means that the student will earn the relevant amount of credits. It shall be assessed according to a three-grade scale.
 - c) An end-of-semester examination is the comprehensive assessment of the material of a subject/course, generally covering a semester which, if passed, means that the student will earn the relevant amount of credits identified in the course requirements. It shall be assessed according to a five-grade scale.
 - d) A comprehensive examination is the comprehensive assessment of the material of subjects/courses considered fundamental from the aspect of the training objective, generally covering and closing several semesters. The Appendix III shall carry information on how many compulsory comprehensive examinations the student shall take in the given major and how many credits are allocated to these if passed. It shall be assessed according to a five-grade scale.

- (4) The curriculum shall contain relevant information concerning the deadline for the completion of the professional practice, its requirements, and the means and methods of its assessment and evaluation. The faculty keeps a record of the duration of the external professional practice (teaching practice, field practice), of the credit value and grade received, of the date of completion with the indication of the practice places and with the signature of the supervisor.
- (5) In the case of subjects/courses that are to be assessed through a report or an end-of-semester examination and that are appended with a follow-up seminar/practice, as well as in the case of subjects/courses that comprise only seminars/practice, the instructors may offer the students a grade on the basis of their term-time performance. The possibility of being offered a grade shall be announced to the students in advance, at the beginning of the semester. Students are not obliged to accept the grade offered and may opt for taking an examination.
- (6) An unsuccessful mid-course written test cannot result in the student not being allowed to take the exam.
- (7) A successful mid-course test result can be counted in the end-term exam in the forms of:
 - a) offered grade,
 - b) extra points in the exam result,
 - c) exclusion of one part (e.g. minimum questions) of the exam
- (8) If the teacher (e.g. examiner, supervising person) recognizes the use of any not-allowed tools or methods during the test, the test has to be suspended and the student has to be given grade one or qualification not-compliant. In the case of examinations it is to be registered in the lecture-book, in the electronic academic system and on the exam-sheet as well. In the case of other types of tests it is to be registered in writing.
- (9) If the teacher recognizes any not-allowed methods or tools on the student or the use of these during the examination that constitute the serious violation of academic obligations (e.g. to have deactivated electronic or telecommunication devices on, use of electronic or telecommunications devices), the test has to be suspended.

In the course of the examination, the student is obliged to co-operate with the supervising persons and act in accordance with his or her instructions, especially in case of the suspicion of owning or using not-allowed methods or tools. In order to keep the straightness of the examinations the student has to immediately present the tools (even on their bodies or on their clothes) on notification that may be used

as subsidiary instruments, and temporarily give it to the supervising person, according to minutes, until the end of the possible investigation.

The student acknowledges that in case the suspicion of owning or using not-allowed methods or tools during the examination rises, entails the commencement of disciplinary proceedings.

The dean of the faculty decides on the initiation of disciplinary proceedings based on the written notification submitted by the teacher (until the following working-day latest). In the case of examinations no entry is to be made in the lecture-book while the entry “not assessable” is to be made in the electronic academic system until disciplinary proceedings have ended. Also, the fact of suspension is to be recorded on the exam-sheet. In the case of other types of tests the fact of suspension is to be put in writing. At the end of the disciplinary proceedings, the entries made in the Lecture Book and in the electronic academic system are to be identical.

The proceedings result in the number of test opportunities being reduced by one.

In the absence of disciplinary proceedings the provisions set in paragraph (8) are governing.

Regulations Concerning Papers prepared by the Student

16/B. §

- (1) While fulfilling their obligations the students can only use another author’s work pursuant to copyright regulations, and to the rules defined by the University’s ethical code of conduct and in the current Rules and Regulations, with special regard to the take-home papers, course papers and the thesis.
- (2) All literary, scientific, artistic or other intellectual materials that are not written by the student are considered as another author’s work regardless of its creator, published form, the extent of public content, whether it is copyrighted or not.
- (3) When using another author’s entire – or part of his -work
 - c) the source and the author’s name shall be indicated
 - d) the work or part of it – faithful to the original – shall be indicated as quotation
- (4) In other cases the usage of another author’s work and the way of indicating its origin the rules of the given field shall apply.

- (5) Should the students fully or partially violate the rules governing the usage of another author's work, their papers shall be deemed unsatisfactory and they shall retake the course or resubmit their papers/theses.

The Order of Examinations

17. §

- (1) Students may take an examination only in subjects they have duly signed up for according to relevant regulations at the beginning of the semester.
- (2) Students may plan their examinations individually or in a group.
- (3) Oral examinations, including the final examination and the defence of the degree thesis, shall be, in general, open to the public. Further information concerning oral examinations shall be detailed in Appendix III.
- (4) The student is obliged to arrive by the start time of the exam.
- (5) The examinee shall be provided a short time period before the examination to get prepared.
- (6) The examiner (or the chair of the examination board) shall be responsible for the proper circumstances and quiet atmosphere of the examination.
- (7) Students may submit a written proof of an excuse for missing an examination within three working days at the Registrar's Office. The Registrar's Office will delete their registration for the examination. Missing an exam shall not influence in any way whatsoever the assessment of the students' knowledge. If students fail to appear for the examination, their knowledge cannot be assessed.
- (8) Missing an examination without a legitimate excuse shall result in recording 'not appeared' in the academic system and students shall have missed one potential chance for taking the examination in the given semester. If the student does not attempt to take the examination during the semester at all, the record 'not appeared' shall be entered in the Lecture Book, too, by the Registrar's Office. If the student fails to sign up for the exam during the educational period or signs up but does not appear on any of the exam occasions, the "not completed" note will appear in the electronic academic system.

The examination grade shall be determined according to the assessment principles announced in advance.

Repeating Failed Exams

18. §

- (1) Students may take each examination (exam, retake exam, repeated retake exam) maximum three times in the same examination period. If the retake exam was not successful and the same person was the only examiner on the exam and the retake exam too, then upon the student's request it should be ensured that the repeated retake exam is conducted in front of another teacher or exam committee. The students may exercise this right even if the examination is taken in a different semester. The head of the Department responsible for the course shall appoint the members of the examination board.
- (2) If students fail to complete their professional practice, or it cannot be assessed properly on the basis of the work done there, the conditions for making up for this shall be determined with regard to the provisions of Appendix III by the supervisor responsible for arranging the professional practice.
- (3) To be fair and reasonable in cases when it is really necessary and supported with a valid proof, the head of the faculty may give his/her consent to an examination to be taken beyond the expiration of the examination period.

Retaking a Successful Exam for a Better Grade

19. §

- (1) If students wish to improve the grade or assessment that they have already received, they may do so in maximum two subjects per semester and once per subject within the examination period. The assessment and the grade received at the improving examinations shall be final and irrevocable, except if it is failed, which may be then improved in another retake according to the relevant regulations on failed examinations.
- (2) The grade received after the retake of a passed examination may not be improved any further.

Calculation of the Grade Average

20. §

- (1) The adjusted credit index and the stipend index shall be calculated and recorded by the Registrar's Office following the closing of the examination period without any delay.
- (2) For the academic grade average, the weighted grade average shall be taken into consideration. For the calculation, the product of the credit values of subjects graded a pass or higher multiplied by their grades shall be divided by the total amount of credits completed.

$$\text{Weighted grade average} = \frac{\Sigma \text{ completed credits} * \text{grade } (>1)}{\Sigma \text{ completed credits}}$$

- (3) The stipend index assesses both the quality and the quantity of the work of the students. For the calculation, the product of the credit values of subjects graded a pass or higher multiplied by their grades shall be divided by the total number of credits undertaken.

$$\text{Stipend index} = \frac{\Sigma \text{ completed credits} * \text{grade } (>1)}{\Sigma \text{ credits undertaken}}$$

- (4) The average and the stipend index shall be calculated in a way that the final value shall be rounded to two decimal places.

- (5) The grades received for completion of previous courses by the students who leave for studying abroad shall be converted to European Credit Transfer System (ECTS) grades for the foreign hosting institution, whereas the grades of received in the home institutions by foreign exchange students coming to study here shall be converted by the foreign institution. (6) In the credit system-based education, the instrument for monitoring the performance of a student for a time period exceeding a semester is the weighted academic average. For the calculation of the weighted academic average, the product of the credit values of subjects completed in the given time period multiplied by their grades shall be divided by the total number of completed credits.
- (7) For the assessment of the students' performance from the aspects of quality and quantity in one semester, the credit index and the adjusted credit index, for more than one semester the cumulative adjusted credit index are used. For calculating the credit index, the product of the credit values of completed subjects multiplied by their grades shall be divided by thirty credits in the case of an average progression. The adjusted credit index may be calculated from the credit index with the multiplication factor corresponding to the ratio of credits completed during the semester and credits undertaken by the student at the registration.

$$\text{Credit index} = \frac{\sum \text{completed credits} * \text{grade} (>1)}{30}$$

$$\text{Adjusted credit index} = \frac{\text{Credit index} * \sum \text{completed credits}}{\sum \text{credits taken}}$$

The cumulative adjusted credit index should be calculated similarly to the adjusted credit index with the difference that 30 credits for each semester and the number of credits taken and completed during the whole period must be used.

- (8) After each semester, a hierarchical list of students belonging to each academic year (in the given branch, according to the number of their active semesters) should be prepared in increasing order of their adjusted credit index, to establish the rank of order of students within a semester. At the end of each semester, the cumulative adjusted credit index (based on the achievements of the student in all of her/his active semesters) shall also be calculated for each student. The cumulative adjusted credit index calculated after the last active semester of a student shall determine her/his rank of order among those completed the same branch of studies. Depending on the faculty, a rank of order can be established for students of all years, e.g., within a branch of studies, or within a faculty on the basis of the cumulative adjusted credit index. These lists, containing the personal identification number of students (EHA code) are made public in the usual way by the faculties.

Appendix III of the EER may specify the minimum weighted academic average required after a given academic period for the continuation of studies or for the attainment of the diploma or certificate at the closing of studies.

IV. THE FINAL PRE-DEGREE CERTIFICATE THE DEGREE THESIS, THE STATE EXAMINATION, AND THE DIPLOMA

The Completion of the Program

21. §

- (1) On the day of completing the course the institution shall declare that the student fulfilled the requirements of issuing the final pre-degree certificate, and issue the final pre-degree certificate within 20 days by the date of completion. The student shall be informed about the issuance of the pre-degree certificate at the same time.
- (2) As the closing act of studies at the university in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), in professional trainings of higher education, and in specialized postgraduate non-degree programs, the students shall be issued a final pre-degree certificate (absolutorium) within 30 days.

Students who have received their pre-degree certificates may take their state examination.

Degree Thesis

22. §

- (1) As a prerequisite for the state examination, students in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), and in specialized postgraduate non-degree programs shall prepare a degree thesis.
- (2) The announcement of topics for the degree thesis shall be detailed in Appendix III.
- (3) The requirements concerning the contents of the degree thesis, the option of accepting multi-author degree theses, the general criteria for assessment, and the number of credits allocated to the degree thesis shall be specified in Appendix III.
- (4) The preparation of the degree thesis shall be supervised by an internal consultant approved by the department and may be assisted by an external consultant accepted by the department if necessary.

- (5) Students may also offer a topic for the degree thesis, which the competent head of department may accept or reject.
- (6) The conditions of the acceptance of a SSS [Student Scientific Society] paper as a degree thesis shall be listed in Appendix III.
- (7) The degree thesis shall be adjudicated by the referee(s) and graded by an appointed board of experts in a five-grade scale.
- (8) The degree thesis shall be prepared and submitted in electronic and paper format. The electronic version of the degree thesis shall be uploaded in pdf format to the Electronic Archives of the University and National Library of the University of Debrecen (DEA), to the address <http://dea.lib.unideb.hu/dea/handle/2437/85081>. Information concerning the deadline for the submission and upload of the degree thesis shall be included in the supplement. The requirements of storing the paper format thesis and the rules of its registration are also defined by the supplement. The operator of DEA takes care of the storage and registration of the electronic format. The procedural provisions of handling classified degree theses are specified in Appendix IV of the regulation. The student is obliged to declare that the degree thesis' electronic and paper formats are completely the same.
- (9) The student is obliged to declare in the format and way defined by the faculties that the degree thesis is the work of his/her own and he/she complied with all the provisions concerning copyright.

Should the University - subsequent to the graduation exam but before the issuance of the degree - become aware of that the student/former student presented his/her thesis as his/her own work, this violating the rules concerning the usage of another author's work, the previous grade of the thesis shall be invalidated and graded as unsatisfactory. The student/former student is informed by the institution regarding the decision in a written decision and is warned to rewrite the thesis with a maximum deadline of two semesters.

Should the University become aware, after the issuance of the degree, of that the student/former student presented his/her thesis as his/her own work, thus violating the rules concerning the usage of an author's work, it shall make the necessary legal steps concerning the withdrawal/invalidation of the degree.

Students are obliged also to declare, in a way and form established by the Faculties, that the thesis is the result of their own work and they observed copyright laws.

State Examination Board

23. §

- (1) The members of the state examination board shall be delegated and commissioned with the consent of the Faculty Council by the dean of the faculty. The length of the appointment of membership in the state examination board shall be one year.
- (2) The state examination board shall have a minimum of two members apart from the chairperson. The actual number of members shall be specified in Appendix III. At least one of the members of the state examination board shall be a university or college teacher, or university or college associate professor, in addition, at least one member either shall not have employment relationship with the University according to the law on national higher education or shall be the teacher of a different faculty/major of the University.
- (3) The distribution of students to individual commissioned state examination boards shall be published by the Registrar's Office.

State Examination

24. §

- (1) After receiving their pre-degree certificate, students in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), in professional trainings of higher education, and in specialized postgraduate non-degree programs, conclude their studies by taking a state examination.
- (2) The state examination shall test and assess the knowledge, skills and abilities requisite to the award of the diploma, whereby the students shall also prove their ability to apply the acquired knowledge in practice.
- (3) The conditions for taking the state examination and the examination itself shall be defined in the requirements for the given major.
- (4) The state examination shall be taken in an examination period following the award of the pre-degree certificate. The state examination shall be taken before an examination board.
Students can sit for the state examination within five years after obtaining the pre-degree certificate with the same academic requirements and examination order. No state examination can be taken after this deadline.

- (5b) If a student who started his/her studies after 1st September, 2006 does not pass the state examination until the termination of the student status, the student can sit for the state examination any time after the termination of his/her student status according to the provisions regarding the state exam, effective at the time of taking the state examination.
- (6) In case of students who started their first year studies in September 2012 – and then in ascending system – it is possible to sit for the state examination in any examination period within two years after the termination of the student status, according to the effective academic requirements. If the state examination is taken more than two years after obtaining the pre-degree certificate the conditions of taking the exam is are stipulated by the faculties. No state examination can be taken later than five years after the termination of the student status.
- (7) The result of the state examination shall be calculated according to the method prescribed in the qualification requirements of the given major.
- (8) The state examination may consist of several parts, depending on the stipulations of the curriculum (the defence of the degree thesis, and additional oral, written, and practical examinations)
- (9) If the students fail in any part of the state examination, the state examination shall be retaken as specified in Appendix III.
- (10) The oral examination shall be assessed by the members of the state examination board according to a five-grade scale. The state examination board shall then consult behind closed doors and vote about the final grade for the state examination. In the case of an equal division of the votes, the chairperson shall be given the casting vote. The result of the state examinations shall be announced by the chairperson of the board.
- (11) There shall be minutes taken during the state examination. The results of the constituent parts as well as the grade for the state examination shall also be entered into the traditional paper-based Lecture Book. Further provisions concerning the state examination may be included in Appendix III.

Retaking a Failed State Examination

25. §

- (1) The retake of a failed state examination may be attempted in the following examination period at the earliest.
- (2) If, according to the provisions listed in Appendix III, the referee(s) unanimously assess(es) the degree thesis as failed, the student may not take the state examination and shall prepare another degree thesis. The conditions and the deadline for submission of this degree thesis shall be listed in the Appendix III. to the regulation containing the faculty features.

Diploma

26. §

- (1) The diploma shall be issued and delivered to the students having passed the state examination within thirty days from the presentation of the document in evidence of a valid language examination. The diploma is a public document bearing the coat of arms of the Hungarian Republic, certifying that the studies have been successfully completed in the major identified in the diploma.
- (2) The amount of credits required for the diploma and the number of credits allocated to the degree thesis shall be specified in the requirements of the given majors.
- (3) In the complementary degree program, a number of credits complementing the amount of credits recognized from the college level program to the amount of credits required in a university level program shall be obtained.
- (4) The minimum amount of credits required in specialized postgraduate non-degree programs shall be 60.
- (5) In the tracks other than full-time, the amount of credits required to be obtained in a given major shall be the same as required for the corresponding major in the full-time track.
- (6) In the traditional training the diploma is a public document bearing the coat of arms of Hungary and displaying the name of the University of Debrecen, its OM [from the initial letters of the Hungarian words for Ministry of Education] identifier, the serial number of the diploma, the name, place and date of birth of its holder, the level of qualification or the degree awarded, the program, professional qualification, specialization, and the training schedule of the

program, as well as the place, year, month, and day of issue. The diploma shall also be furnished with the signatures of the rector of the University of Debrecen (in case of incapacitation with the vice-rector's) or the Dean of the given Faculty (in case of incapacitation with the vice-dean's) and the chair of the state examination board, and shall bear the stamp of the University of Debrecen. In case of incapacitation of the chairperson of the state examination board, the diploma may be signed by the Faculty's vice-dean for academic affairs instead of the chairperson of the state examination board.

The rules of procedure set in the present section are to be applied when signing the clauses of the diploma.

The diplomas issued shall be registered in a central registry.

In case of students of the new Bologna system the diploma is a public document bearing the coat of arms of Hungary and displaying the name of the issuing institution of higher education; its institutional identification number; the serial number of the diploma; the name, birth name, place and date of birth of its holder; the level and name of the qualification and the degree awarded; the place, year, month, and day of issue; the classification of the given qualification according to the Hungarian Certification Framework, the European Certification Framework and the time frame of the course according to the qualification and exit requirements. The diploma shall also be furnished with the signatures of the rector of the University of Debrecen (in case of incapacitation, with the signature of the vice-rector) or the Dean of the given Faculty (in case of incapacitation with the signature of the vice-dean). The diploma shall also have the stamp of the higher education institute.

- (7) Information concerning the subjects to be taken into consideration when assessing the diploma according to the qualification requirements shall be included in Appendix III.
- (8) The diploma shall be assessed on the basis of the calculation of the grade average as follows:
 - outstanding 4,81 – 5,00
 - excellent 4,51 – 4,80
 - good 3,51 – 4,50
 - satisfactory 2,51 – 3,50
 - pass 2,00 – 2,50
- (9) The diploma shall be issued in Hungarian and English or in Hungarian and Latin or, if the instruction is not delivered in Hungarian, in Hungarian and in the

language of instruction. Upon request by the student, the diploma may be issued in another language, the related costs of which shall be borne by the student.

- (10) The diploma supplement defined by the European Commission and the European Council shall be issued together with the degree gained in bachelor, master, or professional higher education training, both in Hungarian and in English language. The diploma supplement is a public document.
- (11) Students may accrue the number of credits required for the issue of the diploma or the certificate in a shorter period of time than the allowed length of studies as specified in the qualification and exit requirements and, therefore, the diploma may be issued to them earlier. The allowed length of studies may also be shortened in the case of a second or further degree program through the recognition of aptitudes acquired previously (credit transfer).
- (12) The diploma awarded after the completion of an undergraduate course, a graduate course, or a one-tier program, and a specialized postgraduate non-degree program entitles its holder to hold the jobs and to pursue the activities defined by the relevant acts and laws.

The English descriptions of the levels of education corresponding to the degrees certified by the diplomas awarded in Hungary are as follows:

- a) undergraduate degree, “Bachelor” or “baccalaureus” (abbreviated as: BA, BSc),
- b) graduate degree, “Master” or “magister” (abbreviated as: MA, MSc).

Holders of a Master degree are entitled to use the designation Master (MSc; MA) after the professional qualification (e.g.: engineer MSc, economist MA, teacher MA/MSc, etc.) as certified by their diploma.

Honours Degrees/Diplomas

27. §

A degree/diploma with honours shall be issued to the student who receives an excellent grade in all the subjects of the state examination, whose grades for the degree thesis and for all the comprehensive exams basic exams/ terminal exams are excellent, and the grade average of all his/her other examination grades and seminar grades is minimum 4.00 or better, and who does not have a grade lower than satisfactory among all of his/her grades.

V. MISCELLANEOUS AND CLOSING PROVISIONS

Fees

28. §

Students shall pay the fees and contributions specified for them by the set of regulations titled Fees and Contributions to Be Paid by the Students of the University of Debrecen and the Forms of Financial Support available for them.

Definitions

29.§

ECTS (European Credit Transfer System): A European credit transfer system that facilitates a greater degree of student mobility among the higher education institutions in Europe for the students of the institutions that accept and approve the basic principles and guidelines of ECTS.

ECTS grade: means the conversion of the grades received as follows:

Hungarian grade ECTS grade:

5 A

4 B

3 C

2 D

1 F

In the case of a three-grade scale, the grade shall be converted to the corresponding Hungarian grade first.

Excellent: 5, satisfactory: 3, fail: 1. The conversion method shall be used in reverse, too, when ECTS grades are converted into Hungarian grades.

Individual study hours: the part of studies apart from contact hours, expressed in working hours, that the student spends studying and fulfilling the requirements on average (including the time spent studying in the examination period).

Individual study plan: the institutional EER and the curricular requirements provide a possibility for the student to make his/her own choice out of the selection of courses

offered for each academic time period according to the conditions specified in the regulations and curricula.

Term/Semester: a period of about 21-22 weeks consisting of a term-time and an examination period, the length of which is expressed in units of time. On average, 30 credits are expected to be earned per semester in a program.

Active semester: a semester in which the student signs up for courses and completes them (in the given major).

Passive semester: a semester in which the student opts for a temporary suspension of his/her studies (in the given major).

Graduate (Master) program: the second tier of the multi-tier linear system of training, in which the acquired graduate or Master degree certifies the fact of graduation and the corresponding qualification.

Student workload: the time necessary for a student of average talent, with average educational background, and of average potential future performance, to successfully complete academic work (among average circumstances) expressed in working hours, i.e., the sum total of contact hours and the individual student working hours.

Credit: a relative unit of students' work representing in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals 30 study hours.

Credit accumulation: the activity of accumulating credits during one's studies. The credits earned in each academic time period shall accumulate to the credits earned previously until the student obtains all the credits required for the diploma (including the credits allocated to the required material as well).

Credit allocation: the allocation of subjects/course and credits to one another in the curriculum.

Module: a curricular unit of a department including subjects/courses that comprise a related body of knowledge concerning the training objectives of the department or an individual specialization. Modules can be thematically consecutive and interchangeable.

Model curriculum: the distribution of the subjects/courses to semesters in such a way that a student who wishes to progress in an average fashion may follow it by observing the prerequisite requirements when signing up for each course, and by completing work

in each semester that is sufficient for earning 30 (± 3), will be able to complete his/her study requirements within the time period specified in the qualification requirements.

Contact hour: a class requiring the personal cooperation of the lecturer for the fulfilment of the academic requirements specified in the curriculum.

Subject/course: the professional unit of measurement in the curricular structure of a major, which may be associated with conditions relating to registration and completion.

Foreign student enjoying the same status as Hungarian students: a person of non-Hungarian citizenship holding an immigration or residence permit valid for the territory of Hungary or a person qualifying for refugee status according to an additional statute, as of the day of issue of their ID or residence permit.

Part-time training: training provided in the framework of the training schedule associated with evening or correspondence training. The length of the part-time training shall equal at least thirty but not more than fifty percent of the contact hours of full-time training (at least three hundred contact hours per semester). The length of specialized postgraduate non-degree programs shall be between 20% and 50% of the contact hours of full-time studies.

Distance education: a particular form of training, involving the use of ICT teaching aids and teaching-learning methods based on the interactive relationship between the teacher and the student and the student's individual work, where the number of contact hours is less than 30% of the contact hours in full-time training.

Closing Provisions

30. §

- (1) These regulations were accepted and approved by the Senate of the University of Debrecen on May 25, 2006 (resolution No. 23/2006. (VI.22)). Its provisions shall enter into force as of September 1, 2006. With these regulations entering into force, the regulations titled Credit System-Based Educational and Examination Regulations of the University of Debrecen, accepted on June 28, 2001, and amended several times, shall be automatically repealed.
- (2) Students who pursue their studies outside the credit system-based programs shall be reasonably subjects to the provisions of these present regulations with the exception of the provisions on assessing student performance (credits). Appendix III to these present regulations may specify the relevant features at the faculty level.

All these requests are to be considered by the Sub-Committee for Credit-Transfer of the given Faculty.

If the student requests his/her transfer to a Bologna training and the request is accepted by the assigned committee, the student status is considered permanent with the conditions of the acceptance but with the agreement to continue his/her studies under the requirements of the newly chosen course.

- (5) Students who have been admitted to the traditional college/university level undergraduate degree programs must comply with the academic requirements specified at the time of their registration and in the current educational and examination regulations.
- (6) Paragraphs 1. § (3), 2. § (10), 3. § (2), (8), (17), 5. § (5), 7. § (4), 9. § (2), 14. § (9) and 31. §. (5) in the regulations were modified by the Senate on 2nd November 2006 by means of resolution number 11./2006. (XI. 2.). The regulations came into effect on 3rd November 2006.
- (7) Paragraphs 1. § (1), 3. § (1), 3. § (9), a 3. § (10), 6. § (1), 9. § (2), 16. § (3), 18. § (7), 22. § (1), 23. § (1), 25. § (1) in the regulations were modified by the Senate on 19th April 2007 by means of resolution number 14./2007. (IV. 19.). The regulations came into effect on 20th April 2007.
- (8) Paragraphs 3. § (2), 3. § (9), 3. § (10), 5. § (2), 5. § (12), 25. § (3), 27. § (6), 27. § (14), 30. § in the regulations were modified by the Senate on 4th October 2007 by means of resolution number 10/2007. (X. 4.). The regulations came into effect on 5th October 2007.
- (9) Paragraphs 3. § (11), (16), (17), 10. § (1) and (3), 12. § (2), 16. § , 21. § (8) and (9), 27. § (1) in the regulations were modified by the Senate on 20th December 2007 by means of resolution number 14/2007. (XII. 20.). The regulations came into effect on 21st December 2007.

APPENDIX I. ACADEMIC DATA MANAGEMENT AND REGISTRATION

The purpose of student academic data registration is the precise and full-scale management of data prescribed in the relevant statute, which may serve as a basis for providing statistical and other information. In particular, its purpose is the registration of the state-funded length of study, the student IDs, and the diplomas, supplements to the diplomas, degrees, and certificates issued.

The student registry shall be operated as an electronic system.

A paper-based registry shall be retained for the management of certificates of the legal status of students, the minutes of state examinations, and the registry of issuing diplomas and certificates, the registration sheets, and the forms for registering personal data.

The electronic academic system shall contain academic information on different majors and the URL address where further information is available.

Each user who has access to the data stored and managed in the academic system shall read and observe the pertinent rules on protection of data and the related institutional regulations.

Registration

- (1) The registration sheet is a form for certifying the establishment of student status, containing the following information: the student's name, code, major(s), work schedule, the name of the institution, its OM identifier, the student's signature, and further particulars requested by the academic system.
- (2) The registration sheet shall be paper based.
- (3) Personal registration shall be entered into the student registry within 3 working days. Every person shall have only one file in the electronic academic system.
- (4) A personal folder shall be established for collecting the documents related to the students, their studies, and personal particulars. Students enrolled simultaneously in several faculties shall also have just one single personal folder; however, data important from the aspect of individual programs shall be registered by the respective faculties, too. Among the Registrar's Offices concerned, the office of the faculty where they registered first (home faculty) among the faculties giving the instructions of his/her majors actively funded by the state (if there are any such

faculties) shall be favoured from the aspect of registration and manage his/her folder.

- (5) The registration sheet shall be kept together with its supplements in the personal folder.
- (6) The student's written and signed acknowledgement concerning the reception of a brochure of academic information and, in the case of fee-paying students, the adult education contract shall constitute supplements of the registration sheet.
- (7) On the basis of the data registered in the academic register, the Education Office of the training faculty shall print the section of the registration sheet of the student that contains personal data, a copy of which shall be placed in the personal folder and a copy of which shall be sent to the home faculty (if the home faculty is different from the training faculty). A student participating in more than one program shall enrol in Education Offices of each of his/her training faculties for each one of his/her active majors. This office then shall, without any delay, send a copy of the enrolment to the home faculty (if the home faculty is different from the training faculty).
- (8) Upon enrolling, the student shall receive at the training faculty the respective information brochure concerning his/her training, and the fee-paying students shall sign the adult education contract. These documents shall constitute supplements to the original registration sheet, which shall be placed in the student's personal folder together with the newly prepared registration sheet and a copy shall be sent to the Education Office of the home faculty (if the home faculty is different from the training faculty).

Registration for the Semesters

- (1) The students' request for a passive semester shall be adjudicated within 5 days and the students shall be informed about the decision. The fact of granting a request for a passive semester shall be registered in the academic system within 3 days after the decision in order to make sure that the change could be included in the next instance of data supply.
- (2) The suspension or temporary termination of student status and the data concerning state-funded and fee-paying semesters shall be registered in the case of each and every student with regard to each and every major.

Certification of Student Status

- (1) The certification of student status shall be paper based.

- (2) Certificates of student status shall be issued by the Registrar's Office upon the student's request. The certificate may be issued only from the academic system and may be delivered only to the student.

Closing of the Semesters

- (1) The Registrar's Office shall, by majors, identify the number of credits taken for the current semester and the previous active semesters as well as the number of credits obtained, the number of accumulated credits obtained, the weighted grade average, the accumulated weighted grade average, the stipend index, the credit index the adjusted credit index and the accumulated adjusted credit index.
- (2) From the academic system, a registration record shall be printed with the academic results of the past semester. The printed registration record shall be placed into the faculty personal folder of the student and it shall also be sent on to the Registrar's Office of the home faculty (if the home faculty is different from the training faculty).

Entries

- (1) The following items shall be entered into the academic system: the registration of the student for the individual semesters, the suspension of the student status, further entries concerning his/her student status, transfer, termination of student status, and resolutions made on the basis of rights and obligations. At the termination of the student status, the relevant pages of the registration record shall be printed and placed into the personal folder.
- (2) The registrar's office shall enter into the Lecture Book of the students the following items of information: the registration record number, the certification of the final pre-degree certificate, the data about the degree thesis and the certification of its completion, the data about the language examination, the components and the result of the state examination, the assessment of the diploma or certificate, and the reference numbers of the resolutions regarding the students' studies.

Diploma

- (1) The Registrar's Office shall keep a registry in the academic system about diplomas and certificates issued. The relevant data shall be entered into the system within 5 days after the issue.

- (2) Supply of information on and archiving of the diplomas issued shall be carried out by the central IT operational body.
- (3) The delivery of the diplomas shall be registered in the delivery book of diplomas and certificates.
- (4) The institutions of higher education shall use the form of diploma and diploma supplement approved by the registration center.
- (5) The minutes taken at the state examination shall be attached to the registration record of the students. The certificate issued about the completion of the state examination shall be registered in the academic system within 3 working days. Supply of data on the certifications issued shall be carried out by the IT Directorate.

Diploma Supplement

- (1) Within 30 days following the issuing of the diploma, the students shall be issued a Diploma Supplement in Hungarian and English. The supplement shall contain the data of the results achieved. The issued and certificated supplements shall be placed into the Europass folder and delivered to the students.
- (2) Supply of information on and archiving of the Diploma Supplements issued shall be carried out by the central IT operational body.
- (3) The Diploma Supplement forms shall be handled by the Registrar's Office according to the regulations on document management.

Visiting Students

- (1) Students of visiting student status shall be also registered in the academic system and a registration record shall be kept about them.

The Transfer of Students

- (1) If the students transfer to another institution of higher education, the termination of student status shall be entered into the academic system and the Lecture Book. From the registration records of the students, the following information shall be printed and placed into the personal folder: registry of state-funded semesters, disciplinary and compensation data, deficiency data and resolutions. Following this, the Lecture Book or a printed and authenticated sheet from the academic system and the personal information package of the students shall be transferred to the receiving institution of higher education.

Termination of Student Status

- (1) If the student status is terminated for whatever reason, it shall be registered in the academic system without any delay. Following the termination of the student status, it is prohibited to delete the data on the student from the academic system.
- (2) The following data shall be printed from the registration record and placed into the personal folder upon the termination of the student status: data related to the student status, a registry on the state-funded semesters, disciplinary and compensation data, deficiency data and resolutions made according to the students' rights and obligations.
- (3) Dismissal or expulsion from the institution of higher education or the interruption of studies shall be registered into the Lecture Book as well as the electronic academic system.
- (4) Following the closing of the registration record, the Lecture Book or a printed and authenticated sheet from the academic system shall be issued to the students.

Student ID

- (1) The student ID issued to the students and its accessories shall be handled by the Registrar's Office of the home faculty. Registration shall be carried out in the academic system.

Supply of Information to the National Higher Education Information Center

- (1) The institution shall report the establishment and the termination of the student status as well as the changes in the student status as determined in statutes to the National Higher Education Information Center within 15 days.
- (2) Information on diplomas, certificates, and doctoral certificates shall be sent to the National Higher Education Information Center within 30 days.
- (3) The supply of information to the National Higher Education Information Center shall be sent by the central IT Directorate on the basis of the data available in the academic system on the first and the sixteenth days of each month.
- (4) The processing of the data published by the National Higher Education Information Center shall be carried out by the IT Directorate. The distribution of student identifiers shall be the responsibility of the Registrar's Office.

Adjustment of Data

- (1) The Registrar's Office of the home faculty shall register within 2 working days the changes reported in students' data in the academic system.

Archiving

- (1) The IT Directorate shall be responsible for the security of the data in the academic system, the handling of security savings, the archiving of data, the management of archived data, and the annual archiving of data on graduating students.
- (2) Five years after the termination of the student status, all documents the content of which is also recorded on the registration record may be disposed of.

Replacement of Lost Documents

- (1) A duplicate may be made to replace lost Lecture Books, or the printed and authenticated sheet from the academic system as well as diplomas and certificates on the basis of the academic system. A fee shall be charged for duplicates.
- (2) If a Lecture Book is full, another one shall be attached to it in a way that it should be fixed to the original so that they could not be separated.
- (3) Lost or destroyed registration records shall be replaced on the basis of the contents of the available registries or documents.

APPENDIX II. THE ELECTRONIC LECTURE-BOOK

The procedure to be observed during the simultaneous application of electronic academic record book and admission procedure after September, 2011

The Announcement of and Registering for Courses

- (1) All courses students can register for must be announced or organized to be announced in the administration system by each department by the last day before the registration week.
- (2) Students must register for courses they would like to complete in the academic system. Registration for the courses lasts until the end of the first week of the semester.
- (3) In exceptional cases, upon the lecturer's advice and upon request, the modification of registration for courses is still possible for one more week after payment of the procedure fee. The modification authorized by the Vice-Dean for Educational Affairs is recorded in the electronic educational system by the authorized employee of the Registrar's Office.
- (4) Within 5 days after the end of the registration period defined in point 2 and 3, the student may raise objections to the data concerning the courses registered in the academic system to the head of the Registrar's Office. If records are modified on the basis of the objection, the department concerned is to be informed about the changes.
- (5) From the fifth week of the semester on, the list of courses cannot be modified in the academic system except for exceptional cases to be authorized by the vice-dean for education affairs of the faculty concerned and has to be reported to the University Student Information Center.
- (6) On the closing day of the registration period the registered courses of each student are saved and stored for the period of one year by the University Student Information Center. Students receive an electronic notification on the registered courses.

Review of Performance

- (1) In case the grade is based on the performance given during the semester, the instructor shall record the grades obtained in the result sheet printed from the academic system, in the academic system itself and in the student's lecture-book authenticated by his signature, at a time defined and published previously, by the end of the third week of the examination period.
- (2) In case of courses ending with an exam, an appropriate number of exam days are to be announced as specified by the Rules and Regulations for the entire examination period, at least three weeks before the end of the term-time. The information required is as follows: the dates of the exams, the names of members of the board, the time and mode of registration, the date of the publication of the exam results, and opportunities of retaking the exams.
- (3) Students must register for exams in the academic system.
- (4) The student must present his/her identification documents (student card or ID card) at the exam.
- (5) Students may only take part in the exam if they have registered for the given date in the academic system and proved their personal identity.
- (6) The Registrar's Office shall register, delete or modify exam grades in the academic system only on the basis of written instruction by the vice dean.
- (7) In case of oral examinations
At the end of the examination the examiner shall make a record of each grade on the exam sheet and in the student's Lecture Book/course completion sheet, signs it and ensures that the grade is recorded in the academic system by the third working day following the examination – in case of examinations taken on the last day of the examination period by the last day of the examination period.
- (8) The examiner stores the examination sheets until the beginning of the next examination period.
- (9) In case of written examinations
 - The correction of the tests and recording of grades in the academic system is to be done within five working days after the exam. In case there are less than five days between the examination and the last day of the examination period, the correction and the recording of grades into the academic system are to be done by 12 o'clock on the first working day after the examination period.

- The test serves as the basis of subsequent verification of grades. The test has to bear the evaluation, the name and the signature of the evaluator, and is to be stored by the examiner until the beginning of the next examination period.
 - At a previously determined and announced appointment the examiner enters the grade into the student's Lecture Book/course completion sheet and signs it.
- (10) The examiner is exempted from recording the grades in the paper-based Lecture Book if the student fails to provide it at the oral examination or at the prearranged meeting.

Closing the Assessment of Performance

- (1) On the day after the last day of the examination period the student receives notice through the academic system to check the course accomplishment data of the given semester.
- (2) Within two weeks after the closure of the examination period the student may object to the evaluation data present in the academic system at the teacher/organizational unit responsible for the course that will make a decision in three working days. In case the objection is justified, the grade objected is corrected on the basis of the grade written on the test paper, in the paper-based Lecture Book/course completion sheet and on the exam sheet. The correction is performed by the Registrar's Office based on the letter of the teacher, or in case of her/his absence, that of the head of the organizational unit concerned. If the objection is not justified and is rejected, the student may turn to the Faculty Educational Committee in at first instance and to the Student Matters Committee of Legal Remedy at second instance.
- (3) On the fourteenth working day after the examination period the closure of the semester is performed in the academic system by the faculties. After closing the semester the University Student Information Center performs the saving of the data. The University Student Information Center preserves the saved data in two copies, in two separate rooms for ten years. It is compulsory to keep record of the data-saving.
- (4) In case of posterior modification of the archived data the University Student Information Center is informed in writing by the Vice Dean of Education Affairs. Data saved cannot be modified, saving is repeated if necessary, and it is stored next to the original saving.

- (5) After the close of the semester the list of registered subjects (if not done previously) and list of completed subjects is printed, authenticated and fastened in the traditional paper-based Lecture Book if it is still used.

Certification of Performance

- (1) After the close of the semester students may follow up the data of their own performance directly in the academic system, and may print it from there. (2) In the event of studies abroad students may ask for an authenticated certification containing the data of their performance. In this case the university provides this certificate in English.
- (3) In case the student leaves the university during her/his studies, the certificate about the cancellation of student status and the authenticated Lecture Book printed from the electronic academic system or the traditional paper-base Lecture Book are provided.
- (4) At graduation students receive the authenticated version of their printed, verified, and bound Lecture Book or the traditional paper-based Lecture Book.
- (5) In case the Educational Bureau grants the permission to apply the electronic Lecture Book, the obligation to use the paper-based Lecture Book ceases to be used (except for the case of a contradictory decision made by the faculty). Thereafter the Lecture Book is an inseparably bound document printed from the academic system and authenticated by the Dean and Vice Dean for Education Affairs of the faculty concerned.

APPENDIX IV. THE PROCEDURE OF MANAGING CLASSIFIED THESES

1. Requesting the classification of a thesis

- 1.1. Should a student include confidential information or details in his/her thesis, the private management (hereinafter: classification) of which is justified, the publication of a thesis can be delayed, for legitimate reasons, according to the provisions of the present regulations.
- 1.2. A thesis can be classified:
 - a) in order to protect the business or other significant interests of third parties,
 - b) to protect research results and intellectual properties belonging to the interest of the University,
 - c) to protect qualified data or data to be protected through qualification.
- 1.3. In case of special appreciation, the defense of a thesis can also be considered as private. In other cases, the defense of a thesis is open to the public.
- 1.4. The classification of a thesis can be requested 30 days prior to the defense of the thesis, at the latest. The request of classifying a thesis is proposed in a written form by the supervisor of the student (consultant) or by the Head of Knowledge and Technology Transfer Office (in case of b/1.2.) to the Dean of the Faculty, by using the form attached to the regulations.
- 1.5. Forms to fill and sample request forms related to the classification of a thesis can be found at the website of
http://detti.unideb.hu/portal/diplomamunka_titkositas.
- 1.6. The request of classifying shall include:
 - a) the detailed reason for the necessity of classification, especially why the inclusion of confidential information in the thesis is inevitable,
 - b) the declaration by the secret-keeper about which pieces of information are considered as confidential and that the student is allowed to use the confidential information in the thesis,
 - c) the declaration of the student and the secret-keeper that they are aware of the content of the present regulations and the fact of classification,
 - d) a declaration whether they request also the classification of the defense of the thesis.

- 1.7. A decision concerning the classification of a thesis and its defense is made by the Dean of the Faculty.
- 1.8. Classification can be authorized for five years from the day of defense, which, in justified cases, can be extended – by submitting a new request before the expiration of five years. The new request shall be submitted according to the rules of point 1.4., 30 days before the expiration of the period of classification, at the latest. The thesis can be classified again for a period of five years – in case of the protection of especially significant interests or in other cases requiring special appreciation. Regarding the protection of qualified data, regulations of the law CLV. of 2009. about the protection of qualified data shall be governing.

2. Defense of a classified thesis

- 2.1. In case of a classified thesis, the thesis is public for the supervisor, the assessors and members of the jury only, who undertake in writing that they retain all confidential information included in the thesis, they do not either disclose it or release it to any third parties.
- 2.2. Only members of the evaluation committee, the supervisor and the student are allowed to participate in the defense of the classified thesis.
- 2.3. During the defense of a classified thesis, the Head of Education Office of the Faculty shall be responsible for acquiring and preserving nondisclosure agreements, and for conducting the defense privately.
- 2.4. Following the defense of the thesis, the student receives printed copies of the classified thesis submitted back.

3. Preserving a classified thesis

- 3.1. Classified theses shall be stored only in an electronic form in DEA, where authorization for viewing and deadlines corresponding with the classification must be possible to set. Regarding a classified thesis, the following data is public:
 - a) Title of thesis, names of author and supervisor and time of defense,
 - b) Fact of classification and expected expiry of classification.
- 3.2. Uploading the classified thesis is the task of the student.
- 3.3. Storing the thesis according to classification is the responsibility of the operator of DEA.

3.4. 1 Should a third party, providing data or commercial secret for the preparation of a thesis, insist on signing a nondisclosure agreement with one of the Faculties, according to which, secrets provided cannot be released to people other than the reviewers of the thesis, the student can be exempted from the obligation of uploading the thesis in the DEA, if authorized by the Dean of the Faculty. At the same time, however, the Dean shall be responsible for the appropriate keeping of the electronic version of the thesis. The student is obliged to attach the agreement concerning the classification.

1 Issued by Senate Resolution of 16/2013, (XII.19.); operative from 20th December, 2013

Following the expiry of the period of classification, the thesis shall be stored and accessible according to general rules.

Debrecen, 26th June, 2014

Dr. Zoltán Szilvássy
rector

APPENDIX V. SPECIAL RULES AND REGULATIONS FOR ENGLISH PROGRAM STUDENTS

Application and Admission

1.§

- (1) In accordance with Sub-Section 40.§ (2) of Act CCIV of 2011 on Hungarian Higher Education (hereinafter: HHE Act) international students who have earned a high school diploma and meet the requirements stipulated in the present document may apply to the English language programs of the University of Debrecen (hereinafter: University).
- (2) Furthermore, in accordance with Sub-Section 80. § (2) d) of the HHE Act, international students may pursue preparatory studies for a maximum duration of two semesters as registered students of the University.
- (3) University applications may be submitted either online, that is through the online application platform of the University or via letter-post addressed to the University.
- (4) Applicants may apply to the University as individuals directly or with the assistance of the authorized representatives of the University (hereinafter, collectively referred to as: Applicants).
- (5) Application deadlines of the individual programs of the University are as follows:
 - a) for the fall semester of each academic year (that is for the September intake)
 - i. on or before the preceding 31st May in the case of the Basic Medicine Course I of the University (hereinafter: BMC Program I), the Medicine, Dentistry and Pharmacy programs (hereinafter collectively referred to as: Medical Programs), the BSc in Physiotherapy, BSc in Public Health, MSc in Public Health, MSc in Complex Rehabilitation, MSc in Social Work in Health Care or MSc in Molecular Biology programs (hereinafter collectively referred to as: Health Science Programs), as well as the Doctoral Programs not falling within the scope of the Medical and Health Science Programs (hereinafter: Non-Medical Doctoral Programs)
 - ii. on or before the preceding 15th June in the case of every other Program not falling within the scope of the Medical and Health Science Programs (hereinafter: Non-Medical Programs)

- b) for the spring semester of each academic year (that is for the January/February intake)
 - i. on or before the preceding 31st October in the case of the Non-Medical Doctoral Programs
 - ii. on or before the preceding 15th November in the case of every other Non-Medical Program
 - iii. on or before the preceding 1st November in the case of the Basic Medicine Course II of the University (hereinafter: BMC Program II)

Every program offered by the University has a final application deadline as determined above, however, applications are received and assessed continuously, thus the available program seats in the case of certain programs may reach capacity prior to the actual deadline.

- (6) The scanned copies of the following documents or their official English translations (where applicable) need to be submitted during the application procedure:
 - a) Valid, filled-in and signed application form (this document may be submitted online, that is through the online application platform of the University, as well);
 - b) Certificate of education (school leaving qualification, high school diploma, document of graduation or any equivalent; university or college diploma/certificate or any equivalent);
 - c) High school or university/college transcript in accordance with the academic level of the program of choice;
 - d) Detailed résumé
 - e) Certificate or proof of citizenship and/or permanent residence;
 - f) Citizens, nationals, or permanent residents of the United States of America applying for the Medicine program of the University are required to submit their Medical College Admission Test (MCAT) results;
 - g) In the case of Applicants applying to any of the Non-Medical Programs whose first language is not English, proof of English language proficiency;
 - h) In the case of Applicants applying to any of the Doctoral Programs two recommendation letters from former instructors/lecturers of the higher education institute of graduation; furthermore a proposal for a research topic chosen from the list provided by the doctoral school, or a newly proposed research topic with a detailed description
- (7) Applicants who are yet to complete their high school or university studies are required to provide a transcript during the application procedure with reference to

their already finished studies. Final diplomas need to be presented in the course of the entrance examination or submitted to the Coordinating Center for International Education (hereinafter: CCIE) subsequent to their obtainment.

- (8) Applications of underage applicants who have not completed a minimum of twelve years of primary and secondary education altogether, yet, but possess a high school diploma or any equivalent shall be assessed by the admission committee prior to the entrance examination. Should the committee come to a decision that on the basis of his/her previous study results the underage applicant does not meet the requirements to be accepted at the University the application shall be rejected without further explanation and the applicant informed accordingly.
- (9) All requests concerning subject exemptions – including the necessary documentation that is a filled in credit transfer request form and the relevant course descriptions in English – may be submitted together with the application. Applicants indicating their request(s) concerning subject exemption on the University application form may provide the necessary documentation separately, but not later than 30th June of the relevant academic year, as no subsequent requests in this matter shall be accepted. Once the application is finalized and the transfer request is forwarded to the Committee there is no chance to submit further documentation

Application for the Medical, Health Science and BMC Programs

1/A.§

- (1) For students applying for the Medical Programs or for the BMC Program I or II it is obligatory to pass an entrance examination consisting of a written and an oral part in Biology, Chemistry and Physics. At the oral part only Biology is compulsory, Chemistry or Physics has to be chosen as the second subject.
- (2) In principal, the admissions committee specified above shall consist of a chairperson and an independent examiner representing the scientific disciplines of Biology, Chemistry, and Physics (hereinafter: Admissions Committee). Both the chairperson and the examiner shall be appointed by the Director of the CCIE.
- (3) In the course of the oral examination, the Applicant shall demonstrate his/her English language proficiency together with his/her proficiency in Biology and Chemistry or Physics in front of the Admissions Committee.

- (4) Applicants may achieve a score up to one hundred points for each subject and up to one hundred additional points for their language proficiency, with the maximum possible score equaling 300 points.
- (5) Successful Applicants shall be admitted either to the first year of the Medicine, Dentistry or Pharmacy Programs or to one of the BMC Programs. In any other occurrence, the Applicant shall be rejected.
- (6) For students applying for the Health Science Programs sitting for an entrance interview is obligatory in all cases. The entrance interview shall assess the general ability, the English language proficiency and the commitment of the Applicant to study at the University. In case the language of instruction during the Applicant's previous studies was other than English, the Applicant shall sit for a written test in English language.
- (7) Applicants applying for any of the Medical Programs may opt for altering their program of choice prior to taking the entrance examination. Transferring between programs subsequent to the confirmation of the final decision in this matter is not allowed.
- (8) As an exception to the general rule stipulated above transfers between majors within the BMC I and BMC II programs may be permitted by the Director of the CCIE. Further regulations of this matter are stipulated in 15.§.

Application for the Non-Medical Programs

1/B.§

- (1) For students applying for any of the Non-Medical Programs, sitting for an entrance examination or a language proficiency interview is dependent on the qualifications of the Applicant he/she has obtained thus far:
 - a) If the Applicant is unable to provide proof of his/her English language skills such as the result or certificate of an official language proficiency test (IELTS, Cambridge, TOEFL, or any other equivalent), he/she is required to sit for an English language proficiency interview first to demonstrate his/her English proficiency;
 - b) If the Applicant is only able to provide a secondary school leaving certificate (at least with average results), opportunity for participating in a Foundation Program of the University shall be offered to the Applicant;
 - c) Should the Applicant opt for not participating in the Foundation Program of the University as specified above, he/she is required to take an entrance examination in order to be admitted to the first undergraduate year of the relevant program;

- d) Should the Applicant be able to provide proof of previous studies of secondary or preparatory education, such as AS/A level grades or participation in a Foundation Program, he/she may be exempted from the entrance examination based on the overall results of these studies. Should the AS/A level grades of the Applicant – including those obtained in Math – reach a minimum rate of BBB (i.e. an overall result of 80% or above), he/she shall be offered the opportunity to enter the first year of the undergraduate program of his/her choice; in any other event the Applicant shall be asked to sit for an entrance examination or language proficiency interview as determined above.
 - e) Should the Applicant be able to provide proof of outstanding results concerning previous studies at an internationally recognized higher education institute other than the University – that is an institute accredited by the National Board/Bureau of Accreditation of the country of residence of the higher education institute (hereinafter: Higher Education Institute) –, he/she may be admitted to the first year of the program of his/her choice directly. Outstanding in this matter shall mean an average result not less than 70% concerning the subjects demanded by the specified program. Students, whose examination results or grades of previous studies do not qualify as outstanding, may be admitted to one of the Foundation Programs of the University.
- (2) In the course of the entrance examination, the Applicant needs to demonstrate his/her English language proficiency together with his/her proficiency in the professional subjects dependent on his/her program of choice.
- (3) Any decision concerning a compulsory entrance examination or language proficiency interview as stipulated under sub-Section 1/B.§ (1) shall be made based upon the assessment of the documents provided by the Applicant. The assessment in this matter shall be performed by the following personae:
- a) In the case of the Foundation and Undergraduate Programs – the Program Director of the CCIE or a previously designated examiner with the exception of the following programs:
 - i. English and American Studies, BA: the Institute of English and American Studies shall be responsible for the assessment
 - ii. All programs of the Faculty of Music: the Faculty Committee shall be responsible for the assessment
 - b) In the case of the Graduate Programs – the Faculty Committee shall be responsible for the assessment
 - c) In the case of the Doctoral Programs – the Doctoral Council shall be responsible for the assessment based on the proposal of the Doctoral School.

Entrance Examination, Letter of Acceptance

1/C.§

- (1) Repeating an entrance examination aiming for the same academic year of its initial completion is not allowed. Nevertheless, Applicants whose overall result reaches a minimum percentage determined by the Director of the CCIE based on the capacity of the respective program may apply for an extraordinary permission allowing the one-time repetition of the entrance examination for an additional fee of 350 USD. The fee in this matter needs to be transferred directly to the bank account of the University.
- (2) The entrance examinations shall either take place in Debrecen, Hungary or at one of the recognized examination centers of the University in a previously designated country. Applicants affected by this decision shall be notified accordingly and in a timely manner.
- (3) Every Applicant is required to pay application and entrance examination/interview fees. Payment of the application fee must be performed together with submitting the application form and any additional documents that are necessary to the University. Applications will not be considered and processed until payment of the application fee has been received and confirmed by the University.
- (4) The entrance examination/interview fees must be transferred to the bank account of the University or in case of exams taking place outside Hungary to the local representative hosting the exam prior to the examination/interview in order to allow an Applicant to sit for the entrance examination/interview. The entrance examination fee is non-refundable even if the Applicant does not show up for the entrance examination. The only exception to this regulation is the following: in case the Applicant informs the admission office about cancellation of his registration for the exam the latest one week before the exam, the exam fee may be postponed to a subsequent exam one time, or the fee may be refunded, too.

Postponement and Interruption of Studies

1/D.§

- (1) Applicants may request to postpone their studies in writing and for a maximum period of one year.
- (2) Requests need to be submitted within one month subsequent to the entrance examination. The new LOA for the subsequent academic year to which the student

requested to postpone his/her studies shall be issued only in case the seat reservation fee was paid.

- (3) Requests for postponement might be accepted after the deadline with the special permission of the Director of the CCIE, and only in case the seat reservation fee was paid within the deadline specified in the original LOA.
- (4) The paid seat reservation fee shall be put over and considered for the next academic year in case the request for postponement was submitted until the preceding 15th July in case of admission to the Fall semester and until the preceding 30 November in case of admission to the Spring semester. Exceptions can be made only in case the reason for the postponement is a rejected visa application.
- (5) Should the Applicant fail to submit a request to postpone his/her studies as well as to pay the seat reservation fee within the given deadlines a postponement is possible only if he/she has passed a newly taken entrance examination.
- (6) Should the Applicant fail to register at the University within the previously determined period, he/she shall only be allowed to start his/her studies if he/she has passed the newly taken entrance examination – in the event of its necessity – , completed the payment of the seat reservation fee and fulfilled any additional terms and conditions specified in the newly issued LOA. The LOA in this matter shall only be valid in the academic year of its issuance and shall be deemed as an official – that is legally binding – agreement between the Applicant and the University.
- (7) In the case of students who have postponed or interrupted their studies – that is taken one or two semesters off – for any reason whatsoever and (re-)enrolled to their program of study at the University at a later stage, the same rules, regulations and financial obligations shall apply as of the students of the class the respective student has re-enrolled in.

Special Regulations Concerning Transfer Students and Exemption Requests

2.§

- (1) Students with previous studies concerning a specific program at a Higher Education Institute willing to transfer to the University to an identical one (hereinafter: Transfer Students) may only request a transfer prior to the beginning of each academic year. The deadline to submit such a transfer request is 30th June of the relevant academic year. Only students having an active student status at their current university may apply for a transfer.

- (2) In addition to the documents stipulated under sub-Section 1.§ (6) Transfer Students need to submit the following documents during the application procedure
- a) A detailed transcript along with the descriptions of the courses the Transfer Student has taken previously at the Higher Education Institute, on the basis of which an admission committee may decide which grade the student may be admitted to
 - b) Letter of Motivation,
 - c) Resume/CV
 - d) Filled-in Credit-Transfer Request Form

The deadline to submit the documents above is 30th June of the relevant academic year. Once the documents have been forwarded to the Sub-Committee for Educational Matters and Credit-Transfer (hereinafter: SEMC) by the CCIE no further documents may be submitted for evaluation.

- (3) Transfer requests of Transfer Students applying for any of the Medical or Health Science Programs shall be evaluated by the SEMC. Should the evaluation result in a positive resolution the Transfer Student shall be requested to sit for an entrance interview in order to have his/her proficiency in English and general ability and commitment to study at the University assessed. Admission of the transfer student shall be the result of a positive decision made by the SEMC and a successful entrance interview.
- (4) In case the applicant fails to meet the academic requirements or fails the entrance interview, he/she might request to sit for an entrance examination to the first year by signing a declaration that no credit-transfer is possible based on his/her previous studies.
- (5) Transfer requests of Transfer Students applying for any of the Non-Medical Programs shall be evaluated by the SEMC of the relevant University Faculty. Should the evaluation result in a positive resolution, sitting for an entrance examination or a language proficiency interview shall be dependent on the qualifications of the Transfer Student he/she has obtained thus far, as stipulated under sub-Section 1/B.§ (1).
- (6) Transfer Students whose overall result has been determined as satisfactory shall be admitted to the program of their choice. In the case of Transfer Students applying for any of the Medical and Health Science Programs the LOA containing the resolution in this matter shall be issued by the Admission Committee, or – in the case of Transfer Students applying for any of the Non-Medical Programs – by the CCIE.

- (7) Students with previous studies at a Higher Education Institute may apply for an exemption with respect to previously studied subjects as part of their application procedure. If a particular subject in this matter is relevant from the perspective of the curriculum of the specific program, it shall be accepted and taken into consideration in the case of a 75% correspondence of the syllabuses. The request in this matter needs to be submitted to the CCIE prior to 30th June of the relevant academic year. The CCIE shall be responsible for forwarding the exemption request to the SEMC of the relevant University Faculty.
- (8) Students applying for an exemption as stipulated under sub-Section 2.§ (6) are required to undergo the application and admission procedure as stipulated under Sections 1-1/C.§ to be admitted to the first year of their program of choice. Those students admitted to one of the BMC Programs are not eligible to apply for subject exemptions, not even in the event of completing the respective BMC Program.
- (9) In the case of Applicants of the Non-Medical Programs the final, irreversible decision of the SEMC of the relevant University Faculty concerning any exemptions shall be attached to the LOA. Applicants of the Medical and Health Science Programs shall be notified prior to the beginning of the relevant academic year in writing. Regulations applying for changing major within the UD are set by the relevant Faculty. Students submitting an application to change major shall have no debt to the university.

Registration

3.§

- (1) International students admitted to the first year of any of the programs of the University are required to register at the CCIE and – in the event of its necessity – the Registrar’s Office of the relevant Faculty (hereinafter: RO) in person at the beginning of the fall and spring semesters, respectively. Second- and upper-year students as well as students admitted to the first year of a non-medical program by completing the IFY or IFS programs at the UD are required to register through the online registration system of the University.
Students admitted to the first year of a medical or health science program by completing the BMC I or BMC II are required to register through the online registration system of the University and the Registrar’s Office of the relevant Faculty.
- (2) During registration students need to submit the following documents to the personnel of the CCIE:

- a) Original copy and/or official translation of certificate of education (school leaving qualification, high school diploma, document of graduation or any equivalent; university or college diploma/certificate or any equivalent)
 - b) Passport
 - c) 1-4 passport photos depending on the program of choice of the student
 - d) Proof of payment of the complete tuition fee.
- (3) Once the above documents have been submitted, students will be provided with a valid University Health Insurance and – in the case of students of the Medical and Health Science Programs – a University Card. The University Card shall serve the purpose of verifying the identity of the student at classes and examinations.
- (4) Applying for a Student Card entitling students to certain discounts is optional in all cases.
- (5) Subsequent to completing the registration at the CCIE students who have been admitted to the first year of any of the Medical or Health Science Programs (hereinafter: MHSC Freshmen) need to present the following documents to the personnel of the RO:
- a) Registration form signed and sealed by the CCIE
 - b) One passport photo.
- (4) The registration procedure of the MHSC Freshmen shall be finalized by the personnel of the RO by providing these students with a valid code for the electronic academic system of the University (hereinafter: Neptun Code and Neptun System, respectively) and a lecture book (hereinafter: Lecture Book). The first year subjects of the MHSC Freshmen shall be registered in the Neptun System by the personnel of the RO as part of the registration procedure. Second- and upper-year students shall perform the electronic registration individually, the RO shall only verify that the courses each student registered for are entered in the Lecture Book properly. Students shall provide any additional information necessary for registration on the registration form. Changes of any kind are to be announced in the course of enrollment, or within 15 days subsequent to their occurrence during the academic year.
- (5) Should a student fail to enroll to – that is complete the registration procedure concerning – the program or register for the subjects of his/her choice in the Neptun System on or before the previously specified deadline, he/she shall be responsible for and bear every consequence ensuing from – such as repeating a semester, or paying the tuition fee repeatedly – and shall pay a late registration fee stipulated under the “Fees for Extra Proceedings” Chapter of the present document. The University in this matter shall not be held liable for and shall not accept any liability, obligation or responsibility whatsoever for the incidental failure of the Neptun System. Students are obliged to report any system

breakdown or defect of such nature immediately to the RO in written form should any of these be noticed.

- (6) If a student enrolled in any of the programs of the University is in debt to the University by more than 1,000 USD or does not undergo the compulsory medical examination pursuant to sub-Section 13.§ (1) properly and in a timely manner he/she shall not be permitted to register for the forthcoming semester or the exams of the relevant semester unless the Dean of the Faculty the student is enrolled in issues a permission in this respect.
- (7) In addition to sub-Section (6) students in debt to the University – regardless of the amount overdue – shall not be provided with any certificates unless their balance in this respect is fully settled.
- (8) Student status certificate and/or tuition fee certificate that confirms the active status of the student cannot be issued until the end of the registration period.
- (9) Those students who received any of the above documents stated in Art.8. cannot change their student status in the respective semester after the issuance of the certificate.

Tuition Fee

4.§

- (1) The tuition fee for each University program conducted in English language is set by the Chancellor of the University for each academic year based on the joint proposal of the Dean of the relevant Faculty and the Director of the CCIE. The extent of the tuition fee shall remain unchanged during the entire study period of the student, provided that he/she does not repeat a year due to unsatisfactory academic performance as defined in the Appendix containing the Faculty features and/or does not postpone his/her studies.
- (2) Nevertheless and in accordance with the present document, the University shall be authorized to readjust the extent of the tuition fee in the case of a significant change or changes in the exchange rate of the local currency compared to the currency of the US Dollar. Significant in this matter shall mean a minimum rate of 20 % within the period of one fiscal year. The readjustment shall not affect the fees already paid and shall come into effect in the subsequent semester/academic year of the decision made in this respect.
- (3) The tuition fee shall include the fees concerning the compulsory health insurance, the compulsory medical examination pursuant to Section 13. § and the seat reservation where applicable. The seat reservation fee serves the purpose of reserving the seat for a student for one University program and for the duration of one academic year only – as indicated in the LOA.

- (4) The tuition fee for students starting their studies for the first time at the University is due as defined in the Letter of Acceptance. Transfer Students and students classified as third-country nationals requiring a visa to enter Hungary (hereinafter: Visa-bound Students) are obliged to pay the total amount of their previously defined yearly tuition prior to registration. Students who do not need a visa to enter Hungary might be allowed to pay the yearly tuition fee instalmentally in case of certain programs – as defined in the study agreement. From the second spent year on, in case of programs where instalmental payment of the tuition fee is possible, the deadline for submitting the tuition fee payment is 31st October for the first semester and 31st March for the second semester of the relevant academic year. Any payment transferred to the University shall be considered received when appearing on the bank account of the University. In the case of a late payment, a late payment fee of 5% shall be applied to the outstanding principal balance each and every month.
- (5) Students of the Medical Programs are allowed to pay their tuition in two installments prior to registration at the beginning of each semester.
- (6) Students admitted to any of the BMC Programs shall pay the yearly or bi-yearly tuition fee in its entirety prior to the beginning of the registration period.
- (7) Students admitted to the IFS program are obliged to pay the tuition fee of the IFS program as well as the half of the yearly tuition fee of the program which the student will start upon the successful completion of the IFS program.
- (8) Due to foreign-policy considerations the payable tuition fee might differ from the regulations defined in the current section. In such cases the Letter of Acceptance shall be considered as primary source of information.

Core Tuition, Part-time and Full-time Enrollment Status

5.§

- (1) In the case of the Medical and Health Science Programs – excluding the programs of the Faculty of Public Health – the twenty-five percent of the yearly tuition fee shall be considered as core tuition.
- (2) Students admitted to any of the programs of the faculties stipulated under sub-Section (1) who are to maintain an active student status at the University shall pay the core tuition and register for
 - a) one main subject, or

- b) one main subject and an indefinite number of elective subjects with the combined credit value of the two subject categories not exceeding 15 credit points altogether, or
 - c) elective subjects of a maximum credit value of 15 credit points per semester. Main subject in this context shall mean the subjects stipulated in in the relevant Course Bulletins as compulsory subjects.
- (3) Students fulfilling the criteria stipulated under sub-Section (2) shall be granted a part-time enrollment status.
 - (4) Students admitted to any of the programs of the University registering for more than one main subject and/or more than 15 credit points shall pay the tuition fee in its entirety and shall be granted a full-time enrollment status. A student enrolled full-time shall be affiliated with the class and shall pay the tuition fee concerning the academic year for which the majority – that is the portion above 50% – of his/her main subjects has been registered. If a student registers for the same number of subjects concerning two or more different classes he/she shall be affiliated with the class of the lower year, and shall pay the tuition fee relevant to that year.
 - (5) Students of the Faculty of Medicine in their final, sixth year (hereinafter: Sixth-Year Students) shall be considered enrolled full-time in the case they pay the yearly tuition fee and spend their final year (that is the 35-week long clinical practice) in its entirety at the University.

Calculation of the Tuition Fee, Maximum Credit Load

6.§

- (1) The yearly/bi-yearly tuition fee of an individual student shall be calculated on the basis of the number, type and credit value of the subjects recorded in the Lecture Book the student has registered for.
- (2) In principal, the maximum credit load which a student enrolled full-time may register for is 34 credit points/semester. The fee of these credit points equals the tuition fee of the specific year per the official credit points of the specific year.
- (3) If a student registers for subject(s) subsequent to the end of the registration period, this shall eventuate in an additional tuition fee payment obligation on his/her side. The amount in this respect shall be added to the initial amount of the tuition fee by definition and without further notice. Furthermore, this supplementary amount shall appear as a tuition debt in the balance of the student unless settled.

- (4) In accordance with the present document, the University shall be authorized to verify/audit/revise any tuition related payments within five years of their completion and call on the respective students to settle their outstanding balances if any. The transfer date of the respective payment shall be accepted in this matter in the case the payment was transferred to the bank account of the University within two weeks of initiation. No appeal shall be accepted against the decision.
- (5) The supplementary amount calculated pursuant to sub-Section (4) may not be decreased or annulated on any ground whatsoever.

Tuition Fee Discounts

7.§

- (1) Faculty of Medicine and Faculty of Dentistry students – with the exception of the students of the preparatory courses – are eligible for a tuition fee discount (hereinafter: Discount) should he/she fulfill the conditions stipulated herein.
- (2) Sixth-Year Students shall only be eligible for the Discount if they spend the entire academic year – that is the 35-week clinical practice – at the University.
- (3) The extent of the Discount shall be indicated together with the tuition fee, and shall be made public accordingly.
- (4) Preconditions of eligibility are as follows:
 - a) Registered, full-time student status
 - b) Payment of the yearly tuition fee in its entirety prior to 31st October of the 1st semester of the relevant academic year
 - c) Settled balance with the University, that is no debt concerning the tuition fee in any way whatsoever
 - d) having an active student status at the same grade in both semesters
- (5) No Discount in respect of a payment made after the date stipulated under sub-Section (4) b) shall be available.
- (6) The following discounts shall be available for students of the University:
 - a) alumni: students of the Non-Medical Programs who have graduated from the University and decide to pursue further studies at the institute are entitled to a 10% discount on their annual tuition fee.
 - b) family:
 - a. in the case of Medical and Health Science Programs: at least three siblings of whom pursue studies at the University and have an active student status are entitled to a 10% discount on their annual tuition fee each
 - b. in the case of Non-Medical Programs: siblings and spouses both of whom pursue studies at the University and have an active student status are entitled to a 10% discount on their annual tuition fee each; the discount shall be

available until at least two of the siblings or both of the spouses have an active student status at the University

c) bilateral or inter-university agreements:

d) individual/case-by-case discounts: students of the Non-Medical Programs may be entitled to a discount based on the decision of the Program Coordinator with both the extent and the duration of the discount determined by him/her

- (7) Students of the MSc Public Health program can also apply for an alumni discount in case they pursued their BSc studies at the University of Debrecen.
- (8) Students of Faculty of Public Health are only entitled to one type of discount thus in case they are eligible for more than one they have to make a decision on which one to apply for.
- (9) Grantees of the Stipendium Hungaricum Scholarship Program and the Scholarship for Christian Young People are not eligible for tuition fee discounts.

Tuition Fee Reduction

8.§

- (1) University students – except for Stipendium Hungaricum Scholarship and Scholarship for Christian Young People students – in their second and upper years are eligible for a tuition fee reduction (hereinafter: Reduction) up to 20% of the full tuition fee should they fulfill the conditions stipulated herein.
- (2) Sixth-Year Students shall only be eligible for the Reduction concerning the tuition fee of the first semester.
- (3) Transfer Students shall only be eligible for the Reduction if they have spent at least two semesters at the University as registered students regardless of the number of semesters they had spent at other institutions previously.
- (4) Students of the International Foundation Year, Intensive Foundation Semester and the Doctoral Programs of the University are not eligible for the Reduction.
- (5) Preconditions of eligibility are as follows:
 - a) Registered, full-time enrollment status
 - b) No debt to the UD concerning the previous semester or academic year
 - c) Standard academic progression in accordance with the model curriculum laid down in the relevant Course Bulletin
 - d) Stipend Index (hereinafter: SI) of 4.50 or higher in the preceding semester (or two semesters in the case of equivalency of the SIs of two or more students) in the case of students of the Medical Programs
 - e) SI score of 4.00 or higher in the preceding two semesters in the case of students of the Non-Medical Programs

- (6) Based on their academic achievement – that is the SI score of the preceding semester(s) –, a 20% Reduction shall be offered to the top 5% of the students of a specific class, whereas a 15%, 10% and 5% Reduction shall be offered to the subsequent 5% of the same class, respectively. The maximum number of students eligible for the Reduction shall equal 20% of the student headcount of the particular class of an academic year. If more than 20% of the students of a particular class meet the criteria stipulated herein, the Reduction shall only apply to the exact 20% with the highest SI score. Students pursuing their studies at the University as the holders of the Stipendium Hungaricum Scholarship or the Scholarship for Christian Young People shall not be taken into account when determining the above mentioned headcount of a particular class.
- (7) The list of students entitled to receive the Reduction shall be established by a committee subsequent to 31st October and 31st March concerning the fall and spring semesters, respectively. The committee in this matter shall be appointed by the head of the CCIE and shall consist of instructors of the University.
- (8) In case of the medical programs each semester the RO shall forward the list of students with a SI score of 4.50 or higher concerning the preceding semester to the committee, thus students are not required to apply for the Reduction directly under any circumstances. Students in this matter shall only bear responsibility for monitoring their SI score concerning the relevant semester(s). Should a student disagree with his/her SI score indicated in the Lecture Book/Neptun System, he/she is entitled to submit an official complaint to the RO prior to the end of the registration period of each semester. No subsequent appeals concerning the final decision of the committee shall be accepted in any form whatsoever.
- (9) Each student is entitled to waive his/her right concerning the Reduction by submitting an official request on this matter in writing to the RO prior to the end of the registration period.
- (10) In case of the Faculty of Public Health, students shall submit an application for the reduction to the RO by the deadline announced by the Faculty in the beginning of each semester.

Initiating the Refund of Overpaid Amounts

9.§

- (1) In the event of discontinuation of the legal relationship between the University and the student for any reason whatsoever, furthermore, in the case of an overpayment made by the student, the student may demand a refund according to the regulations stipulated herein.

- (2) In the case the student terminates his/her student status or if his/her student status gets terminated for any reason whatsoever, each started week of the respective semester the student was enrolled in shall be taken into account when calculating the extent of the refund due which is based on the full tuition fee of the respective program. Nevertheless, the University shall not issue any refunds concerning overpayments made by students unless the particular student has been removed from the University register definitively.
- (3) With the exception of a rejected visa application, no refund may be requested concerning the tuition fee paid by first-year Visa-bound Students. Furthermore, the seat reservation fee paid by these students – and also by any other University student –, in principle, shall not be refundable. The only exception in this matter shall concern those cases when a particular student provides a written proof of his/her visa application being rejected by authorities or if exceptional circumstances, such as a serious disease, accident or injury, justify a request of such nature, and the student affected provides a written proof of this – including comprehensive medical documentation – verified by the medical examiner appointed by the University. Under the exceptional circumstances above the residence permit or visa is to be cancelled by the student at the issuing authority.
- (4) No refund of the tuition fee is to be paid in case of false or falsified documents used by the student during the admission and/or the visa procedure.
- (5) No refund of the tuition fee may be submitted by Visa-bound students who are enrolled to the university.
- (6) The tuition concerning the BMC I and II Programs shall only be refundable prior to the half of each course – that is 4.5 months and 3 months, respectively and pro rata temporis. Each started month of the respective semester the student was enrolled in shall be taken into account when calculating the extent of the refund due
- (7) In the case of an overpayment made by the student with respect to the tuition fee concerning the relevant semester or academic year, the extent that exceeds the amount due may be refunded in the form of a bank transfer according to the following regulations:
 - a) In the event of an overpayment not exceeding the amount of 1,000 USD an administrative fee of 50 USD shall be applied and deducted from the sum of the refund
 - b) In the event of an overpayment exceeding the amount of 1,000 USD, an administrative fee of 90 USD shall be applied and deducted from the sum of the refund.
- (8) The administrative fee stipulated herein shall not be applied in the following events:
 - a) If the student submits a refund request in the final semester of his/her Bachelor, Master or one-tier program in accordance with the respective curriculum

- b) If the visa request of the student gets rejected due to a reason beyond his/her control – concerning the tuition paid thus far
- c) If the entrance examination fee of 350 USD due at the time of the University application had been paid by the student, however, the application was withdrawn and no appearance in the entrance examination was made.

Legal Disputes, Change of Address and Documentation Addressed to the University

10.§

- (1) In the event of a legal dispute of any nature – unless stipulated otherwise by any legally binding contract, document or obligation – the University shall only recognize the jurisdiction of the Debrecen Regional Court (Debreceni Törvényszék).
- (2) Students of the University are required to report – or update in the online registration system of the University – any changes in their Hungarian address within 15 days from their occurrence. Should a student fail to fulfill the aforementioned regulation, this violation shall be considered as a discipline offense and shall be reported to immigration authorities. Accordingly, the student shall bear every consequence resulting therefrom.
- (3) All statements, declarations, and requests addressed to the University shall only be considered valid if submitted
 - a) in writing
 - b) in an English (or Hungarian) language document
 - c) personally, by e-mail or via registered mail addressed to the RO or the CCIE .
- (4) Requests and inquiries on academic matters are to be addressed to the Dean of the relevant Faculty, whilst those of a financial nature to the Director of the CCIE.

Hungarian Language Course

11.§

- (1) Students admitted to the first year of any of the Medical Programs as well as students who have completed the BMC II Program registering for the first year of any of the Medical Programs are obliged to attend an intensive Hungarian language course (hereinafter: Crash Course) subsequent to registration as determined in their LOA. Should a student fail to attend the Crash Course as determined therein, he/she may sign up for the course once again during the relevant academic year for a fee stipulated by the CCIE.

- (2) In addition to sub-Section (1) requirements concerning the obligatory Hungarian language course with respect to second and upper-year students of the Medical Programs shall be laid down in the relevant Course Bulletins.
- (3) Students holding a certificate of an official language proficiency test or having passed a language proficiency test in Hungarian at the Department of Foreign Languages of the University shall be granted an exemption from further Hungarian language studies.
- (4) Students of the BMC I Program who have passed each and every examination concerning the first semester are required to enroll in and regularly attend a Hungarian language course in their second semester as stipulated in the relevant Course Bulletin.
- (5) Students of the Non-Medical Programs may attend beginner and basic level Hungarian language courses for a total period of two semesters during their studies, one semester each. Further regulations are defined in the Bulletin.

Compulsory Medical Examination

12.§

- (1) In accordance with Ministerial Orders No. 40/2004. (IV. 26.) ESZCSM, No. 33/1998 NM (hereinafter: ESZCSM Order and NM Order, respectively) and the rules and regulations of the University, every student admitted to the University is obliged to pass a medical examination assessing his/her physical condition.
- (2) In addition to sub-Section (1) students of the Medical and Health Science Programs have to pass regular medical examinations determined in the ESZCSM Order, NM Order and the Occupational Health Policy document of the University as certain chronic or recurring diseases and conditions specified therein may interfere with patient care and safety and may be incompatible with medical training or practice.
- (3) Students having completed their medical examination stipulated in the ESZCSM Order, NM Order, and the Occupational Health Policy document shall be provided with a Medical Booklet certifying that the physical condition of the particular student does under no circumstances interfere the with patient care or safety.
- (4) If the authorized medical specialist responsible for making a diagnosis issues a medical certificate in this matter stating that the student – based upon his/her physical condition – does not qualify for pursuing studies and/or professional

practice at the University the medical specialist shall notify the student and the CCIE accordingly and in accordance with Section 16. § of the NM Order.

- (5) The University shall only accept the medical examinations conducted at the clinical departments of the University.

Special Regulations Concerning Sixth-Year Students

13.§

- (1) Sixth-Year Students are required to register at the RO prior to the beginning of the first semester. Furthermore, they are obliged to pay at least 50% of the respective tuition fee even in the case their sixth-year clinical practice is designated to take place at an institute other than University (hereinafter: Institute) either partially or entirely. The core tuition fee (50% of the respective tuition fee) applies to 12 weeks, while the full tuition fee covers 35 weeks of sixth-year clinical practice. In case a student fails to fulfil the required practices within 35 weeks he/she has to pay an additional fee for the extra weeks. No minimum weeks are determined to be spent at the UD.
- (2) Any outstanding balances ensuing from the clinical practice taking place at an Institute need to be settled prior to the day of the final/state examination. Should the student fail to fulfill this requirement he/she shall only be allowed to take the final/state examination(s) if the Dean of the Faculty of Medicine issues a permission in this respect. Nevertheless, this permission shall under no circumstances implicate that the student may receive his/her diploma, not even in the case of a successful examination – unless any outstanding balances in this respect are settled.
- (3) In the case of a clinical practice pursued at an Institute, the tuition fee concerning the respective academic year shall be calculated upon the arrival of the student at the University.
- (4) Sixth-Year Students may pursue their studies at the University for a period of four semesters under the regular tuition fee payment terms and conditions stipulated under Section 7.§. Should a Sixth-Year Student extend his/her studies beyond this period, he/she shall pay an additional fee equaling the 25% of the yearly tuition. For any additional semesters, the respective student registers for the amount due shall be increased by 25% of the yearly tuition cumulatively (that is the student shall pay the 25% of the yearly tuition in the 5th semester, the 50% in the 6th and so on). The additional fee in this respect shall not include the fee payable for extra weeks that are necessary to take on top of the 35 weeks, in case the student fails to complete the required practices within the 35 weeks.

Special Regulations Concerning Basic Medicine Course Students

14.§

- (1) The supervision concerning the BMC I and II Programs shall be conducted by the Director of the CCIE, thus every decision with regard to the Programs, no matter of their nature, shall be made by him/her.
- (2) Students wishing to change their majors within the BMC I or BMC II programs shall submit a request to the Director of the CCIE. The decision about such requests is made on the basis of the student's academic performance throughout the BMC, as well as the capacity of the given program the student is aiming for. In the case of granted requests students shall pay a fee of 1,500 USD and transfer the sum directly to the bank account of the University within the deadline defined in the request decision, otherwise the request shall not be considered. The transfer in this matter shall only be valid, if the fee has been credited to bank account of the University. Requests of such matter may be submitted at any time of the academic year, but no later than one week after the last final examination date.
- (3) Students unable to finish their studies concerning the BMC I or II Program with satisfactory results shall not be allowed to sit for an entrance examination aiming to be accepted to the first year of the relevant Medical Program (i.e. students of the BMC-Medicine Program for the Medicine Program, students of the BMC-Dentistry for the Dentistry Program). These students might be allowed to repeat the BMC I or II Program once with the permission of the Director of the CCIE. Request has to be submitted the latest one week after the last final exam. Students who have received the respective permission shall be allowed to redo the Program in its entirety (that is all three subjects). Furthermore, they must complete the first semester successfully in order to be eligible to register to the 2nd semester and should not miss more classes than allowed for repeater students - as defined in the Bulletin.
Should the repeater student fail to complete the first semester of the course successfully, his/her student status shall be suspended automatically, and no refund of the tuition fee may be requested

Special Regulations Concerning International Foundation Year and Intensive Foundation Semester Students

15.§

- (1) The supervision concerning the International Foundation Year (hereinafter: IFY) and Intensive Foundation Semester (hereinafter: IFS) Programs shall be conducted by the Program Coordinator of the Non-Medical Programs of the CCIE

(hereinafter: Program Coordinator), thus every decision with regard to the Programs, no matter of their nature, shall be made by him/her.

- (2) Students who have registered for and started the IFY and IFS Programs may request a transfer to the Program in writing and within the first 8 weeks of the course. The request in this matter needs to be addressed to the Program Coordinator. The fee for the procedure is 1,000 USD, or – if the transfer concerns a course specialization – 300 USD.
- (3) Students unable to finish their studies concerning the IFY or IFS Program with satisfactory results (that is a minimum GPA score of 4.00 and 3.50 respectively and where applicable) shall be allowed to sit for an entrance examination aiming to be accepted to the first year of any of the Non-Medical Programs in front of the respective Faculty Committee. The fee for sitting for the entrance examination is 150 USD. The entrance examination shall take place at the end of the relevant course.
- (4) These students shall be allowed to repeat the IFY or IFS Program once with the permission of the Program Coordinator. Students who have received the respective permission shall be allowed to redo the Program in its entirety (that is all subjects). Furthermore, they must complete the first semester successfully in order to be eligible to register to the 2nd semester and should not miss more than three classes from each subject.
- (5) Those students who finish their studies concerning the IFY or IFS Program with satisfactory results shall be allowed to start their first year studies in the Non-Medical Program of their choice without having to sit for an entrance examination.

Debrecen, 22 May 2019

Prof. Attila Jenei
Director
Coordinating Center for International Education

**APPENDIX VI. RULES AND REGULATIONS OF THE
STUDENT**

SCIENTIFIC SOCIETY

See: <http://www.tdk.dote.hu/>

APPENDIX VII. RULES OF DISCIPLINE AND RESTITUTION APPLYING TO STUDENTS OF THE UNIVERSITY OF DEBRECEN

On the basis of the provisions of the National Higher Education Law CCIV of 2011, the Senate of the University of Debrecen (hereinafter “The University”) has laid down rules of discipline and restitution applying to the students of the university as set out below:

General Provisions

- (1) The scope of the Regulations extends to Hungarian students of the university and also, as long as the law and international treaties do not provide otherwise, to students of foreign citizenship.
- (2) The scope of the Regulations also extends to students, whose legal status as students has been suspended, but by their behaviour have committed a disciplinary offence as defined in Section 2 sub-section (1), or have caused or suffered damage according to the definitions of Section 31 of the Regulations.
- (3) The Regulations shall also be applied in the Halls of Residence as modified by Section 4 sub-section (5).

Rules of Disciplinary Procedure, Disciplinary Responsibility

- (1) A student commits a disciplinary offence if he/she culpably and deliberately breaches his/her duties as laid down in the higher education law, or in the rules applying to students as laid down in the rules of the university and the faculty.
- (2) Any deliberate or thoughtless behaviour (whether of commission or omission) on the part of a student arising from his/her status as a student, which is likely to prevent or seriously disturb the ongoing educational work of the department or any other designated activity of the department, shall constitute a disciplinary breach.
- (3) Any behaviour by a student outside the university, which, being inconsistent with the legal status of a student, seriously damages or endangers the reputation of the university, is a disciplinary offence. Breaches of duty are not regarded as disciplinary offences if their disadvantageous consequences are defined in the Educational and Examination Regulations.

- (4) Disciplinary procedures may not be initiated if more than a month has passed since the disciplinary breach came to light, or more than five months have passed since the commission of the breach. In the application of these rules, the time of coming to light is time when the person who is authorized to initiate disciplinary procedures becomes aware of the circumstances which justify the proceedings.
- (5) Any disciplinary proceedings against a student must be suspended if (i) a concomitant criminal proceeding is commenced against him/her in the same case, until the case is concluded by a non-appealable judgement, or (ii) if the student under the disciplinary proceedings cannot participate in the disciplinary interview because of hindrances beyond his/her control, until these hindrances cease to exist.

Disciplinary Penalties and Measures

- (1) Disciplinary penalties include:
 - a) reprimand,
 - b) serious reprimand,
 - c) reduction, or withdrawal for a period not exceeding six months, of privileges and allowances as determined in the rules for support and allowances, excluding social support, may not be withdrawn,
 - d) prohibition from continuing studies for a period to be determined, with a maximum of two semesters,
 - e) exclusion from the University of Debrecen.
- (2) Along with the imposition of penalties laid down in sub-section (1) points (d) to (e) will go the final or temporary withdrawal of privileges and allowances deriving from the status of student. During the period of punishment according to sub-section (1) point (d) the status of student shall be suspended.
- (3) In the Hall of Residence, instead of the punishment laid down in sub-section (1) point (e), the penalty of being excluded from the Hall of Residence may be applied.
- (4) Neither the initiation of disciplinary proceedings nor the imposition of the disciplinary penalty shall be influenced by the student's academic achievement.
- (5) In establishing the disciplinary penalty, all the circumstances of the offense must be taken into account, in particular the circles of those who sustained injury, the consequences, repetition and the severity of the offense.
- (6) The disciplinary proceedings may be abated and the student may be let off with a warning, if the severity of the offence — taking into consideration all

circumstances of the offence, in particular the personality of the student, the motive for the offence and the way in which it was perpetrated — is not significant enough to justify even the lightest disciplinary punishment.

- (7) A legal appeal may also be lodged against a warning.
- (8) The fact of a disciplinary penalty must be recorded on the student's registry sheet.

Bodies in the Disciplinary Jurisdiction

- (1) Disciplinary jurisdiction shall, in the first instance, be exercised by the Students' Disciplinary Committee of the Faculty.
- (2) In the second instance, disciplinary jurisdiction must be exercised according to the provisions laid down in the rules entitled "Procedural System in the University of Debrecen for the entering and adjudication of petitions of appeal by students".
- (3) The Faculty will select a Faculty Disciplinary Body consisting of teachers and students. The Faculty Council will determine the number of members, composition and means of selection of the Disciplinary Body. The proportion of students on the Disciplinary Body shall be established in such a way that student representation of one-third can always be assured in the disciplinary committee.
- (4) In a particular disciplinary process, the chairman of the Disciplinary Body will select from among its members a Students' Disciplinary Committee consisting of at least three members. The Committee will consist at least of a chairman and two members (one being a member of staff, one a student). If a larger membership is selected for the Committee, at least one-third of the members of the committee shall be students. The student members of the Committee shall as far as possible be from the same year and from the same faculty as the student who is the subject of the disciplinary procedure. In the case of disciplinary proceedings against a foreign student, the foreign students' departmental representative must also be involved. (5) A close relative of the student subject to the disciplinary procedure and other persons from whom an unbiased judgement of the case cannot be expected are incompatible and shall not take part in the disciplinary jurisdiction (Paragraph 685 clause (b) of the Civil Code).
- (6) The provisions relating to exclusion from the disciplinary jurisdiction shall also be applied to the person taking the minutes.
- (7) If any participant of the jurisdiction suspects that he/she is incompatible, he/she must report it to the chairman of the disciplinary body without delay. If the student subject to the disciplinary procedure complains of partiality by someone taking

part in the disciplinary procedure, this may be made known to the chairman of the disciplinary committee before the closing of the first hearing.

Initiation of Disciplinary Procedure

- (1) The disciplinary procedure is initiated by a personal or an official report.
- (2) The disciplinary procedure shall be ordered by the rector or the rector's academic deputy or the head of the faculty in which the student was registered, and at the same time the student subject to the procedure shall be informed in writing. The order to initiate disciplinary proceedings must contain a short description of the offense on which the disciplinary procedure is to be based. The Disciplinary Body in question must also be informed of the institution of disciplinary proceedings, and the head of the Disciplinary Body is obliged to nominate the operative Student Disciplinary Committee within three working days.
- (3) If the student has student status in more than one faculty or institution of higher education, then that faculty or institution shall be entitled to initiate disciplinary proceedings, in connection with which the student failed in his/her duty, or of which was offended by the student. In such a case the person initiating the procedure is obliged to inform the other faculty/(ies) or institution/(s) of the initiation of proceedings.
- (4) Except in the event of an adjournment, the disciplinary proceedings must be concluded within 30 days.
- (5) If during the disciplinary proceedings a well-founded suspicion should arise that a criminal act has been committed, the rector shall make a report to the official authorities on the basis of the information provided by the person who initiated the disciplinary proceedings.
- (6) Disciplinary proceedings in connection with a breach of duty committed within the framework of practical training must be conducted in the university.

The Disciplinary Hearing

- (1) The student subject to the disciplinary procedure, the witnesses and the experts must be summoned in writing in a certifiable manner. The summons must indicate the name of the person who is the subject of the disciplinary procedure, the time and place of the hearing and the capacity in which the addressee is being summoned.

- (2) The summons must draw the attention of the student subject to the disciplinary procedure to the fact that he/she has the right to submit a written defence, and must, in addition, refer to the possibility of making use of legal representation, and also that the non-appearance of the student or his/her legal representative will impede neither the holding of the hearing nor the passing of a resolution. The student should also be informed that if he/she can certify some acceptable reasons for non-appearance, a new date for the hearing will have to be fixed.
- (3) The facts of the case must be set out during the disciplinary proceedings, in the course of which the student must be examined and given the opportunity to express his/her standpoint and defence and furthermore to make use of evidence. If the proceedings, except if it is established in the judgement that the student has not committed any disciplinary breach.
- (4) The student and his/her appointed representative (the legal representative) may:
 - a) inspect the documents of the proceedings and make extracts from or ask for copies of these,
 - b) submit proposals,
 - c) question witnesses and experts.
 - d) may not inspect the draft judgement, the minutes taken in closed discussions, and documents containing state or official secrets.
- (5) The chairman of the disciplinary committee shall lead the disciplinary hearing. He/she shall ensure adherence to the provisions of the law and the regulations and preservation of the order of the hearing, and shall take care that those taking part in the proceedings are able to exercise their personal rights.
- (6) If legal summons notwithstanding the student subject to the disciplinary procedure does not appear, without having previously given an acceptable reason, the disciplinary hearing can be held in student's absence and their examination in person can be dispensed with. The non-attendance of the student despite a standard notice for the student or the trustee does not inhibit the decision-making.
- (7) The disciplinary hearing shall be held in public; however the disciplinary committee may hold the hearings or part of the hearings in private, out of public interest or in the interests of the student subject to the disciplinary procedure.
- (8) After having established from those present that there is no obstacle to holding the hearing, the chairman of the disciplinary committee shall call on witnesses and experts to leave the room. Then the chairman shall make known the facts on which the disciplinary hearing is to be based. Following this the committee shall examine the student who is the subject of the disciplinary proceedings.

- (9) During the examination of the student who is subject to the disciplinary proceedings, neither other students who are subject to the same proceedings and who have not been questioned yet, nor witnesses or experts may be present. A witness who has not yet been examined may not be present during the examination of other witnesses and experts either.
- (10) If in the course of the hearing the student subject to the disciplinary procedure admits to having committed the disciplinary breach, and there is no doubt about his/her confession, further evidence may be dispensed with.
- (11) If further evidence becomes necessary, the disciplinary committee shall examine the witnesses and, if needed, the experts, and shall make known the assembled documents and other items of evidence. The student or their appointed representative (legal representative) may initiate evidence up to the closing of the hearing.
- (12) The witness shall be obliged to declare whether he/she has an interest or a bias in the case and must be cautioned about their duty to tell the truth and the consequences of false testimony. Persons from whom testimony worth treating as evidence cannot be expected shall not be examined as witnesses, nor those whose testimony relates to facts qualifying as state secrets, official secrets or professional secrets, where no exemption has otherwise been received.
- (13) If the testimony of a witness is contrary to the plea of defence by the student subject to the disciplinary procedure or to the testimony of other witnesses, efforts must be made to clear this up, if necessary by confrontation.
- (14) Minutes shall be kept of the disciplinary hearing. The minutes shall be signed by the chairman of the disciplinary committee and by the person keeping the minutes.
- (15) The persons who have been examined must be made familiar with the minutes and following this shall be obliged to sign the relevant entry. The person examined may request an addition or amendment to the minutes. In the event of a refusal to sign, the reasons for this shall be recorded in the minutes.
- (16) The minutes shall be attached to the disciplinary documents.
- (17) If the minutes are written up on the basis of a sound recording of the hearing, the interested parties may forthwith listen to the sound recording again, but may also waive the right to do so. This fact must also be recorded in the minutes. In this case the minutes must be written up within three working days.

The Disciplinary Decision

- (1) After the completion of the process of gathering evidence, the disciplinary committee shall come to a decision in a closed session by simple majority verdict. The chairman and members of the disciplinary committee may be present, as well as the person keeping the minutes.
- (2) The decision may be to inflict a disciplinary penalty or to discontinue the disciplinary proceedings.
- (3) The disciplinary committee shall base the decision solely on the evidence directly examined during the disciplinary hearing. Facts which have not been proven beyond doubt may not be used in weighing the charge against the person subject to the disciplinary proceedings.
- (4) A decision to inflict a penalty shall be taken, if the disciplinary committee establishes that the student subject to the proceedings has committed a disciplinary breach and consequently the committee feels it necessary to inflict a disciplinary penalty on the student. The decision shall consist of two parts: a section giving the order and an explanation.
- (5) In the decision to inflict the penalty, the section giving the order shall contain:
 - a) the names of the members of the Student Disciplinary Committee; and the name of the student subject to disciplinary responsibility and his/her other personal data (address, class of year, subject, branch),
 - b) the disciplinary penalty that has been applied and other provisions related thereto (e.g. the order for public announcement of the decision),
 - c) reference to the possibility of appeal and to the 15 day deadline for entering it. No reference need be made to an appeal, if those authorized waived the right of appeal at the time when the decision was promulgated.
- (6) The explanation of the decision to inflict a penalty shall contain succinctly:
 - a) the established facts,
 - b) the presentation and evaluation of evidence, the proof offered by the student but not accepted, and the reasons for ignoring it,
 - c) exposition of what sort of breach was constituted by the action committed, and the extent to which the student was guilty in it,
 - d) the circumstances that were taken into consideration when inflicting the penalty,
 - e) reference to the laws, regulations and provisions on which the disciplinary punishment was based.
- (7) The disciplinary committee shall decide to abandon the proceedings if:

- a) the student has not committed a disciplinary breach,
 - b) the offense perpetrated is not a disciplinary breach or it was not the student subject to the disciplinary procedure who committed it,
 - c) the commission of the disciplinary breach cannot be proved,
 - d) the guilt of the student cannot be established,
 - e) the disciplinary breach has become out-of-date,
 - f) the offense on which the proceedings are based has already been the subject of a non-appealable judgement through disciplinary channels,
 - g) the disciplinary committee is issuing a reprimand to the student instead of imposing a punishment.
- (8) The section dealing with the decision to abandon the proceedings shall contain:
- a) the name and other personal details of the student subject to the disciplinary procedure,
 - b) indication of the disciplinary breach, on account of which the disciplinary procedure had been ordained,
 - c) the declaration of abandonment of the disciplinary proceedings,
 - d) indication of the reason for abandonment,
 - e) the warning, if it was the decision,
 - f) the possibility for entering an appeal.
- (9) In the explanation of the decision of abandonment a short description shall be given of the established facts and evidence, and reference shall be made to the reasons which moved the disciplinary committee to abandon the proceedings, in the course of which mention must also be made of the point in Clause (1), on the basis of which the disciplinary proceedings are to be abandoned.
- (10) The chairman of the disciplinary committee shall promulgate the decision that has been taken.
- (11) In the course of the promulgation the section dealing with the decision, as recorded in writing in the closed session, must be read and the substance of the explanation for the decision shall be made known.
- (12) After the promulgation of the decision, the chairman of the disciplinary committee shall call upon those authorized to seek legal remedy to make their declaration of appeal. After the declaration has been recorded in the minutes, the chairman shall close the disciplinary hearing.
- (13) The disciplinary decision shall be delivered to those concerned parties who are absent.

- (14) The decision of the disciplinary committee shall be recorded in writing within three working days of the promulgation.
- (15) The chairman of the acting disciplinary committee shall undersign the written record of the disciplinary decision.
- (16) The decision must be delivered to the student who was the subject of the proceedings and his/her appointed representative, even if the decision was made known to them by the promulgation. The delivery must be certified officially (by recorded postal delivery, or by being handed over in person).
- (17) The disciplinary committee may not alter its decision that has been promulgated. However, mistakes not connected with the essentials of the decision (mistakes in names, numbers, calculations or other comparable clerical errors) may be corrected.
- (18) The decision of the first instance shall come into effect:
 - a) on the day that those authorized to appeal have declared that they do not wish to pursue legal remedy or have withdrawn the petition of appeal,
 - b) on the last day of the deadline for appeal, if the petition of appeal has not been entered within the deadline.
- (19) The legally binding decision may be put into effect, except where its judicial review has been requested.

Legal Remedy Against a Disciplinary Decision

- (1) The student subject to the disciplinary proceedings or his/her appointed representative (legal representative) may enter a petition for legal remedy (appeal) against the decision of the first instance within 15 days of receiving it into their hands.
- (2) The petition for legal remedy must be addressed to the rector and handed in to the chairman of the disciplinary committee which acted in the first instance, who must send the same within three working days to the Educational Directorate along with the documents relating to the procedure of the first instance.
- (3) The petition for legal remedy has the effect of delaying the execution of the provisions laid down in the decision.
- (4) The regulations entitled “Procedures in the University of Debrecen for Entering and Adjudicating Pleas by Students for Legal Remedy” shall determine the means of adjudication of the plea for legal remedy.

- (5) The decision of the second instance becomes effective on publication. The legally binding decision may be carried out, except where the student has asked for a judicial review.
- (6) It shall be written in a separate clause on the decision which has come into force that the decision has come into force and may be carried out along with the date on which it came into force.
- (7) The legally binding decision must be placed on record and a copy of the decision must be placed in the student's personal file.
- (8) When sending out the final decision the disciplinary committee shall make known:
 - a) the organ authorized to execute the disciplinary penalty,
 - b) if the student is on a public scholarship, the grant-awarding authority,
 - c) the person who ordered the disciplinary proceedings.

Initiation of a New Procedure

- (1) The student may request new proceedings within 30 days of being handed the legally binding decision. This request must be based exclusively on facts that did not come to light during the disciplinary proceedings (new facts) or on evidences not used therein (new evidence).
- (2) The request for the new proceedings must be handed in to the chairman of the disciplinary committee which acted in the first instance. The disciplinary committee which acted in the first instance shall adjudicate on the request.
- (3) A plea for legal remedy (an appeal) may be made against a decision of refusal by entering the plea within 15 days from the delivery of the refusal, addressed to the Rector but presented to the disciplinary committee which acted in the first instance, which is who are obliged to send the documents together with its opinion to the Educational Directorate without delay. In the adjudication of the appeal the provisions of Section 20 sub-section (1) shall be authoritative.

Exemption from Disciplinary Penalty

- (1) The student (or former student) shall be exempt from the negative consequences appertaining to the disciplinary penalty – without any appeal and decision of exemption:

- a) in the case of disciplinary penalties as laid down in Section 4 sub-section (1) points a) and b) after the passage of 6 months following the coming into force of the decision,
 - b) in the case of disciplinary penalties as laid down in Section 4 sub-section (1) point c) after the expiry of the period of time of the punishment which was decreed,
 - c) in the case of disciplinary penalties as laid down in Section 4 sub-section (1) point d) after the expiry of the prohibition.
- (2) The disciplinary committee having acted in the first instance in the disciplinary case may – on the written request of the student and taking into consideration some particularly appreciable circumstances – exempt the student from the negative consequences of the disciplinary penalty before the time laid down in sub-section (1) points b) and c).
 - (3) In the case of an exemption, the disciplinary decision shall be invalidated in the official records of the student. This invalidation shall proceed by noting the exemption by the first-instance disciplinary committee on the records of the original judgement on file.
 - (4) There is room for legal remedy against a rejection of a request for exemption made on the grounds of equity, which shall within 15 days of reception of the decision be handed in to the chairman of the disciplinary committee of the first instance but addressed to the rector. In the adjudication of the plea for legal remedy the provisions of Section 20 sub-section (1) shall be authoritative.
 - (5) If a plea for exemption on the grounds of equity is entered in connection with a disciplinary punishment involving expulsion from an institution of higher education, the Rector shall adjudicate, having listened to the opinion and recommendation of the head of the faculty.
 - (6) If the student has been exempted from the disciplinary penalty, it shall be regarded as if he/she had not committed the disciplinary breach.

Rules Relating to Liability for Damages

- (1) The student in the course of his/her studies is liable to the University or, during his/her professional practice, to his/her employer for any damages caused by him/her unlawfully.
- (2) The amount of the damages shall be:
- (3) in the case of deliberate damage the full amount of the damage,

- (4) in the case of inadvertent damage, fifty percent of the monthly lowest obligatory wage (the minimum wage) valid in Hungary on the date of the damage.
- (5) The student is liable for the full amount of damages for loss or damage caused to items which he/she took possession of by means of an entry in a register or a receipt, with a stated obligation to restore or to refund the same and which he/she keeps permanently in his/her possession and use or work with exclusively. They will be exempt from the liability if the loss came about from unavoidable causes.
- (6) In the case of damages of more than 3 000 HUF, the student can ask to make 6-12 monthly part payments. The person making the decision on the damages shall decide the duration of the part payments.
- (7) If a student suffers damage in connection with his/her legal relationship as a student or as a member of a Hall of Residence, or with his/her practical training, the full amount of damage must be refunded — without regard to their guilt — by the university, the Hall of Residence or the organizer of the practical training, except if it is proved that the damage arose from unavoidable causes falling outside their sphere of operations. Neither shall damages be refunded if the damage was caused by unavoidable misconduct of the injured party.
- (8) In other questions of material liability the rules relating to restitution of damages in Law IV of 1959 of the Civil Code shall be applied.
- (9) If in accordance with the law relating to professional training the student has formed a student's contract, the provisions of the law relating to professional training shall be applied as regards the restitution of damages suffered by the organizer of the practical training or the student as the case may be.

Exercisers of Jurisdiction in Damage Restitution

- (1) The head of the faculty shall exercise jurisdiction in damage restitution in the first instance. In proceedings of the second instance the provisions of Section 20 subsection (1) shall be authoritative.
- (2) For the purposes of carrying out the decision, the legally binding decision on restitution of damages must be sent to the finance manager of the faculties of the university involved in the case.
- (3) A decision on restitution of damages may be made without an examination of the student (a simplified restitution) in cases where the student is obliged to refund the previously established sum of damages for damage caused to items taken into

their possession (e.g. lost library books, sports equipment, departmental equipment).

- (4) Simplified restitution may be applied in cases of damage not exceeding 10,000 HUF, provided the student admits on record the fact and the extent of the damage.
- (5) As regards restitution of damage suffered by the student, the provisions of subsection (1) shall be authoritative in the first and second instance.

In cases of restitution of damages in the first instance a decision must be made within 30 days. In exceptional cases, if the adjudication of the case calls for it, the deadline may be extended by a further 15 days.

- (6) Insofar as the student in the course of his/her professional practice and within the framework thereof causes damage to the employer or suffers damage from them, then - in the absence of relevant provisions in the contract relating to the professional practice made with the faculty organizer of the professional practice, the organizer of the professional practice shall arrange for restitution of damages through the medium of the head of the faculty.

The Rules of Procedure Governing Restitution of Damages Entry and Adjudication of the Claim for Damages

- (1) Concerning any damage determined in these Regulations and caused by a student, a record must be kept on the site of the damage, unless it does not come within the scope of the simplified restitution. The student who is suspected to have caused the damage shall sign the record and must declare whether or not he/she admits having caused the damage and is willing to pay compensation for it. This declaration must be included in the records.
- (2) As regards damage caused in the organizational units of the faculty, the head of the organizational unit shall keep a record of the damage; in the case of damage caused in the university and National Library the senior manager of the library shall keep a record of the damage.
- (3) The records of the damage must be sent to the head of the faculty.
- (4) In the case of damages exceeding 10,000 HUF or at the student's request, those exercising jurisdiction in the restitution of damages must examine the student. A record must be kept of the hearing.
- (5) The records of the damage and of the hearing must be sent to the financial manager of the faculty involved in the case.

- (6) The decision relating to restitution of damages must contain:
 - a) the identity of the person exercising jurisdiction in the current case,
 - b) the registration number and date of the decision,
 - c) in the part dealing with the decision, the following must be included: the personal data of the student causing the damage, the damage caused, the amount of damages payable, provisions for possible part- payments, reference to the possibility of legal remedy with delaying force,
 - d) in the part giving reasons for the decision, the damage must be described in detail, as well as the reasons for establishing the restitution and the circumstances which were taken into account. The provisions on which the decision of restitution is based must also be set out.
- (7) Restitution for any damage suffered by a student may be requested by him/her, in writing, from the head of the faculty. The request must include the type and details of damage, the circumstances in which it arose as well as the estimated, or if it is known, the actual value of the damage.
- (8) The head of the faculty shall send the request to the finance manager of the faculty involved in the case, for an opinion and for investigation.
- (9) The finance manager of involved faculty shall, in collaboration with the faculty concerned, examine the contents and circumstances of the student's request and shall make recommendations for a decision.

If necessary the student suffering the damage must also be given a hearing.

Legal Remedy Against a Decision on Damage Restitution

- (1) A plea for legal remedy (appeal) against a decision in the first instance may be entered in writing, addressed to the Rector, within 15 days of receiving the decision.
- (2) The petition of appeal must be handed in to the head of the faculty who must send it within three working days to the Educational Directorate together with all relevant documents.
- (3) For adjudicating the petition of appeal the provisions laid down in Section 20 subsection (1) shall be authoritative.
- (4) The petition of appeal has the effect of postponing the execution of the provisions laid down in the decision.

- (5) A copy of the legally binding decision must be filed in the student's personal records.

Closing Provisions

- (1) These Regulations, accepted by the Senate on 25th May 2006 by means of resolution number 44./2006. (V.25.), have come into effect on 1st July 2006. Their provisions must also be applied to cases in progress.
- (2) With the coming into effect of the regulations the regulations entitled "Disciplinary and Compensation Regulations for the Students of the University of Debrecen" passed on 26th May 2000 and modified on 9th October 2003 shall lose their force.
- (3) The present regulations form a part of the system of requirements for students in the Rules and Regulations of the University of Debrecen.

FEES FOR EXTRA PROCEEDINGS

Application fee	150 USD
Entrance fee (non-medical programs)	350 USD
Entrance examination/interview fee (in Debrecen).....	350 USD
Changing major within BMC	1,500 USD
Replacement of the Lecture	
Book/Study results booklet	15,000 HUF
Replacement of lost Student Card sticker	3,500 HUF
Submission of the dissertation after deadline:	
1st week	3,000 HUF/day
2nd week	6,000 HUF/day
Submission of the Lecture Book after deadline	15,000 HUF
*Transcript certificate at the mhsc programs	2000 HUF
**2nd and further copies of certificates at the mhsc programs.....	500 HUF
**Other certifications at the mhsc programs	500 HUF
(no fees are to be paid for certifications to the Immigration Office)	
Replacement of lost University Card	3,000 HUF
Medical checkup new appointment.....	5,000 HUF
Replacement of checklist.....	5,000 HUF
Library fines for overdue books	50 HUF/day
Repeated exams after the second chance	2,000 HUF
Improving exam	1,000 HUF
Late SAS registration	15,000 HUF
Late NEPTUN registration fee (only with the dean's permission).....	15,000 HUF
Late NEPTUN registration fee for each course registered/cancelled after the deadline:	
1-4 subjects	15,000 HUF
5-10 subjects	45,000 HUF
11 or more subjects	75,000 HUF
Tutorial fee	15,000 HUF or 50 USD/lesson
Insurance fee for passive students.....	39,000 HUF
Insurance fee for the relatives of UD students	44,500 HUF
Courier fee	15,000 HUF / 50 USD
<i>COVID test administrative fee</i>	<i>3.000 Ft</i>
<i>COVID test 1</i>	<i>15.000 Ft</i>
<i>COVID test 2</i>	<i>30.500 Ft</i>
<i>COVID extra service fee.....</i>	<i>11.000 Ft</i>

Transcript fees:

*Transcript for loan purposes is free and posted/faxed immediately to the loan company

** Transcript and certification fees of the non-medical programs are defined by the faculties

DEADLINES

Application for September 31st May

Transfer request 30th June

Exemption requests 30th June

WHO TO FIND

University of Debrecen Faculty of Health

Address: Nyíregyháza, Sóstói u. 2-4, 4400

Tel: (42) 404-411

Fax: (42) 408-656

E-mail: info@foh.unideb.hu

Mariann Rajtmárné Zsadányi

Head of Dean's Office

tel: 42-598-223

e-mail: rajtmarne.zsadanyi.marainn@foh.unideb.hu

Erasmus Office

Máthé Katalin

mathe.katalin@foh.unideb.hu

Advisor for Disabled Students:

Molnár Mónika

molnar.monika@foh.unideb.hu

Study Administration and Counselling Office

tel: (42) 598-215

Havasiné Kósa Tünde

e-mail: havasi.tunde@foh.unideb.hu

International Faculty Coordinator

Toldiné Bélteki Andrea

e-mail: toldine.andrea@foh.unideb.hu