

**UNNIVERSITY OF SZEGED
FACULTY OF PHARMACY**

Academic and Examination Regulation

Szeged, June 26, 2024

2-3-9/2024. (VI.26.) Faculty Board

1. The Academic and Examination Regulation covers

- 1.1. The scope of the Academic and Examination Rules of the Faculty of Pharmacy of the University of Szeged extends to all students in undivided pharmacy training irrespective of the training's language (hereinafter: students) and persons involved in educational activities on the basis of any legal relationship with the Faculty of Pharmacy (hereinafter: teachers) as well as persons supporting education in such trainings (hereinafter: administrators).
- 1.2. Specific rules apply to students participating in doctoral and other programs.

2. Definitions, Interpretative provisions

The following definitions shall prevail in the interpretation and application of this Policy, and decisions on academic, examination, and credit matters at university and faculty level.

academic prerequisites: the range of academic subjects or other obligations that must be fulfilled in order to take up another academic subject or to complete required study commitments.

academic term:

Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) 108. § 18. *academic term:* a unit comprising of a study period and a related examination period into which the duration of a programme is divided.

academic year:

Nftv. 108. § 40. an instruction provision period of ten months; in the case of doctoral studies an instruction provision period of twelve months.

active semester: the semester for which the student is validly registered in accordance with the provisions of this Policy.

Implementing regulation of the Nftv (hereinafter: Vhr.) Section 51 With the exception of the provisions of Section 45 (2) of the Nftv, students may withdraw their registration pursuant to Point (5) of Section 42 of the Nftv within one month of starting the semester, but no later than 14th of October or 14th of March, or may request a suspension of their studies after enrolment up until these specified dates. If, after enrolment or registration, the student does not request the suspension of his/her studies or does not terminate his/her legal status by these specified dates, the semester in question shall be considered an active semester and shall give rise to obligations arising from the acceptance of the conditions of the training supported by the Hungarian State scholarship (full or part) or the obligations contained in the training contract, regardless of the fulfilment of his/her study obligations. If the student discontinues or does not enrol in his/her studies, which consequently does not result in the termination of the student's status, the semester in question shall be registered as a passive semester.

ascending system:

Nftv. 108. § 4. *ascending system:* a principle of organising programmes of study whereby new or amended academic and examination requirements apply to students who commence their studies after the introduction of the new or amended requirements and to students who commenced their studies prior to that date but choose to comply with the new or amended academic and examination requirements.

assisted online learning: for the purposes of the Policy, assisted online learning shall be understood to mean the application of "*closed assisted online learning*" as defined in the Nftv.

Nftv. 108. § 49. *closed assisted online learning:* a form of training in which the theoretical training content is taught using digital learning material and the instructor and the student collaborate via the IT network (Internet, intranet) using a closed-system distance learning training management system, where the common means of communication between the instructor, the training provider and the student or trainee are the computer and the IT network, and the closed-system distance learning training management system and the study system

Bachelor's degree programme:

Nftv. 15. § (3) Bachelor's degrees (baccalaureus, bachelor of science, bachelor of profession, bachelor of arts) and professional qualifications may be awarded for completing a bachelor programme. The bachelor's degree is the first level of higher education attainment in the successive cycles of higher education and gives access to a master's degree. The training and outcome requirements determine which qualifications can be obtained at the bachelor's level. In the case of bachelor's degree courses requiring practical training, the minimally required duration of the professional internship (hereinafter referred to as "professional internship") as defined in Section 85(3) shall be organised. Completion of the internship is a prerequisite for passing the final examination. At least one hundred and eighty credits and a maximum of two hundred and forty credits shall be completed in the bachelor's degree course. The duration of the course shall be a minimum of six semesters and a maximum of eight semesters.

closed-system distance learning management system:

Nftv. 108. § 50. closed distance learning training management system: a qualified and certified closed IT system that plans, organises and monitors the training of a trainee, delivers the digital learning material and additional knowledge material required for the training of the trainee (displayed in a web browser) according to the training programme, and records and evaluates the trainee's progress in a non-manipulable manner in the training programme's database, in addition to organising the training and transmitting of it to the study system, answers control questions, results, activities, and implements possible navigation requests according to the training programme, based on the trainee's performance evaluation, and ensures full online and offline cooperation between the trainer, the training provider and the trainee, with interactive and remote interaction.

colloquium: an examination that concludes the theoretical course and covers the learning material of a semester taken during the examination period, which can also be taken during the semester in the case of a theoretical course that is only announced as an examination-only course. It may be oral, written or practical, or a combination of these. The colloquium is evaluated with a grade based on a five-degree scale.

comprehensive examination: a comprehensive, synthesising examination of professional knowledge. The comprehensive examination must always contain an oral assessment and be done in front of a committee of at least two members. It can have a practical part. The comprehensive examination is evaluated with a grade based on a five-degree scale.

consultation:

Nftv. 108. § 23. *consultation:* the opportunity for a face-to-face meeting, including electronic communication, provided by the higher education institution's lecturer to the student

contact hour:

Nftv. 108. § 41. *contact hour:* a session (lecture, seminar, practice session, consultation) with a duration of not less than forty-five and not more than sixty minutes, where the personal contribution of a lecturer or professor is needed for the fulfilment of the academic requirements laid down in the curriculum.

continuation of partial studies:

Nftv. 108. § 30. *continuation of partial studies:* acquisition of credit by a visiting student at a higher education institution other than the home institution.

continuous assessment: an assessment of the student's independent work in which the learning outcomes and student activity are not (only) assessed by means of dedicated assessments, but (also) by the continuous monitoring of the student's participation and performance by the educator. The continuous assessment and the criteria for assessment should be included in the subject requirements. In the case of this type of assessment, the possibility of correcting the mark during examination time may be waived on the basis of the faculty regulations. The mark for continuous assessment is a five- or three-grade report.

co-operative training: a voluntary, complementary internship module related to the university's higher education programme, not completed under the conditions of dual education, in which the university

and a company, enterprise or institution (hereinafter referred to as "partner") cooperate in order to provide students with an internship as defined in the training objective. During the co-operative training, students acquire specific theoretical knowledge at the university, gain professional experience at the trainings provided by the partners, and they prepare their theses with the help of the partner's experts. The details of cooperative training are governed by faculty regulations.

credit:

Nftv. 108. § 24. *credit:* a unit for measuring student's academic work of a course or curriculum unit which expresses in respect the estimated time necessary for acquiring the defined learning outcomes and meeting the requirements; one credit represents thirty academic hours on average, and the value of credit does not depend on the assessment of the learning outcome acquired by the student, provided that the student's performance was accepted.

credit recognition (credit transfer): the process, as set out in the study and examination regulations, whereby a previously completed subject or knowledge acquired through non-formal, informal learning of the curricular learning obligations, of one or more subjects, is taken into account and is recognised as a full or partial exemption with credit, with or without conditions. A specific form of credit recognition is validation (see also: validation).

Nftv. 49. § (5) Credit may only be given once for successfully acquiring any given body of knowledge. Based on the prescribed exit requirements of a given subject (module), credits may exclusively be acknowledged by the comparison of the knowledge serving as a basis of the credit. The credit must be acknowledged if at least 75% of the knowledge compared corresponds to the set requisites, or if it is for an elective subject. The committee set up for this purpose by the institution of higher education (hereinafter referred to as Credit Transfer Committee) shall compare the knowledge concerned.

(6) The Credit Transfer Committee shall be authorised to acknowledge work experience and knowledge acquired through prior non-formal, informal learning — in accordance with specifications stipulated within the scope of the present act and related government decrees — as the completion of an academic requirement. The ad hoc decision of the Credit Transfer Committee shall be valid for five years to applications for the same credit.

criterion requirement: a condition enclosed to the commencement of a period of study, the registration for a subject, the taking of a final examination, or the awarding of a diploma, which is of significance or prevents excessive delays in studies.

criterion subject: a criterion-required subject, or another study requirement, to which no credit is assigned.

cross-education: the student acquires the knowledge and skills required in the curriculum by completing a course taught to students by another Faculty or institution of the University.

cross teaching: an academic subject included in the curriculum of the Faculty responsible for the educational programme is taught by another Faculty or Department of the University under an agreement.

curriculum: see also *model curriculum*.

distance learning:

Nftv. 108. § 44. *distance learning:* a form of education involving the use of ICT-based teaching materials, special teaching and learning methods, and digital learning materials, based on an interactive teacher-student relationship and independent student work, where the number of contact hours is less than thirty per cent of that of a full-time programme.

dual training:

Nftv. 108. § 1b. *dual training:* a form of training in a bachelor's degree in engineering, information technology, agriculture, natural sciences, health sciences or economics, or in a bachelor's degree in social work, or in a master's degree in one of these fields of training, which requires practical training in a full-time course in accordance with a curriculum defined by the training and outcome requirements, which contains specific provisions on the

training period, the training methods, the teaching hours and the assessment of the acquired knowledge, and must be provided by a qualified organisation within the framework defined by the Dual Training Council.

educational material: in relation to a subject, the body of knowledge that forms the basis of education for the acquisition of credit and the subject of the examination, and also the basis for the benchmark for credit recognition.

educational programme:

Nftv. 108. § 19. *educational programme:* a complex educational document in which the higher education institution lays down

- a) the detailed education and study requirements of bachelor, master, and single-cycle programmes, higher education vocational training programme, and postgraduate specialisation programmes, and
- b) the doctoral programme plan, together with the detailed rules of the programme, particularly in relation to the curriculum, or the teaching programme and the course unit syllabi, and the methods, procedures, and rules of assessment and correction

educational system: the IT system for the management of the electronic registry sheet and the associated learning processes, including the co-systems for online education, curriculum sharing, assessment, information management, finance, administration.

examination:

Nftv. 108. § 48. *examination:* a form of combined verification and assessment of the knowledge, skills, and competencies acquired or obtained.

Examinations are typically taken during the examination period, with the exception of examination-only courses and the report. Failed examinations can be corrected according to the rules set out in the examination period. The midterm mark is also counted as an examination for the purposes of the examination occasions used. See also: a comprehensive examination, colloquium, report, midterm mark, term mark.

examination-only course: repeating an unsuccessful course without the obligation to attend classes. Only non-continuous subjects (assessed by examination) can be published as examination-only courses.

foundation examination: an examination that covers several semesters and assesses synthesised knowledge of professional skills. It may be oral, written or practical, or a combination of these. The basic level examination is evaluated with a grade, based on a five-degree scale.

full-time study programme:

Nftv. 17. § (1) [...] The full-time course shall consist of at least 200 hours per semester or, in the case of doctoral studies, at least 40 hours or equivalent closed electronic distance learning.

- (2) The full-time training must be organised in a five-day-a-week teaching week on working days, according to the full-time training's timetable. This provision may be waived with the agreement of the student union of the higher education institution. Full-time training may also be organised as dual training.

Ftv.: Act CXXXIX of 2005 on higher education (hereinafter referred to as *Ftv.*) applicable to students admitted from the academic year of 2006/2007 to 2011/2012.

individual study hour: the base unit of a student's individual study time.

lecture: a contact hour listed in the curriculum in which the educator's oral explanations are the principal aid to acquire knowledge. A lecture with a credit value is assessed by means of a colloquium, a comprehensive examination, a report, or a midterm grade.

major specialisation:

Nftv. 108. § 33. *major specialisation:* a set of courses within a given programme, the completion of which enables the acquisition of specialised knowledge and skills and leads to a separate qualification.

Master's degree:

Nftv. 15. § (4) A master's degree (magister, master of science, master of profession, master of arts) and qualification may be obtained by completing a master programme. A Master's degree is the second level of higher education qualification in the successive cycles of higher education. The programme and exit requirements of the master programme determine the type of qualification which may be obtained by completing the master programme. By taking point (5) into account, a minimum of 60 credits and a maximum of 120 credits can be obtained in the master programme. The minimum period of education is two semesters and the maximum is four semesters.

mid-term grade: a grade expressing the student's performance during the semester, which may be obtained during the semester in accordance with the assessment procedure laid down in the Academic and Examination Regulation.

The main type of midterm grade is a term mark. A failing mark can be corrected both during the semester and during the examination period, and student's must be provided with which possibilities are available to them. The faculty regulations may specify the justified cases (mainly related to continuous assessment) in which it is not possible to correct the grade during the examination period.

minor: a 50-credit curricular unit from another bachelor's degree programme in the differentiated professional field of a bachelor's degree.

model curriculum: the curriculum offered to the student to enable him/her to obtain the qualification within the prescribed period of study

Nftv. Section 49 (4) The institution of higher education shall issue a recommended curriculum for the compilation of the student study programme. The institution of higher education shall ensure that all students have the opportunity to give an account of their knowledge and to repeat an examination, whether successful or unsuccessful, in such a way that the impartial conduct and assessment of the repeated examination is guaranteed.

Nftv.: Act CCIV of 2011 on National Higher Education

official and proper notification: the university shall fulfil its obligation to provide official information, notifications, calls related to the student's education and to the student's status primarily through the study system in the form of a messages registered by the system, with the administrator in charge being obliged to send the notification to the e-mail address provided by the student in the study system.

off-site training:

Nftv. 108. § 37. *off-site training:* a tertiary training taking place in whole or in part in a settlement outside the place of operation of the higher education institution (headquarters, sites)

parallel programme: the student is parallelly participating in an educational programme at the university and in another programme at a university or other higher education institution.

part-time training:

Nftv. 17. § (3) Part-time training can be organised as evening or correspondence courses. The duration of part-time training, except for continuing vocational training, shall be at least thirty and not more than fifty percent of the total number of hours of full-time training. The duration of continuing vocational training shall not be less than twenty nor more than fifty percent of the total number of hours of full-time training.

passive semester: a semester in which the student status is suspended.

Vhr. 51. § With the exception of the provisions of Section 45 (2) of the Nftv, students may withdraw their registration pursuant to Point (5) of Section 42 of the Nftv within one month of the beginning of the semester, but no later than 14th of October or 14th of March, or may request a suspension of their studies until the same dates after enrolment. If, after enrolment or registration, the student does not request the suspension of his/her studies or does not terminate his/her legal status by these specified dates, the semester in question shall be considered an active semester and shall give rise to obligations arising from the acceptance of the conditions of the training supported by the Hungarian State scholarship (full or part) or the obligations contained in the

training contract, regardless of the fulfilment of his/her study obligations. If the student suspends his/her studies or does not enrol and this does not result in the termination of the student's status, the semester in question shall be registered as a passive semester.

post-examination period: a special examination period, as defined in the academic year, during which no first examination may be taken, but only a retake or repeated retake examination, except for those who are on a preferential study and examination schedule, or those who have been granted a Dean's exemption on an equitable basis.

practical course: a contact hour, typically conducted in small groups, in which the student is required to work independently. When the course is allocated for credits, a term mark is used to assess student performance, and when no credits are awarded, it is assessed by lecturer's signature. Examples include calculative practice, laboratory practice, computer practice, educational or professional internship in external training centres.

practical grade: mid-semester grade linked to a practical or seminar.

The seminar grade is obtained during the semester. In part-time and distance learning programmes, it can also be acquired during the examination period, in accordance with the conditions set out in the subject requirements. A failing grade can be corrected both during the semester and during the examination period, and student's must be provided with which possibilities are available to them. Unless otherwise specified in the published subject requirements, the conditions and procedure for the correction of a failed practical grade are the same as the requirements specified in the semester. The faculty's procedural rules may specify justified cases (mainly related to continuous assessment) when it is not possible to correct the examination during the examination period.

Pre-Degree Certificate (absolutorium):

Nftv. 108. § 47. *pre-degree certificate:* Pre-degree certificate: certifies the successful completion of the examinations prescribed in the curriculum and, with the exception of the language examination and the thesis, the fulfilment of other academic requirements and the acquisition of the credits prescribed in the training and outcome requirements, and attests that the student has fully met the academic and examination requirements set in the curriculum in every respect.

preliminary examination: for subjects which are normally evaluated during the examination period, an examination may be taken in the last two weeks of the academic term, in accordance with the conditions for the examination period. The possibility of a pre-examination must be published in the subject requirements. The requirements under point 12.3 shall be met by taking into account the number of successful candidates in the preliminary examination.

programme duration:

Nftv. 108. § 17. *programme duration:* the period specified in law as necessary for collecting the prescribed number of credits and obtaining the degree and the professional qualification offered for the completion of a programme.

registry sheet transcript:

Vhr. 36. § (10) The higher education institution will issue a certified paper transcript of records upon termination of the student's status

- a) ex officio to students who have completed their studies without a pre-degree certificate (absolutorium), provided that they have completed at least one semester as an active student,
- b) on request, to a student who has obtained a pre-degree certificate but has completed his/her studies without obtaining a degree,
- c) on request, to a student who has obtained a diploma in a specialised post-graduate course.

(11) A student to whom the higher education institution issues a grade book does not need a certified transcript of records.

(12) The transcript of records shall contain at least the name of the higher education institution, the institution's identification number, the address of the registered office or place of business, the name of the student, the student's identification number and the serial number of the transcript of records, as well as the data specified in points 2, 4 to 14 and 23 of section 2.

repeated examination: retake of a successful examination. If the student fails the examination as a result of willingly changing the successful assessment of an examination to a fail, it is considered as the first retake examination as described in Part 14.

report: Examination for a theoretical course, covering the curriculum of a semester, by means of one or continuous examinations during the semester or during the examination period. It may be oral, written or practical, or a combination of these. The report can be evaluated with a grade using a five- or three-degree scale, which can be corrected according to the rules for examinations.

required annual amount of credits: it is calculated based on the total number of credits required for the educational programme minus the number of credits recognised as credit points, the difference is then divided by the number of semesters according to the recommended curriculum, and this number is then multiplied by two.

retake examination: an examination to modify a previously unsuccessful or successful assessment of a course. A correction of an assessment made during a continuous assessment is defined as a retake examination. A *repeated retake examination* is the second or further retake examination. See also: *repeated examination*.

schedule for full-time training: see also full-time programme

schedule of correspondence training:

Nftv. 108. § 25. '*correspondence course timetable*' means a teaching arrangement whereby, unless otherwise agreed with the students concerned, are taught in two week blocks or on the weekly rest day at the institution while the rest of the course is taught by distance learning.

Nftv. 17. § (3) Part-time training can be organised as evening or correspondence courses. The duration of part-time training, except for continuing vocational training, shall be at least thirty and not more than fifty percent of the total number of hours of full-time training. The duration of continuing vocational training shall be not less than twenty nor more than fifty percent of the total number of hours of full-time training.

semester:

Nftv. 108. § 5. *semester:* an instruction provision period of five months; in the case of doctoral studies, from 1st of September to 31st of January and from 1st of February to 31st of August of each year.

seminar: an activity listed in the curriculum based on an interactive approach to the learning material. Assessment takes place during the study period. The seminar can be evaluated on a two-degree scale (signature) without credit, on a three-degree scale (assessment), or a five-degree scale (term mark) with credit.

The seminar may also end with a colloquium examination, provided that it is a stand-alone course and does not accompany a parallel course concluding with a colloquium.

A failing grade can be corrected both during the semester and during the examination period, and students must be provided with which possibilities are available to them. Unless otherwise provided for in the published subject requirements, the method of correction a failed seminar assessment should be the same as the requirements set for the semester. The faculty's rules of procedure may specify the justified cases (mainly related to continuous assessment) when it is not possible to correct the examination during the examination period.

signature: two-step assessment of criteria subjects.

single-cycle programme:

Nftv. 15. § (5) The minimum number of credits to be acquired for the completion of a single-cycle programme shall be three hundred, and the total number of credits available shall be three hundred and sixty. The duration of the programme shall be not less than ten and not more than twelve semesters.

specialisation:

Nftv. 108. § 31. *specialisation:* a set of courses within a given programme, the completion of which enables the acquisition of specialised knowledge and skills but does not lead to a separate qualification.

specialist postgraduate programme:

Nftv. 15. § (6) Following a bachelor or master degree, a specialist qualification may be obtained by completing a postgraduate specialisation programme. The minimum number of credits to be acquired for the completion of a postgraduate specialisation programme shall be sixty, and the total number of credits available shall be one hundred and twenty. The duration of the programme shall be not less than two and not more than four semesters.

specialized qualification:

Nftv. 108. § 34. *specialized qualification:* evidence of professional competence giving access to a profession, determined by the content of the completed programme, specialisation or sub-specialisation, and awarded together with a bachelor or master degree, or for the completion of a postgraduate specialisation programme or a higher education vocational programme, attested by a diploma or higher education vocational diploma.

student (applicant) with disability:

Nftv. 108. § 6. *student with a disability (applicant):* a student with a physical, sensory or speech disability, cumulative disability, autism spectrum disorder or other mental disability (severe learning, attention or behavioural disability)

student study hours: the recognised time to be devoted by the student, under normal conditions and with an average performance effort, in order to complete the study commitments. In general, the basis for the calculation of credits is dependent on the required class hours and student study hours.

study period: period of education and training from the beginning of the semester to the beginning of the examination period, which includes the educational breaks specified in the university and faculty calendar. During the study period, some forms of assessment are possible.

subject programme: a description of the knowledge to be acquired in a subject and the general conditions for its achievement, including at least:

- the name of the subject,
- the name of the department responsible for teaching the subject,
- the number of credits to be gained by completing the subject,
- compulsory and required elective units of the subject,
- the form of teaching of the subject (units),
- the number of teaching hours per week (semester),
- credits for the subject,
- the conditions for obtaining the credit and the form(s) of the examination(s) (colloquium, term mark, report, basic level examination, comprehensive examination),
- type of assessment (five-degree, three-degree, two-degree),
- the prerequisites for taking up or completing the subject,
- the task and purpose of teaching the subject,
- thematic description of the curriculum,
- the definition of learning outcomes in terms of knowledge, skills, attitudes and autonomy-responsibilities,
- indication of the written curriculum.

subject requirements: a set of published requirements for the completion of the subject, including:

- attendance requirements for the classes (theoretical courses, seminars, practices, consultation) and the possibility to compensate for absences,
- the method how to justify absence from classes and examinations,

- the number of mid-semester examinations (reports, midterms), their subjects and dates, and the possibility of making up and correcting them,
- requirements for admission to the examination,
- the method on how the grade is determined,
- a list of handouts and literature that can be used (recommended literature).

training and outcome requirements:

Nftv. 108. § 16. *education and outcome requirements:* the set of knowledge, proficiency skills and competencies, or learning outcomes, to be acquired for the awarding of a diploma on the completion of a given programme.

training programme:

Nftv. 108. § 32. *training programme:* a programme of study delivering the common set of learning outcomes (knowledge, skills, competencies) necessary for obtaining a certain qualification.

unit of study:

Nftv. 108. § 39. a credit-recognized curriculum unit or subject that can be completed in a term.

validation: the recognition of non-credited prior learning (non-formal, informal learning, work experience, non-university education) in the form of a credit-bearing curriculum unit.

Vhr.: Government Decree 87/2015. (IV. 9.) - on the implementation of certain provisions of Year 2011 CCIV.

vocational higher education programme:

Nftv. 15. § (2) A higher education degree may be obtained in a higher educational vocational training, which is certified by a diploma. The diploma awarded for completing a higher educational vocational training shall not be considered as an independent degree. In a higher educational vocational training, at least 120 credits must be obtained. The training and output requirement includes the training area classification for the higher education vocational education and training. The number of credits that can be counted towards a bachelor's degree in the same field of study must be at least thirty and no more than ninety. The duration of the course shall be at least four semesters.

3. General Principles

3.1. At the university, the fulfilment of study requirements regarding student workload is measured in credits. Within the limits of the law, Faculties may waive credit assignments for certain subjects and curricular requirements (see criterion subject).

3.1.1. The credit values of the subjects in pharmacy training as provided at the Faculty of Pharmacy shall be included in the Academic Programme Guide, which shall be compiled at the beginning of the academic year. The Academic Programme Guide is available in the section titled “For Students” at the Faculty website.

3.2. Within the framework of the curricula, and in addition to the possibilities set out in this Policy, students have the right to choose the subjects and educators, and to decide on the order of admission to the courses, taking into account the order of preliminary study.

Nftv. 49. § (1) In the course of studies at a higher education institution, the fulfilment of academic requirements shall be expressed in academic credit points (hereinafter referred to as “credit”), assigned to specific courses and curriculum units, and shall be assessed by marking. The total of the credits accumulated shall express progress toward the completion of a given programme, while the mark received shall express the quality of performance.

(2) Students shall be granted the opportunity to enrol for optional elective subjects specified in the organisational and operational regulations of the institution up to five percent of the credits required for the acquisition of the

diploma — or have the option of engaging in volunteer work —, and shall be offered a range of subjects to select from at least twenty percent in excess of the total number of credits required.

- (2a) It must be ensured that the student is able to take up into his/her individual study plan, without paying any extra costs or fees
- a) a subject with a credit value exceeding ten percent of the total number of credits required, and that
 - b) a subject taught in a language other than Hungarian up to ten percent of the total number of credits required.

Vhr. 54. § (7) The requirements of the curriculum do not need to be met if the student has already mastered them and can provide credible evidence of this. Pursuant to Point (5) of Section 49 of the Nftv., credits earned in a course of study - if the prerequisite for it is fulfilled - shall be recognised on the basis of studies at any higher education institution, regardless of the higher education institution and the level of study at which the student obtained them. Credit is awarded - on the basis of the subject programme - solely by comparing the competencies [knowledge, application (sub)skills and additional (sub)competencies] on which the credit is based.

Vhr. 57. § (1) Students may obtain the credits required for the degree in a shorter or longer period of time than the training period specified in the training and outcome requirements.

- (2) If the student's performance has been accepted, the value of the credit does not depend on the assessment of the student's knowledge.

3.3. The rules of the AER shall apply to the distance education scheme, with the exceptions set out in Annex 7.

3.4. All university citizens (students and academic staff) have a duty to comply with the AER, and any breach of the Code is a disciplinary or ethical offence. A student who seriously and culpably violates the provisions of the AER commits a disciplinary offense.

4. The Bodies Responsible for Academic Matters

Nftv. 12. § (5) If the committee or council set up by the senate handles matters concerning students, it is also necessary to ensure the participation of student representatives in the committee's work with the exception of the credit transfer committee. The senate shall set up a standing committee handling course-related, examination and social matters of the students. Student participation must be guaranteed in the committee acting in matters affecting the students, on condition that the number of members delegated by students and by the higher education institution to the standing committee set up to handle course-related, examination and social matters cannot be less than 25-25 percent of the members on the committee.

4.1. The Faculties shall set up and operate a Study Committee to deal with applications from their students, with the number of members delegated by the students being 50% of the members of the Committee. The committees shall operate according to their order of business.

4.1.1. The order of business of the Study Committee of the Faculty of Pharmacy is set forth in Annex 2.

4.2. The Study Committee is responsible for all academic matters that are not the responsibility of the Credit Transfer Committee (especially: student transfer, change of sub-specialisation, specialisation, or minor; preferential study and examination schedules, exceptional passive semester (see 6.4., 6.6.). Transfers and changes of degree, specialisation, place of training, language of training and working arrangements can take place from the end of the previous academic term until 15th of September for the autumn semester and until 15th of February for the spring semester. If applications submitted later are accepted, the permission applies to the following semester.

A legal remedy against the Study Committee decision may be sought in accordance with the rules of the Student Appeals Procedure.

- Nftv. 49. § (5)** Credit may only be given once for successfully acquiring any given body of knowledge. Based on the prescribed exit requirements of a given subject (module), credits may exclusively be acknowledged by the comparison of the knowledge serving as a basis of the credit. The credit must be acknowledged if at least 75% of the knowledge compared corresponds to the set requisites, or if it is for an elective subject. The committee set up for this purpose by the institution of higher education (hereinafter referred to as Credit Transfer Committee) shall compare the knowledge concerned.
- (6)** The credit transfer committee shall be authorised to acknowledge work experience and knowledge acquired through prior non-formal, informal learning — in accordance with specifications stipulated within the scope of the present act and related government decrees — as the completion of an academic requirement. The ad hoc decision of the Credit Transfer Committee shall be valid for five years to applications for the same credit.
- (6a)** The Credit Transfer Committee's decisions, their periods of validity and the descriptions of all the courses and modules of the higher education shall be available in the academic system for all students and instructors.

4.2.1. Decisions related to student status, and the student's academic and examination matters is to be registered in the Electronic Academic Records.

- 4.3. Faculties shall establish and operate a Credit Transfer Committee. The committees shall operate according to their order of business. The number of credits awarded for the substitute subject(s) completed is equal to the number of credits allocated to the substitute subject(s) in the curriculum of the programme, the grade obtained is determined by the committee.
- The Faculty's order of business regulates the order of acceptance of major curricular units (modules, milestones), work experience and knowledge acquired via non-formal and informal learning.
- The operation of credit transfer committees is regulated by Annex 3 of the AER. Appeals against the decisions of the committees can be lodged in accordance with the rules of the Student Affairs Appeals Procedure, but the professional content of the decision cannot be contested.

4.3.1. The order of business of the Credit Transfer Committee of the Faculty of Pharmacy is set forth in Annex 3.

5. Study Schedule

- 5.1. The academic year consists of two semesters. Semesters consist of a study period and an examination period.
- The study period is at least 14 weeks, the examination period is 6 + 1 weeks, with the 7th week being the post-examination period. Examination days within the examination period are determined by the departments.
- Contact hours at the university are 45 minutes.
- 5.2. The timetable for the academic year (university schedule) is set by the Senate.
- 5.3. The rector may authorise three days of break per semester, while the heads of the faculties may also authorise three days of break per semester.
- The dates of the breaks, if possible, should be announced before the start of the study period.
- 5.4. The head of the faculty may authorise participation in extra-curricular excursions of an academic nature.

5.4.1. Students shall seek an agreement with the subject supervisor on compensating for any absences due to extra-curricular excursions.

6. Student Status

Nftv. 39. § (3) The student status is established by enrolment on the grounds of the decision made in respect of his or her acceptance or transfer. A student grant contract shall be made with students financed through state grant prior to enrolment in accordance with the conditions described in Section 15 (2)-(6). As defined in Section 15 (2)-(6) a study contract shall be concluded in case of self-financed programmes.

(7) Admitted applicants may acquire student status in the semester for which they were admitted during the admission procedure.

6.1. A student who is not enrolled loses the right to start studies at the end of the semester. After the deadline indicated in Section 6.5, the course may only be started by suspending studies, subject to the suspension rules for the first semester in Section 6.4.

Nftv. 42. § (4) Anyone who has been admitted or transferred to an institution of higher education shall be entitled to establish a student status by enrolment after the decision on admission or transfer has become final, and shall be obliged to fulfil the obligations specified in Section (2) of Section 43.

(5) As long as student status exists, no further enrolment is needed. Students are required to register for academic terms, before the commencement thereof, in accordance with the rules of the higher education institution. Students who have failed to fulfil their expired payment obligations in due time shall not be allowed to register.

6.2. It is considered an intention to continue studies at the university, under student status, if the student has taken at least one credit of the courses belonging to their degree programme by the end of the course enrolment period. If this condition is not met, the student status will be suspended for the given semester.

If a fee-paying/self-funded student fails to meet the payment obligations by the end of the course enrolment period or if they do not have a request for deferred payment, their student status will be suspended for the relevant study period.

The course enrolment period (application in study system) lasts from 2 weeks before the commencement of the study period until the end of the second week after the commencement of the study period.

6.2. a) A student who is participating in a part-time course in which his/her studies can be counted towards his/her studies (e.g. Erasmus+) or who has been granted a preferential study and examination schedule will be granted active status even if he/she does not take a course before the end of the course enrolment period.

Nftv. 45. § (1) Student status shall be suspended when a student gives notice of not intending to meet obligations in the coming academic term or fails to register for the next academic term. The period of suspension shall not be longer than two consecutive semesters. Students may suspend their student status more than once, as set out in the policy on study and examination.

(2) Pursuant to the request of the student, the institution may authorise the interruption of the student status

a) for a combined period exceeding the duration set out in point (1),

b) before the end of the first semester, in the absence of a permissible provision in the institutional regulations,
or

c) until the end of the - already started - training period, for the training period in question provided that the student is unable to fulfil the obligations arising from his/her student status through no fault of his/her own, due to childbirth, accident, illness or other unforeseen circumstances.

(2a) If the institution of higher education authorises the suspension of the student status pursuant to Section (2) c), the registration for the given training period shall be deemed to be withdrawn, with the proviso that the legal consequences of the registration cannot be established for the training period - already started - affected by the suspension.

(3) Student status shall be suspended if the disciplinary sanction of prohibition from the continuation of studies is imposed on a student.

Vhr. 51. § With the exception of the provisions of Section 45 (2) of the Nftv, students may withdraw their registration pursuant to Point (5) of Section 42 of the Nftv within one month of the beginning of the semester, but no later

than 14th of October or 14th of March, or may request a suspension of their studies until the same dates. If, after enrolment or registration, the student does not request the suspension of his/her studies or does not terminate his/her legal status by these specified dates, the semester in question shall be considered an active semester and shall give rise to obligations arising from the acceptance of the conditions of the training supported by the Hungarian State scholarship (full or part) or the obligations contained in the training contract, regardless of the fulfilment of his/her study obligations. If the student suspends his/her studies or does not enrol and this does not result in the termination of the student's status, the semester in question shall be registered as a passive semester.

- 6.3. The student may take a passive semester instead of the commenced active semester. The passive semester must be reported to the Faculty Admission Office in Modulo. A student who does not report his/her pause of studies by the deadline specified by law (14th of October or 14th of March), but does not register for the semester in accordance with Section 6.2, will be placed on an undeclared passive status by the Faculty of Studies in the framework of the status adjustment in accordance with Section 6.5 by the deadline specified by law at the latest. After the statutory deadline, a request for pause may be made on reasonable grounds and for a reason specified by law (childbirth, illness, accident or other unexpected cause beyond the control of the student).
- 6.4. A student may request a passive semester in the first semester of their studies on justifiable grounds (childbirth, illness, accident or other unexpected cause beyond the control of the student), which may be granted by the Faculty Study Committee upon application submitted by the end of the course enrolment period. This provision does not apply to students who had already completed at least one active semester of higher education at the same level in another course.
- 6.5. A student
- whose student status is not active at the end of the course enrolment period and
 - who has not declared a suspension (passive semester) or
 - who has not paid the first instalment of the fee/reimbursement,
 - who does not have permission for deferred payment or whose application for deferred payment or a payment reduction has been unsuccessfully completed (the application is not pending), will be requested by the University of Szeged (the Faculty Admission Office) to settle their status within 2 weeks or at the latest by the end of the 3rd week of the study period. If the student fails to respond to the request, they will be placed in a "passive - not registered" status at the end of the 5th week of the study period and all courses being taken will be deleted.
- 6.6. If a student is forced to interrupt their studies through no fault of their own, due to childbirth, accident, illness or other unforeseen reasons, they may request this until the end of the examination period of the given semester. In this case, the decision must provide for the possibility of subsequent crediting or cancellation of the period of study completed.

Nftv. 59. § (1) Student status shall cease to exist

- in the event of transfer to another higher education institution, on the day of the completion of the transfer,
- if a student gives notice of termination of student status, on the day that the notice is given,
- if a student who cannot continue a programme funded through a full or partial Hungarian state scholarship does not intend to continue it in self-funded form,
- on the last day of the semester in which the student obtained the pre-degree certificate (absolutorium),
- on the day the decision on the termination of the student status comes into effect involving cases in higher educational vocational training, if the student becomes unfit to continue his or her studies due to health matters and no substitute higher educational vocational training is available at the institution of higher education, or in case the student does not wish to continue his or her studies, or the conditions necessary to continue his or her studies are not provided,
- on the day the decision on the termination of the student status comes into effect involving cases where the rector — having formerly warned the student and reviewed the student's social circumstances — terminates the student status due to the student being in arrears with his or her school payments,
- on the day the disciplinary decision on the student's expulsion takes effect,
- on the day the decision on the termination of the student status comes into effect in cases when a condition

to establish a student status stipulated by the present act is no longer satisfied,

i) if the student participating in a programme supported by a Hungarian state (partial) scholarship withdraws his/her declaration pursuant to Section 48/D (2) and does not agree to participate in the self-financed programme,

j) on the day of the failure or non-completion of the complex examination in the case of a doctoral student fails to complete it,

k)

l) at the end of the eighth semester of the doctoral programme for which the student is registered.

(2) —

(3) Higher education institutions may terminate the student status unilaterally if a student fails to
a) fulfil the obligations relating to academic progress laid down in the study and examination policy and the curriculum,

b) register for the next semester for the third consecutive time,

c) resume studies following the suspension of student status, provided that the student has been called on to meet this obligation until a specified deadline and has been informed of the legal consequences of the failure to comply.

(4) Higher education institutions shall terminate the student status unilaterally in cases where the total number of unsuccessful and repeated retake examinations in a given unit of study has reached five.

(5) If a student pursues studies in more than one-degree programme at the same institution within the framework of his/her student status, the provisions of this Section shall apply with the exception that studies in the given degree programme studies may not be pursued instead of the termination of the student status.

6.7. The University shall unilaterally terminate the student status of a student who has failed to register for the next academic semester for the third consecutive semester (until the end of the course enrolment period of the third semester). The student must be requested in writing to take an active semester by the end of the course enrolment period of the third semester at the latest, in a manner that allows for confirmation, with a warning of the consequences and a deadline, and then the decision to terminate the student status must be sent together with the relevant documents. Warning Notices, in accordance with the university rules, are sent via the study system by formal and proper notification.

6.8. For students admitted before the academic year of 2012/2013, Act CXXXIX of 2005, § 76 (2) applies:

Ftv. 76. § (2) The higher education institution may also unilaterally terminate the student status of a student who
a) fulfil the obligations relating to academic progress laid down in the study and examination policy and the curriculum,

b) has failed to register for the next academic semester on two consecutive occasions,

c) fails to commence studies after the suspension of the student status, provided that the student has been called upon in writing - at least twice - to fulfil their obligation by the given deadline and has been informed of the legal consequences of the failure to comply.

Nftv. 48. § (2) In each academic year, higher education institutions shall reclassify students participating in programmes funded through full or partial Hungarian state scholarships to self-funding students in cases where a student failed to collect at least eighteen credits in average or to achieve the average academic performance level defined in the higher education institution's rules for organisation and operation in accordance with the relevant decree of the Government, in the last two semesters that student status was not terminated and the student did not pursue studies abroad, as defined in Section 81(3) and (4), and in cases where a student has withdrawn the declaration referred to in Section 48/D(2).

(2a) Point (2) shall not apply to doctoral programmes.

(3) In the case of students admitted to programmes funded through full or partial Hungarian state scholarships, if student status is terminated before the completion of the programme, or studies are continued in self-funded form for any reason, the vacancy thus caused may be filled by a self-funding student participating in the same programme at the higher education institution, upon such student's request. The higher education institution shall decide on reclassification based on the academic performance of the self-funding student applying for reclassification as a student participating in a programme funded through a full or partial Hungarian state scholarship.

Ftv. 55. § (1) If a student admitted to the state-funded student headcount terminates their student status before the completion

of their studies, or if they continue their studies on a self-funded basis in case of non-compliance with the condition set out in point c) of point (4) of Section 59, or they continue their studies on a self-funded basis for any other reason, they may be replaced by a student with outstanding academic performance who is studying at a higher education institution on a self-funded programme, upon request. If at the end of the academic year, the higher education institution determines that a student studying in a state-funded programme in a higher education institution has not acquired at least fifty per cent of the credits required in the recommended curriculum in the last two semesters in which their student status was not interrupted, they may continue their studies in the following academic year only in a self-funded programme. Based on the conditions set out in this paragraph, the number of students in state-funded programmes affected by the reclassification shall be up to fifteen per cent of the number of students in state-funded programmes in the higher education institution in the academic year.¹

Nftv. 81. § (3) Students participating in programmes funded through full or partial Hungarian state scholarships may receive the scholarship, in accordance with point (4), from their home institution, for the period of courses taken at another higher education institution in an EEA state, if such courses may be credited toward the programme pursued at the Hungarian higher education institution.

(4) Students shall be eligible for the scholarship referred to in point (3) only if the studies abroad are commenced with the consent of the home institution.

Nftv. 116. § (8) The conditions laid down in Section 48(2) of this Act, as enacted by Act CXXVI of 2016 amending certain acts regulating higher education, shall apply to students commencing their studies in the first semester of the academic year of 2016/2017 and shall be phased-in progressively thereafter. In each academic year, students who commenced their studies prior to the academic year of 2016/2017 and who are enrolled in a Hungarian (partially) state-funded programme, who have not acquired at least fifty per cent of the number of credits prescribed in the recommended curriculum or the study average recommended by the organisational and operational rules of the institution, or withdraw their declaration under section 48/D (2), in the last two semesters in which their student status was not interrupted, the higher education institution shall be obliged to reclassify them to a self-funded programme.

6.9. Students who started their studies before the academic year of 2016/2017 are not allowed to continue their studies with a state (partial) scholarship or in a state-funded programme and shall be reclassified as self-funded/reimbursed students if they have not completed at least 50% of the annual credits required in their recommended curriculum in the last two semesters for which they have been registered.

6.9. a) A student with a state (partial) scholarship who started their studies in the academic year of 2016/2017 or afterwards, shall be reclassified to a self-funded programme if they have not acquired at least eighteen credits on average in the last two semesters in which their student status was not suspended or has not achieved the grade average as defined by the Government Decree (see Annex 6.).

6.9. b) For the purposes of reclassification, a semester shall be considered as non-enrolled or interrupted if the student has, with the consent of the institution, pursued part-time studies in an EEA State during the given semester, the studies of which can be credited towards the educational programmes of the student's institution.

Students on summer internships and students with a preferential study schedule and examination permit in the spring semester who are on other Erasmus and study abroad courses and students with a Dean's examination permit under Section 12.1 will be conditionally reclassified if they take their examination after the reclassification period. Among those conditionally reclassified, those who meet the conditions for retaining a state scholarship according to the changed educational data will be reinstated as a state scholarship holder after the index is closed.

6.9. c) By derogation from the main rule, the credits taken into account for reclassification include credits earned by credit transfer for the given semester. However, the grade average to be taken into account for reclassification is not affected by these credits.

¹ The provision is still applicable for students fall within the scope of the provisions of the previous but repealed law on higher education

6.10. For a vacant state-funded headcount place, a student who has fulfilled the reclassification threshold criteria set out in the previous points during the last two active semesters and who is at the top of the ranking list based on the aggregated adjusted credit index may enrol.

6.11. Method of calculating the number of state-funded semesters:

Nftv. 47. § (1) A person may participate in higher education programmes funded through full or partial Hungarian state scholarships, including higher education vocational, bachelor and master programmes, for a total period of twelve semesters (hereinafter referred to as “period of funding”). For students participating in single-cycle programmes the duration of which exceeds ten semesters according to the programme requirements, the period of funding shall not exceed fourteen semesters.

- (1a) In the case of studies carried out in parallel training with a non-teaching undivided major in the field of art education or in the art teaching major, a professional teaching major taken after the non-teaching major can be taken up for training aimed at obtaining a professional teacher qualification, the support period according to point (1) can be extended by another two semesters.
- (2) The funding period for students partaking in doctoral studies is six semesters at most.
- (3) In the training according to point (1), the support period that can be used to obtain the diploma may be longer than the training period of the given studies by a maximum of two semesters - by applying point (4) by a maximum of six semesters. The funding period for a given course must include the funding period for the same course previously taken. If the student is unable to obtain the degree (diploma) in question during the period of support thus determined, he/she may continue his/her studies in that course of study on a self-financed basis even if he/she has not otherwise completed the period of support referred to in point (1).
- (4) The institution of higher education may extend the funding period set out in point (1) with four semesters at most in the case of students with disabilities. This benefit may be used to obtain more than one degree (diploma), provided that the total period of support under this paragraph does not exceed four semesters.
- (5) All semesters for which the student has registered shall constitute part of the period for which funding is received.
- (6) The period of funding shall not include
 - a) the semester begun, if the student has been unable to finish it due to illness, childbirth, or other reasons beyond his or her control,
 - b) the semester completed within the funding period, if the institution of higher education closed indefinitely before the student was able to complete his or her studies, provided that there was no other institution of higher education the student could have completed his or her studies in,
 - c) the semester not recognised by the higher education institution for the continuation of his/her studies from the semesters completed at the institution which has ceased to exist,
 - d) the semester attended by the student who is a student of the National University of Public Service in the legal relationship defined in points a), b) and d) of paragraph (1) of Section 21/A of Act CXXXII of 2011 on the National University of Public Service and on Higher Public Administration, Law Enforcement and Military Education (hereinafter: the National University of Public Service Act).
- (7) The existence of a degree and professional qualification obtained in higher education does not exclude participation in programmes funded by a Hungarian state (partial) scholarship, with the proviso that if a person studies with a Hungarian state (partial) scholarship in a training cycle, in case of continuing further (parallel) programme in the same training cycle, the number of semesters corresponding to the number of parallel state (partial) scholarship funded programmes must be deducted from the period of support every semester.
- (8) If the period of funding available pursuant to this Section has ended, higher education studies may be continued only in self-funded form.

The following rules apply to students who were admitted before the academic year of 2012/2013 [Ftv. § 55 (2)-(4), § 56 (2)-(3)]:

55. § (2) A person may study in higher education for twelve semesters on a state-funded programme (hereafter referred to as the ‘period of funding’), including a higher-level vocational training programme. The period of funding for a student with a disability can be extended by four semesters. The period of funding must also include the commenced state-funded semester, unless illness, childbirth or other reasons not imputable to the student prevent the completion of the semester. In calculating the period of funding, the semester completed from the period of funding shall be disregarded if the higher education institution has been dissolved without the student being able to complete their studies, provided that they have not been able to continue their studies at another higher education institution. Any semesters not recognised by the higher education institution for the continuation of studies from the completed semesters at the institution which has ceased to exist shall also be disregarded. The period of funding is increased by up to two semesters if the student is enrolled in a single-cycle

programme and the education requirements state that the programme duration exceeds ten semesters. The period of part-time training and distance education can be extended by up to four semesters. The period of funding of a doctoral student may be extended by up to six additional semesters. The possession of a degree or qualification in higher education does not exclude participation in a state-funded programme, with the restriction that a person who has obtained an absolutorium in a programme cycle in a state-funded programme cannot participate in a state-funded programme in the same programme cycle. This provision also applies to a higher-level vocational training programme.

- (3) If the student has exhausted the period of funding available, as defined in point (2), they may only pursue studies in higher education on a fee-paying basis.
- (4) The period of funding available for a given programme may not be more than two semesters longer than the given programme duration. If the student is unable to complete their studies during the period of support, they may continue their studies on a fee-paying basis.

- Ftv 56. § (2)** There is no limit on the number of semesters in a fee-paying programme. However, a student may not receive any statutory benefit, allowance or service if the number of semesters they have commenced at the higher education institution, including the period of state-funded education, exceeds sixteen semesters. This provision does not apply to a person who takes up a new student status five years after the termination of their student status.
- (3) For the purpose of calculating the period of funding or the time available for a fee-paying programme, the following shall be counted as one semester if the student has student status at more than one higher education institution at the same time, or is simultaneously enrolled at the same higher education institution for several qualifications.

6.11.1. A student who is enrolled in a state-funded or Hungarian state (part-)scholarship pharmacy training programme becomes a fee-paying student from the 13th semester of his or her studies, and may only continue his or her studies on a self-funded basis.

The Faculty's order of business for the determination and payment of the self-funded amount / tuition fee are set out in Annex 4.

7. Subject Registration

- Nftv. 49. § (2)** Students shall be granted the opportunity to enrol for optional elective subjects specified in the organisational and operational regulations of the institution up to five percent of the credits required for the acquisition of the diploma — or have the option of engaging in volunteer work —, and shall be offered a range of subjects to select from at least twenty percent in excess of the total number of credits required.
- (2a) It must be ensured that the student is able to take up into his/her individual study plan, without paying any extra costs or fees
 - a) a subject with a credit value exceeding ten percent of the total number of credits required, and that
 - b) a subject taught in a language other than Hungarian up to ten percent of the total number of credits required.
 - (3) The student shall be entitled to take credits offered in other degree programmes - including elective subjects - of the institution of higher education the student has enrolled to and may also take these as a guest-student at other institutions of higher education.
[...]
 - (7) Matters pertaining to the implementation of specifications set out in points (3)-(6) shall be regulated in the academic and examination regulations with the stipulation that in order to be awarded the pre-degree certificate — even if a given amount of credits obtained in other, previous studies at the institution of higher education concerned or elsewhere had been acknowledged — the student shall obtain the number of credits required by the academic and examination regulations — but at least one-third of the credits necessary to obtain within the programme — at the institution he or she is a student of.
 - (7a) The requirement in point (7) to obtain at least one third of the credits of the given course at the institution shall not apply to
 - a) doctoral studies,
 - b) joint training in the framework of programmes funded by the European Union, the Visegrad Fund and the Central European University Exchange Programme,
 - c) a student transferred to a degree course in the same field of study on the basis of an agreement pursuant to point (1) of Section 23, and
 - d) a former student enrolled in the same course.

Nftv. 82. § (2) The academic and examination regulations of the institution of higher education may stipulate a fee for the third or further retakes of examinations in the same subject, or for additional registrations for lectures, seminars, consultations, practical classes, field practices, or the failure to fulfil or late fulfilment of the obligations specified in the reimbursement and benefit regulations of the study and examination regulations. The payment obligation may not exceed five percent of the statutory minimum wage (minimum wage) for full-time work.

7.1. The registration of subjects (courses) is done through the dedicated interface of the study system, late admission is completed at the Faculty Admission Office after an approved application. The latest possible deadline for late applications is the beginning of the 8th week of the semester. Late course registration beyond the course enrolment period is regulated by the faculty regulations, taking into account the regulations for late course enrolment.

7.1.1. The academic prerequisites of a taking up a subject (academic prerequisites) shall be registered in the Electronic Academic Records following the proposal of subject supervisors and acceptance by the Faculty Board. No amendment may be made thereto without a decision by the Faculty Board.

7.1.2. Students are obliged to finalise their subject registration in the Electronic Academic Records until the end of the course enrolment period. The latest possible deadline for requesting late subject registration is the last day of the 4th week of the academic term; however, the requirements of subject completion shall still be fulfilled in the case of late subject registration. The minimum and maximum number of student study groups to be formed shall be determined by the departments / institutes.

7.1.3. Following the closure of the course enrolment, no registration or deregistration is possible without the permission of the subject supervisor by submitting a Modulo application.

7.2. Faculties may, with or without additional conditions, allow subjects to be offered, without delivering classes to students who are repeating the subject. A subject registered for examination purposes only is also included in the number of subjects taken (section 7.3).

7.2.1. The course, announced without classroom teaching (examination course), can be announced by the subject supervisor in the Electronic Academic Records without a separate request from the student to that effect (together with the conditions for registration). If such conditions for examination course registration are fulfilled, the student need not submit a particular application to register for the announced examination course.

7.2.2. By the end of the first week of the academic term, the student who repeats a subject can request the announcement of an examination course not entered in the Electronic Academic Records. The request shall be submitted to the Faculty Admissions Office via the electronic administration system. The subject supervisor shall decide on the application by the end of the second week of the academic term at the latest.

7.3. Students may register up to 45 credits of subjects in their degree programme per semester. In particular, the Dean may authorise more than this in the final year if this is necessary to shorten the period of study beyond the training period.

7.3.1. The last day of the course enrolment period is the deadline for submitting a Modulo application for a subject registration exceeding 45 credits.

7.4. When announcing an compulsory course unit, it is essential to ensure that students who have progressed according to the recommended curriculum can take the course.

7.4.1. If more than the maximum number of students have enrolled for a course, those who are entitled to be registered shall be ranked in accordance with the order of the following listing:

- a) students for whom the subject is compulsory and following the recommended curriculum;
- b) students for whom the subject is compulsory and repeating the subject;
- c) students for whom the subject is a required elective and following the recommended curriculum;
- d) students who have no more than two semesters left in their training;
- e) other students who meet the prerequisites (if any).

7.5. The student has the right to take the number and number of credits of electives required by law and by the training and outcome requirements. The training plan shall not restrict the optional subject chosen by the student, provided that the optional subject is announced for the appropriate level of training.

7.6. At the request of the student, it shall be ensured that they may take a course taught in a language other than the language of the course, to the extent provided by law (but at least up to ten per cent of the total number of credits required), without paying any extra costs or fees.

8. Study Commitments, Knowledge Assessment

Nftv. Section 49 (4) The institution of higher education shall issue a recommended curriculum for the compilation of the student study programme. Higher education institutions shall ensure for all students the opportunity to participate in assessments and to repeat successful or unsuccessful assessments, guaranteeing that such repeated assessments are carried out in an unbiased manner.

[...]

(7) Matters pertaining to the implementation of specifications set out in points (3)-(6) shall be regulated in the academic and examination regulations with the stipulation that in order to be awarded the pre-degree certificate — even if a given amount of credits obtained in other, previous studies at the institution of higher education concerned or elsewhere had been acknowledged — the student shall obtain the number of credits required by the academic and examination regulations — but at least one-third of the credits necessary to obtain within the programme — at the institution he or she is a student of.

(7a) The requirement in point (7) to obtain at least one third of the credits of the given course at the institution shall not apply to

- a) doctoral studies,
- b) joint training in the framework of programmes funded by the European Union, the Visegrad Fund and the Central European University Exchange Programme,
- c) a student transferred to a degree course in the same field of study on the basis of an agreement pursuant to point (1) of Section 23, and
- d) a former student enrolled in the same course.

Vhr. 56. § (5) The definition of the methods of assessment of student performance is part of the curriculum, which has to be made public in the higher education institution before the start of the training period.

(6) The student's performance can be assessed throughout the training period. The assessment of the student's knowledge can be carried out using different assessment methods: diagnostic, supportive (formative), summative (summative), and can be continuous or one-off. The assessment methods and occasions may be used in combination. The completion of subjects and curricular units may be done by means of a mid-term mark or an examination mark. The mid- semester mark is based on a continuous assessment of the subject's learning requirements throughout the semester. The examination mark pursuant to point 6 of paragraph (2) of

Section 55 shall be determined on the basis of the oral or written examination taken during the examination period.

- (7) The assessment of student knowledge can be rated by:
- five grades: excellent (5), good (4), average (3), fair (2), unsatisfactory (1),
 - three grades: excellent (5), pass (3), fail (1),
 - other assessment systems introduced by the higher education institution and laid down in its regulations, if they ensure comparability with other assessment systems.

- Vhr. 58. § (1)** The higher education institution shall publish, in the manner specified in the institutional regulations, at least three weeks before the end of the learning period
- the dates of each examination,
 - the names of the examiners,
 - the date and method of application,
 - the date of publication of the results of the examinations; and
 - the possibility of retaking the examination.

8.1. The study commitments, the forms of their performance, the system and forms of knowledge assessment, the consequences of failure to fulfil study commitments, the methods and forms of making up for them are defined by the relevant legislation, the education and outcome requirements, this policy and the programme schedule.

8.2. The programme schedule for each programme shall include at least:

- the subject requirements and subject programmes,
- other study requirements for the qualification.

8.3. Programme schedules and recommended curriculum shall be made available to students. During the student's studies, the training plan in force at the time of admission cannot be changed in any significant way, and a new training plan can only be introduced in an ascending order. If the number of students on the expiring training plan falls below profitability threshold, students may be offered a change of training plan, provided that this does not result in an increase in the time and cost of the recommended curriculum for the student.

8.3.1. The recommended curriculum for pharmacy training at the Faculty of Pharmacy is included in the Academic Programme Guide, which shall be compiled at the beginning of the academic year. The Academic Programme Guide is available in the section titled "For Students" at the Faculty website.

8.4. The department or educator responsible for publishing the subject requirements, the subject matter and the examination procedures for students on the dedicated platform of the study system for students by the end of the second week of the study period at the latest.

8.4.1. The subject supervisor shall define the obligations to participate in the study sessions.

8.4.2. The subject supervisor shall determine the attendance requirements for the compulsory courses, absent notes, and the possibility of compensating for absences. If the student's absence exceeds 25% of the total attendance required, the student may be given the opportunity to make up for the absence only in exceptional circumstances on equitable grounds. The application for the exceptional compensation for absences shall be submitted to the subject supervisor. If the application is rejected, the course is failed.

8.4.3. Subject requirements include how to obtain a practical grade (possible compensation, correction). Practical grades must be entered into the Electronic Academic Records by the end of the academic term. It is not possible to revise the practical grade obtained.

8.4.4. A written test related to a theoretical lecture, seminar, or practice may be written during the lecture, seminar, or practice - depending on the available classroom capacity - or at a different time in agreement with the students. The result of the written test shall be published for the student within three working days following the writing of the test. A failed test may be retaken (retake test) at least three days after the publication of the result of the failed test. The students have the right of access to the corrected (retake) test.

8.5. External internships of students of the Faculty of Pharmacy

8.5.1. Students in pharmacy training shall complete a summer internship of 4 weeks followed by another 4-week internship, spent in a public pharmacy, hospital/clinical pharmacy or pharmaceutical company. At least 50% (4 weeks) of the total duration (8 weeks) of the summer internships shall be completed in a public pharmacy. The academic prerequisites of the summer internship shall be included in the Electronic Academic Records.

8.5.2. Prior to the final examination, the students must complete a 6-month pharmacy practice in a public pharmacy (5 months) and a hospital/clinical pharmacy (1 month). The internship is divided into 2 plus 4 months ("Pharmacy Internship 1 and 2"); the students must complete the hospital/clinical pharmacy internship in the 4-month block.

The "Professional Internship 1" course is part of the 9th semester of the curriculum, and the pre-requirement is the completion of all compulsory subjects included by the end of the 8th semester of the curriculum.

The "Professional Internship 2" course is part of the 10th semester of the curriculum; the prerequisite is the completion of all compulsory subjects included by the end of the 9th semester of the curriculum, as well as the collection of required credit points for required elective and elective subjects by the end of the 9th semester.

8.5.3. The "Professional Internship 1 and 2" courses can be completed in practical training facilities accredited by the Faculty of Pharmacy or comply with the provision of Decree No 22/2012 (IX. 14.) EMMI of the Minister for Human Capacities on the Regulation of the Acquisition of Higher Professional Qualification in Health Care. Students may complete their public pharmacy training (5 months) in more than one practical training facility - without interruption of the internship - to gain the broadest possible experience; however, the practical training spent at each location cannot be shorter than one month. The venue of the hospital/clinical pharmacy internship (1 month) cannot be changed.

8.5.4. The "Professional Internship 1 and 2" courses not exceeding one month can be completed in a public pharmacy abroad (hereinafter referred to as the "training abroad"). The training abroad can only be completed at a training facility, the professional suitability of which has been approved in advance by the subject supervisor. The training abroad, though documented in English, shall be similar and in line with the practices completed in Hungary.

9. Exemption from Certain Study Commitments

Preferential study and examination schedule

9.1. Upon request, the Faculty may grant the student a preferential study and schedule if the student is unable to fulfil their study obligations in the manner prescribed by the curriculum for a justifiable reason. Preferential study and schedule, whether conditional or unconditional, may include

exemptions from attending compulsory classes, taking examinations during the examination period, or the possibility of fulfilling or substituting for other than normal mid-year obligations. Preferential study and schedule shall not be an exemption from the requirements of the qualification, end-of-semester or end-of-year examinations, examinations, final examinations (or part of them), and the writing and defending of theses. The preferential study and schedule may be subject to a specific condition per subject.

The deadline for the submission of applications for preferential study and examination schedules is regulated by the faculties in their own study regulations, and the decision granting the application must be made and the student must be notified by the end of the student status adjustment (by the end of the 5th week after the beginning of the term). (Until notification of the decision, studies should continue as normal.)

9.1.1. Students may apply for preferential study and examination schedules via the electronic administration system. Requests can be submitted by the end of the first week of the academic term. The preferential study schedule is authorised by the Dean on the basis of the preliminary support proposal of the educational-organizational unit(s) and the Study Committee. The authorisation shall provide detailed provisions on the content of the preferential study schedule, exemptions, preferences and the fulfilment of study and examination obligations.

9.1.a) Students who are successful applicants for any type of mobility scholarship or part-time training (e.g., Erasmus+ programme) offered by the University are entitled to a preferential study and examination schedule during the period of application. Students who are successful in their application must inform the Faculty Admission Office responsible for their course in writing (e.g. electronic administrative form) of the duration of the absence.

9.2. Students may continue their studies according to preferential study and examination schedule at the University upon individual request, for up to two semesters or, if the duration of the course is longer than six semesters, for one third of the duration of the course. This does not include cases of ex officio orders or part-time courses with the consent of the institution.

Exemption from taking an examination by grade-offering

9.3. The educator responsible for the teaching and assessment of the subject may exempt the student individually from the assessment by grade-offering on the basis of their performance in class, practical training, and Scientific Student Association during the teaching period. The exemption shall not include exemption from the requirement to take all or part of a comprehensive examination, a final examination, or a basic level examination.

Exemption from writing a thesis is possible on special request, after submission of the appropriate documents - on the recommendation of the competent department - based on the Dean's decision. The conditions for this are regulated by the Faculties within their powers.

9.3.1. Submission of a thesis cannot be exempted at the Faculty of Pharmacy; however, pursuant to the provisions in Section 18.12, the thesis can be accepted without an oral defence and with an excellent grade.

9.4. A grade-offering, in the case of a five-degree scale, can only be made for a very good (5), good (4) or average (3) rating, or, in the case of a three-degree scale, for a met the requirements with distinction or met the requirements rating.

9.4.1. The student is not obliged to accept the offered qualification (grade) and may request to be allowed to sit the examination.

10. Exemption from Certain Study Commitments in the light of previous studies

- Nftv. 49. § (5)** Credit may only be given once for successfully acquiring any given body of knowledge. Based on the prescribed exit requirements of a given subject (module), credits may exclusively be acknowledged by the comparison of the knowledge serving as a basis of the credit. The credit must be acknowledged if at least 75% of the knowledge compared corresponds to the set requisites, or if it is for an elective subject. The committee set up for this purpose by the institution of higher education (hereinafter referred to as Credit Transfer Committee) shall compare the knowledge concerned.
- (6) The credit transfer committee shall be authorised to acknowledge work experience and knowledge acquired through prior non-formal, informal learning — in accordance with specifications stipulated within the scope of the present act and related government decrees — as the completion of an academic requirement. The ad hoc decision of the Credit Transfer Committee shall be valid for five years to applications for the same credit.
- (7) Matters pertaining to the implementation of specifications set out in points (3)-(6) shall be regulated in the academic and examination regulations with the stipulation that in order to be awarded the pre-degree certificate — even if a given amount of credits obtained in other, previous studies at the institution of higher education concerned or elsewhere had been acknowledged — the student shall obtain the number of credits required by the academic and examination regulations — but at least one-third of the credits necessary to obtain within the programme — at the institution he or she is a student of.
- (7a) The requirement in point (7) to obtain at least one third of the credits of the given course at the institution shall not apply to
- a) doctoral studies,
 - b) joint training in the framework of programmes funded by the European Union, the Visegrad Fund and the Central European University Exchange Programme,
 - c) a student transferred to a degree course in the same field of study on the basis of an agreement pursuant to point (1) of Section 23, and
 - d) a former student enrolled in the same course.

- Vhr. 54. § (7)** The requirements of the curriculum do not need to be met if the student has already mastered them and can provide credible evidence of this. Pursuant to Point (5) of Section 49 of the Nftv., credits earned in a course of study - if the prerequisite for it is fulfilled - shall be recognised on the basis of studies at any higher education institution, regardless of the higher education institution and the level of study at which the student obtained them. Credit is awarded - on the basis of the subject programme - solely by comparing the competences [knowledge, application (sub)skills and additional (sub)competences] on which the credit is based.

The credit recognition

- 10.1. The Faculty Credit Transfer Committee may, upon request, recognise prior learning as fulfilling certain curricular requirements by awarding credit for the fulfilment of these requirements. Recognition may not be refused by the committee if there is at least 75% compliance between the knowledge materials. The sources of the knowledge credited may be previously completed individual subjects, individual modules, whole training programmes, or knowledge acquired in other ways, while the credit recognition may be for individual subjects, groups of subjects, individual modules, or other learning requirements.

10.1.1. Credit transfer requests for a given semester shall be submitted exclusively for newly admitted students, transferred students and students changing their fields of study during the period specified in the university's ETR calendar (supplementary round of credit transfer) via the electronic administration system.

10.1.2. Credit transfer requests for the upcoming semester shall be submitted by all students during the period specified in the university's ETR calendar (credit transfer period) via the electronic administration system.

- 10.2. Credit recognition for a thesis seminar can only be awarded to a student who has been readmitted to the course.
- 10.3. The credit point for the subject to be replaced is the credit point for the relevant subject in the curriculum of the given degree programme, and the grade for the subject completed is taken as the grade; not having a five-level assessment or if more than one subject is taken, the grade is determined by the Credit Transfer Committee.
- 10.4. Credits and grades accepted by credit transfer on the basis of prior learning do not count towards the average for the semester. However, the only exception to this rule is that credits will be taken into account for the credit performance on which the reclassification is based, as provided in Section 6.9.(c).
- 10.5. In the case of students have successfully applied for any type of mobility scholarship or part-time course (e.g. Erasmus+ programme) offered by the University, the acceptance of credits acquired during the part-time course shall not be refused if the credits were acquired in accordance with the Learning Agreement (or equivalent document), including the possibility of agreed modification during the course, and the non-recognition of the credits included therein was not indicated in advance by the University.
- Nftv. 113. § (3)** The conditions of the validation of certificates and diplomas awarded under the 1993 Act on Higher Education for the purpose of programmes launched under this Act, and the number of credits to be awarded for such diplomas and certificates, shall be determined by the credit transfer committee of the higher education institution pursuant to Section 49 (5) and (6). A comparison of learning outcomes shall be carried out irrespective of whether the programme leading to the diploma awarded previously was completed before or after the introduction of the credit system.

11. Change of Study programme, parallel Studies, Guest Student, Student on a Part-time Programme

- Nftv. 42. § (1)** Students
- a) may apply for guest student status at another higher education institution in order to take courses related to the programme pursued at the home institution,
 - b) may apply for transfer to another programme within the same field of study, offered by the same or another higher education institution.
- (2) Higher education institutions may, without carrying out an admission procedure, admit persons who are not students of the higher education institution and hold a tertiary degree to any course or module of a programme offered, for the purpose of completing only that part of the programme, and may grant student status to such persons, who shall finance their studies themselves. The institution must issue a certificate of academic achievement. The completed course or module may be credited in the tertiary studies in accordance with the rules of credit transfer.
- (3) The conditions for accepting the applications referred to in points (1) and (2) shall be defined by the receiving higher education institution.
- (4) The person who has been admitted or transferred to an institution of higher education shall be entitled to establish a student status by enrolment after the decision on admission or transfer has become final, and shall be obliged to fulfil the obligations specified in point (2) of Section 43.
- Nftv. 47. § (7)** The existence of a degree and professional qualification obtained in higher education does not exclude participation in programmes funded by a Hungarian state (partial) scholarship, with the proviso that if a person studies with a Hungarian state (partial) scholarship in a training cycle, in case of continuing further (parallel) pro-

gramme in the same training cycle, the number of semesters corresponding to the number of parallel state (partial) scholarship funded programmes must be deducted from the period of support every semester.

11.1. The student may request to be transferred to another degree programme at the University. The host faculty's study committee decides on the application according to the faculty's rules of procedure as described in Section 4.2. By transfer (change of degree programme), the student may only transfer to a course of the same level and field of study as his/her original degree programme, subject to the exceptions specified by law. An additional condition is that the student would have been admitted to the study programme to be taken up in the year of the original enrolment (his/her entrance score would have reached the required) and that he/she has the specific admission requirements for the study programme to be taken up (e.g. entrance examination test, written examination, advanced level of school-leaving certificate). After completion of one academic year, the retrospective assessment of the entrance threshold may be waived with regard to the academic results achieved in the original course of study.

Vhr. 52. § (4) Transfer can only be requested between courses of the same level, except transfers

- a) in accordance with Section 8 of Government Decree No. 283/2012 (X. 4.) on the system of teacher education, the order of specialisation and the list of teacher specialisations,
- b) from an undivided programme to a bachelor's programme,
- c) from bachelor's programme to higher education vocational training.

11.1.1. The student can register the subject in the curriculum at another university faculty or institution (under guest student status). The recognition of the subject completed in this way and the acquired knowledge is subject to the credit transfer procedure of the faculty responsible for the training. It can be counted as fulfilling the student's academic obligation.

11.2. A student of SZTE can establish a guest student status if it is authorized by the faculty with which the student has a student status. The faculty may refuse the permission if the credits obtained under the guest student status cannot be included in the student's studies.

11.2.1. The application to establish a guest student status for the given semester must be submitted through the electronic administration system no later than the end of the first week of the academic term.

11.3. Applicants who have obtained a degree and professional qualification in a bachelor's or master's program, or an equivalent previous training and do not have a student status at the university can be admitted to one of the trainings (courses, modules) included in the university's training program within the framework of partial knowledge training, if they have fulfilled the further enrolment conditions published on the university's website.

- The self-funded student status within the framework of the partial knowledge training is established without a separate admission procedure.
- After completing the training, the faculty issues a credit certificate to the student for the acquired knowledge.
- A student enrolled in partial knowledge training is not entitled to establish a further parallel or guest student status, to initiate a transfer to another training, to be reclassified as a state scholarship holder, or to suspend their status, except for reasons beyond their control.

12. The Examination period

Nftv 49. § (4) The institution of higher education shall issue a recommended curriculum for the compilation of the student study programme. The institution of higher education shall ensure that all students have the opportunity to give an account of their knowledge and to repeat an examination, whether successful or unsuccessful, in such a way that the impartial conduct and assessment of the repeated examination is guaranteed.

Vhr. 58. § (1) The higher education institution shall publish, in the manner specified in the institutional regulations, at least three weeks before the end of the learning period

- a) the dates of each examination,
- b) the names of the examiners,
- c) the date and method of application,
- d) the date of publication of the results of the examinations; and
- e) the possibility of retaking the examination.

(2) If a retake of the examination following a failed examination has not been passed, the student must be given the opportunity at his/her request to take the re-examination in front of another teacher or examination board.

(3) In case of absence from the examination, the student's knowledge cannot be assessed.

12.1. Students of examination-only courses may take examinations during the study period, after consultation with the educator (examiner).

Other examinations outside the examination period (not the preferential study and examination schedule) may be authorised by the head of the faculty, exceptionally, in particular fairness, on a case-by-case basis, and upon request.

-Examinations outside the examination period must be entered in the study system with the actual date.

12.2. At the beginning of the study period, the faculty is obliged to publish in its study guide, in the usual local manner, the forms of knowledge assessment and their scheduling, as well as the order extended with a faculty final examination period. At least three weeks before the end of the study period, the faculty is obliged to publish the dates of the examinations, the names of the examiners, the time and method of registration, the date of publication of the examination results, and the possibility of retaking the examination. The date of publication of examination results and the possibility of repeating the examination are regulated in points 13.3, 8.1 and 14.1 et seq. The time restriction on publication does not apply to retake examinations which are published at the request of the student and which exceed the compulsory maximum.

12.2.1. The dates of the exams falling within the post-examination period shall be announced in the Electronic Academic Records no later than the end of the examination period.

12.3. The faculty is obliged

- to provide a number of examination days and spots so that at least the total number of candidates + 50% are provided for the first examination in each subject during the examination period.
- to organise at least one examination day per week for each subject. Faculties may provide for more than one compulsory examination day per week.
- The instructor/department is obliged to provide at least one examination slot in the post-examination period if the course has a student who has a correctable fail at the end of the examination period.
- In the case of courses which are assessed during the semester but which do not exclude correction during the examination period, the instructor/department must provide at least two correction examinations during the examination period for students who have been assessed with a failing mark at the end of the semester. When setting these dates, it must be ensured that, in the case of a successful correction, the student can take the examination in the same examination period for the additional, next in the schedule, subject that can be taken in parallel.

12.3.1. The number of examination slots corresponding to at least 5% of the candidates eligible for the examination must be provided for one examination day.

- 12.3.2. In the case of a course with a small number of participants (max. five students), the students and the instructor(s) may mutually agree to deviate from Section 12.3.1.
- 12.3.3. Unsuccessful mid-semester and practice grades cannot be improved during the examination period.

13. The Examination Process

Vhr. 56. § (6) The student's performance can be assessed throughout the training period. The assessment of the student's knowledge can be carried out using different assessment methods: diagnostic, supportive (formative), summative (summative), and can be continuous or one-off. The assessment methods and occasions may be used in combination. The completion of subjects and curricular units may be done by means of a mid-term mark or an examination mark. The mid-semester mark is based on a continuous assessment of the subject's learning requirements throughout the semester. The examination mark pursuant to point 6 of paragraph (2) of Section 55 shall be determined on the basis of the oral or written examination taken during the examination period.

- 13.1. The examination can be oral, written or practical, or it can consist of written, oral or practical parts. Oral examinations are open to the public.

- 13.1.1. The student can only take the examination in the subject(s) recorded in the Electronic Academic Records during the course enrolment period. Neither the student nor the examiner may enter any other subject(s) on the student's course completion sheet besides the subject(s) listed and entered in the Electronic Academic Records.
- 13.1.2. A minimum of 20 minutes should be provided for preparation for the oral examination.
- 13.1.3. The head of the department appoints the comprehensive examination committee based on the proposal of the subject supervisor. An external specialist with a scientific degree can also be a committee member.

- 13.2. At the university, postponement of the examination is possible by deregistering. The possibility to deregister is not allowed within 24 hours before the beginning of the examination, and registration may be authorised within 24 hours. It is the responsibility of the student who has deregistered to obtain a further opportunity to take the examination. At the faculties, in cases where the organisational circumstances of the examination justify it (e.g., sports event, concert, final teaching, etc.), the student may be prohibited to deregister. In such a case, students shall be made aware of this fact in the course description.

- 13.2.1. The student must register for the examination 24 hours before the beginning of the examination.
- 13.2.2. The instructor may refuse to admit a student to an examination if the student does not have an examination registration entry for the given day in the Electronic Academic Records. Students' examination registrations can be checked based on the examination sheets.

- 13.3. The examining department shall notify the student of the marks for oral examinations on the same day, and the marks for written examinations no later than 4 p.m. on the third calendar day (if this period falls on a public holiday, four working days) following the examination. Faculties may specify a shorter duration. The same rule applies to mid-semester examinations, with written marks being communicated to students within five working days.
- The mark is not a public data; at the same time, the participants in the public oral examination are entitled to see the assessment of the candidate's verbal test.

The written assessment, the answer key and the assessment criteria must be made known to the students by the examiner and access to the paper must be provided.

Vhr. 58. § (3) In case of absence from the examination, the student's knowledge cannot be assessed.

13.4. An unauthorised absence from an examination is considered as a used examination event, and the number of possible retakes must be reduced. In such a case, the entry "did not appear (examination to be counted)" will be entered in the study system record. The student has the right to justify his/her absence within 10 calendar days from the date of the examination, which will be recorded with the entry "no-show (examination not to be counted)".

13.5. The identity of the student must be checked during the examinations. The student's attention should be drawn to the requirements of fairness of the examination before the examination begins. The use of tools and methods not allowed in the examination is a disciplinary offence. In the case of a student caught in the act or reasonably suspected of having been caught in the act, a minute must be prepared, and at the same time, the student's academic performance cannot be assessed (an unsatisfactory mark cannot be recorded).

The educator must record and sign the grade on the student's (course) performance sheet printed from the study system and brought to the oral examination. Written marks are checked by means of the examination paper, which must include the assessment and the name and signature of the assessor.

13.5.1. Students are required to present a valid photo ID to prove their identity.

13.5.2. Calling attention to the requirement of fair standards of the examination may be made not necessarily only at the time of the examination but also in previous study sessions of the subject or on the Coospace interface for the given course. The call can also be combined with a description of other standards regarding the requirements for the completion of the subject.

13.6. For 14 days after the end of the examination period, the student has the right to dispute the validity of the assessment in the study system at the university unit responsible for the course. The contested assessment must be corrected on the basis of the (course) completion sheet presented or the mark given for the paper, if the validity of the contestation is verified. The correction is made by the educator/department. In the event of a student's contest, the Faculty Studies Committee will bring a decision. In the case of an infringement, an appeal may be lodged in accordance with the Regulations on the Procedure for the Submission and Consideration of Applications for Student Appeals.

Students may request a certified copy of the last completed semester's registry sheet containing their transcript of records free of charge once a semester.

13.6.1. The course instructor, if he/she is unable to do so, the head of the unit (institute) that announced the course shall be responsible for entering the grade in the Electronic Academic Records. The entry may also be made by a designated member of staff of the institute. It shall be the responsibility of the instructor to ensure that the entries on the course completion sheet and the Electronic Academic Records are identical.

13.6.2. If the student does not have any entry in the Electronic Academic Records of the subject taken by the end of the examination period, the completion of the subject in the Electronic Academic Records will remain empty. An uncompleted course is considered a spent course registration.

14. Retaking Failed Examination

Nftv 49. § (4) The institution of higher education shall issue a recommended curriculum for the compilation of the student study programme. The institution of higher education shall ensure that all students have the opportunity to give an account of their knowledge and to repeat an examination, whether successful or unsuccessful, in such a way that the impartial conduct and assessment of the repeated examination is guaranteed.

Nftv 59. § (4) Higher education institutions shall terminate the student status unilaterally in cases where the total number of unsuccessful and repeated retake examinations in a given unit of study has reached five.

14.1. The student is entitled to retake the examination within the same examination period if they fail. The date of the retake must not be earlier than the third calendar day after the day of the failed examination. Final examinations are governed by the provisions of point 19.4.

14.2. A failed examination in the same subject may be retaken twice in the same examination period, with the addition that a student whose only course taken but not completed in the examination period in question may take a third retake examination, unless he/she has already used the examination options under 14.3.

14.3. The total number of retake and repeated retake examinations in the same subject for students commencing their studies in the academic year of 2012/2013 and after must not exceed 5, and for students who started before the academic year of 2012/2013, up to a maximum of 8.

14.4. In the case of an oral examination, the student may take the retake examination in front of a committee if he/she requests so. The last correction examination under 14.3 must always be taken in front of a committee. The committee, which shall be composed of at least two members who did not examine the student on the last occasion, shall be appointed by the head of the department. A retake examination in front of a committee may only be taken on the date announced. For written examinations, the conditions laid down for oral examinations apply, subject to that the members of the board independently mark the paper and check the results of the online test.

The educator is obliged to assess the candidate's performance in an impartial and unbiased manner. After the second failed examination, the student may request that the same instructor not be allowed to conduct the retake examination.

14.4.1. Within one examination period, the student can take the repeated retake examination of the subject and the third retake examination, upon request, before a committee. The student may submit his or her request to this effect in writing or via e-mail (in the case of Hungarian students: vizsgaelnok.pharm@szte.hu; in the case of English students: supervisor.pharm@szte.hu) to the Faculty Admissions Office no later than two working days before the day of the examination. The committee shall be constituted and appointed by the relevant Head of Department. Only an instructor at the Faculty of Pharmacy may be asked to chair the committee so established.

14.4.2. The same examiner shall not conduct the examination of the student alone three times in succession; in which case an examination before an examination board of at least two members must be provided.

14.4.3. In the case of a written examination only, if the subject has been failed in a repeated retake examination within an examination period and in the third retake examination, the examiner shall be obliged to provide oral examination on the day of the announcement of the written result. In this case, the examination shall consist of a written and an oral part and shall be considered as a single examination.

14.4.4. The fifth retake examination of the subject shall be taken before a committee. The committee is assembled and requested by the Head of the Department concerned; the chair is always appointed by the Dean of the Faculty or his/her delegate. If the subject is taught by a department/institute of another faculty or the member(s) of the committee are not a lecturer(s) of the departments/institutes of the Faculty of Pharmacy involved in the teaching of the subject, the Faculty Admissions Office will invite the member(s) on the proposal of the head of the institute, but the chairperson in this case as well shall be appointed by the Dean of the Faculty of Pharmacy or his/her delegate.

14.4.5. In the case of written examinations only, if the written examination in the subject has been unsuccessful in the fifth retake examination, the examiner shall be obliged to provide oral examination on the day of the announcement of the written result. In this case, the examination shall consist of a written and an oral part and shall be considered as a single examination.

15. Retaking successful examination

Nftv 49. § (4) The institution of higher education shall issue a recommended curriculum for the compilation of the student study programme. The institution of higher education shall ensure that all students have the opportunity to give an account of their knowledge and to repeat an examination, whether successful or unsuccessful, in such a way that the impartial conduct and assessment of the repeated examination is guaranteed.

Upon request, the successful candidate may retake the examination maximum twice during the current examination period, on the condition that in this case no more than three examinations can be taken. The faculty regulations may also allow for additional examination retakes. The result of a retake examination is considered as the performance of the course/subject, even if it is more disadvantageous for the student. After a failed retake test, it is possible to take a repeated retake test. It is not possible to improve a successful grade in practice-type courses.

16. Calculation of Study Performance

Vhr. 57. § (4) The credit index and the adjusted credit index are used to assess the quantitative and qualitative performance of a student in a given course during a semester. When calculating the credit index, the amount formed by multiplying the credit value and grade of the subjects completed in the semester must be divided by the thirty credits to be completed in one semester, in the case of average progress. The adjusted credit index can be calculated from the credit index with a multiplier corresponding to the proportion of credits completed during the semester and taken in the individual curriculum. The aggregate adjusted credit index is used to assess the quantitative and qualitative performance of a student over several semesters. The calculation of the cumulative adjusted credit index is the same as the calculation of the adjusted credit index, except that thirty credits per semester and credits taken and completed over the entire period have to be taken into account.

16.1. The study performance is calculated either as a simple or weighted study average or as a credit index or corrected credit index. The academic result is calculated to two decimal places.

16.2. In a credit system training programme, the student's performance is monitored by the (cumulative) weighted average grade point calculated for over more than one semester of study or over the whole period of study. The weighted average grade point is calculated by dividing the multiplied sum of the credits and marks of the subjects completed in a given period by the sum of the credits of the subjects completed.

16.3. The credit index and the corrected credit index are equally suitable to assess the quantitative and qualitative performance of a student in a semester. The credit index is calculated by dividing the

multiplied sum of the number of credits and the grade of the subjects taken in a semester by thirty credits, that is the average progression to be completed in a semester. The adjusted credit index can be calculated from the credit index with a multiplier corresponding to the proportion of credits completed during the semester and taken in the individual curriculum.

16.4. The faculty student unions may base the calculation of the performance used for the allocation of the scholarship on the results of any of the above averaging algorithms.

16.4.1. Calculation of the amount of the scholarship shall be performed by the Student Service Office based on the "Regulations of the University Student Union on the Conditions and Determination of Scholarships".

17. The Pre-degree certificate

Nftv. 50. § (1) The higher education institution shall issue a pre-degree certificate (absolutorium) to students who have fulfilled the study and examination requirements prescribed in the curriculum, except for those relating to the language examination and the bachelor or master thesis, completed the required practice period and acquired the required number of credits.

Vhr. 44. § (1) If the student has fulfilled the conditions for the issue of the pre-degree certificate, the higher education institution will issue the pre-degree certificate within twenty days of the date of fulfilment.

(2) The student shall be notified of the issue of the pre-degree certificate at the same time as it is issued.

(3) The pre-degree certificate shall be issued as a certified document.

(4) The pre-degree certificate shall be issued with a unique serial number, and its details shall be recorded in the study system of the higher education institution.

(5) The pre-degree certificate is an annex to the registry sheet.

45. § (1) The pre-degree certificate, the certificate of the successful completion of the final examination, the certificate of eligibility for the diploma and the certificate of teaching qualification shall be issued on the basis of the registry sheet, at the request of the student.

(2) The certificates shall be issued with a unique serial number, and their details shall be recorded in the study system of the higher education institution.

17.1. The pre-degree certificate (absolutorium) is signed by the head of the faculty. This right may be delegated in accordance with point 21.4.

17.2. A pre-degree certificate does not give the student a qualification or professional qualification. The faculty issues the pre-degree certificate upon the student's request.

18. The Thesis, Diploma Work

18.1. The method of defining the thesis and diploma work topics, the content requirements, the general criteria for evaluation and the deadline for submission are determined by the faculties and published in a notice.

18.2. The credit for the thesis, as defined in the training and outcome requirements, is used to recognise the student's work in the thesis process and is assessed by a term mark. The successful completion of the thesis seminar, but not the thesis itself, is a prerequisite for the absolutorium.

18.1. Students can write their thesis in any of the institutes/departments participating in pharmacy training. If permitted by the head of the institute/department involved in pharmacy

- training in the relevant scientific field, the thesis can also be prepared in external locations (e.g., university institutes/departments not involved in pharmacy training, pharmaceutical factories, or external research sites). However, in such a case, the head of the relevant department will appoint an internal consultant to be consulted in addition to the external supervisor.
- 18.2. The preparation of the thesis shall be supervised by the thesis supervisor.
 - 18.3. In the thesis, the student works on a topic in Hungarian or English recommended by the institute/department or, in some cases, chosen by the student and approved by the competent institute/department. The institutes/departments are required to publish the thesis topics on their website at the end of each spring semester (by June 30 at the latest).
 - 18.4. Students who have fulfilled the relevant prerequisites must choose the thesis topic no later than the end of the subject registration period (end of the second week of the academic term) and submit the thesis preparation form to the Faculty Admissions Office. The student's registration for the Preparation of Thesis 1 course shall then be carried out by the educational advisors of the relevant institute/department based on the indication of the Faculty Admissions Office.
 - 18.5. The submission of a thesis can only take place after the successful completion of all compulsory (except Pharmacy Internship 2 before the final examination), required elective and elective courses. The content and format of the thesis shall be described in the Academic Programme Guide, which shall be compiled at the beginning of the academic year. The Academic Programme Guide is available in the section titled "For Students" at the Faculty website.
 - 18.6. The thesis shall be submitted to the Faculty Admissions Office in electronic format (PDF only) (by uploading on the Modulo form). The deadlines for submission are March 10 and September 15 of the current year, respectively (if either of these dates falls on a weekend, then the first working day thereafter).
 - 18.7. The student is required to make a declaration of authenticity of the thesis (see Annex 5), under penalty of criminal prosecution. The signed declaration shall be attached to the thesis and submitted electronically (being the first or last page of the thesis). In addition, a printed (signed) paper copy of the declaration shall also be submitted to the Faculty Admissions Office.
 - 18.8. A short summary of the thesis (800 to 1000 characters) in both Hungarian and English shall be submitted with the thesis. The form needed to prepare the summary is available in the "For Colleagues" section on the faculty website. The thesis supervisor must sign the English and Hungarian versions to certify that they are professionally adequate.
 - 18.9. The head of the competent institute determines the method of assessment and evaluation of the thesis. The Study Committee appoints the reviewer based on the head of department's proposal. In the case of theses written in a foreign language, the evaluation shall also include a note on the correct use of the language.
 - 18.10. If the reviewer suspects plagiarism in the thesis, he/she shall notify the Faculty Admissions Office in writing. Based on the feedback, the vice dean for education invites a second reviewer from among the faculty's senior lecturers to review the thesis. If the second reviewer also confirms the suspicion of plagiarism, the Study Committee shall decide to reject the thesis or to initiate proceedings for disciplinary action against the student. The vice dean for education makes a decision on the basis of the Committee's recommendation. In a disciplinary offence investigation, further procedure shall be conducted according to the "Student Disciplinary and Liability for Damages Policy of the University of Szeged".

If the second reviewer of the thesis does not confirm the suspicion of plagiarism indicated by the first reviewer, the thesis can be defended with the grade given by the second reviewer.

18.11. The thesis shall be defended before a committee of at least three people, to which the thesis reviewer must also be invited. The defence of a thesis prepared in an external institute/department occurs at the institute/department providing the internal consultant.

18.12. If all the following conditions are met, the thesis may be accepted without an oral defence, with an 'excellent' (5) grade:

-The student's thesis is based on experimental research.

-The reviewer gave the thesis an 'excellent' grade.

-Based on the results presented in the thesis at the student's local or national TDK conference, the student gave a prize-winning presentation or appeared as a co-author of such a presentation. Therefore, the diagrams of the presentation presented at the TDK conference shall be attached to the thesis. The thesis reviewer must also confirm the identity of the content of the TDK presentation and the thesis.

Following receipt of the assessment by the Faculty Admissions Office, the vice dean for education shall notify the student that the thesis has been accepted without an oral defence and with an 'excellent' result.

19. Final Examination

Nftv. 50. § (2) Students participating in higher education vocational, bachelor, master and postgraduate specialisation programmes shall take a final examination upon the completion of their studies.

(3) The final examination shall be taken after obtaining a pre-degree certificate (absolutorium). Students may complete the final examination during the examination period following the award of the pre-degree certificate, before the termination of student status, or in any other examination period within two years after the termination of student status, in accordance with the prevailing programme requirements. The Academic and Examination Regulation may impose conditions on the completion of a final examination after the expiry of the two-year period following the award of the pre-degree certificate. If more than five years have passed since the termination of student status, a final examination shall not be taken. This provision does not apply to a person who takes up a new student status five years after the termination of their student status.

(4) The final examination is the verification and assessment of the knowledge, skills and competencies necessary for obtaining a diploma, in the course of which students are also required to demonstrate their ability to apply the acquired knowledge. As defined in the curriculum, the final examination may comprise several parts, such as the bachelor or master thesis defence and oral, written and practical components.

(5) Students who have failed to meet any of their payment obligations towards the higher education institution shall not be allowed to take a final examination.

Vhr. 59. § (1) The final examination must be taken in front of a final examination board composed of the chairperson and at least two other members. The final examination board shall be composed in such a way that at least one member is a university or college professor or associate professor and at least one member who is not employed by the higher education institution concerned, or is not a lecturer in another subject at the higher education institution. Minutes shall be taken of the final examination.

(2) The higher education institution shall lay down in its regulations the method of applying for the final examination, the procedure for organising and conducting the final examination, and the method of calculating the results.

(3) Final examinations can be organised jointly by higher education institutions.

Students who started their studies before the academic year of 2012/2013 are subject to the following [Ftv. § 60 (1)-(6)]:

Ftv 60. § (1) In a higher-level vocational training programme, a vocational examination must be taken in accordance with the provisions on vocational education and training.

- (2) The student completes their studies in the bachelor's and master's degree programmes and the postgraduate specialist training course with a final examination.
- (3) The final examination is a test and assessment of the knowledge, skills, and competencies required to obtain a diploma, during which the student must also demonstrate that they can apply the knowledge acquired. The final examination may consist of several parts: defence of the thesis or diploma work, additional oral, written, and practical parts, as specified in the curriculum.
- (4) In order to be admitted to the final examination, a pre-degree certificate (absolutorium) must have been obtained. A pre-degree certificate is issued by the higher education institution to students who have fulfilled the study and examination requirements and the professional practice prescribed in the curriculum, with the exception of the language examination, thesis and diploma work, and who have earned the required credits. The final examination can be taken in the examination period following the award of the pre-degree certificate as part of the student status, and after the termination of the student status, without a deadline, in any examination period, according to the applicable programme requirements. The Academic and Examination Regulation may set a condition for passing the final examination, after the seventh year from the date of issue of the pre-degree certificate.
- (5) The final examination must be taken in front of a final examination board composed of a chairperson and at least two other members. The final examination board must consist of at least one member who is a professor or a college professor or associate professor or college associate professor, and at least one member is either not employed by the higher education institution concerned pursuant to the Nftv. or is a lecturer of another faculty or department of the higher education institution. Minutes shall be taken of the final examination.
- (6) The Academic and Examination Regulation of the higher education institution determines the method of applying for the final examination, the procedure for organising and conducting the final examination, and the method of calculating the results. Final examinations can be organised jointly by higher education institutions.

19.1. Students may register for a final examination at any time after obtaining their pre-degree certificate, subject to the provisions on education and outcome requirements in force at the time of registration.

19.1.1. Only students who have successfully defended their thesis and obtained the pre-degree certificate are eligible to sit the final examination.

19.2. The faculty may set a condition for passing the final examination after the second year from the date of issue of the pre-degree certificate. These conditions are regulated by the faculty in its study regulations. No final examination may be taken after the fifth year following the termination of the student status. Valid for students commencing their studies in the academic year of 2012/2013 in a phasing-in system.

19.2.1. Following the expiry of the second year from the date of issue of the pre-degree certificate, students may only take the final examination only with the Dean's permission.

19.3. The final examination must be requested after the seventh year from the date of issue of the pre-degree certificate. The request will be processed according to the general procedure for student applications, under the conditions set out in the Faculty's rules of procedure. Valid for students starting their studies on or after 1 September 2006, but before the academic year of 2012/2013.

19.3.1. Students starting their studies on or after September 1, 2006, but before the academic year 2012/2013, can take the final examination after the seventh year from the date of issue of the pre-degree certificate only with the Dean's permission.

19.3. a) For courses started before 1 September 2006 and completed with an end certificate, it is not possible to take the final examination.

Nftv. 112. § (1) Courses commenced under Act LXXX of 1993 on Higher Education (hereinafter referred to as the Higher

Education Act of 1993) may be completed - in continuous training - until the 1st of September 2016 within the framework of unchanged professional requirements, unchanged examination schedule and with the award of unchanged diplomas. The status of students who have not obtained their pre-degree certificate by this date shall be terminated on that date. Former students who have obtained a pre-degree certificate by the 1st of September 2016 may take their final examinations by the 1st of September 2018.

19.4. Faculties must provide students with the opportunity to take or retake the failed final examination at least once a year. Students who have obtained a pre-degree certificate must be notified of the procedures for that year by means of a notice. The faculty regulations may specify that a failed final examination can be corrected at the earliest in the next final examination period.

19.4.1. The Faculty of Pharmacy provides three periods per year (May/June, August and October/November) for taking the final examination.

19.4.2. An unsuccessful final examination intermediate results may be improved at the earliest during the subsequent final examination period.

19.5. Registration for the final examination is done through the study system. The schedule of the final examination of students registered for the final examination and the verification of the conditions for the pre-degree certificate is carried out by the faculties. In the absence of the conditions, or at the request of the student, the student will be removed from the final examination schedule. Removal can only take place before the beginning of the final examination.

19.6. In the case of absence from the final examination, for people who are no longer students, it may be subject to payment of fees and may be retaken in accordance with the rule on retaking a failed final examination (point 19.4).

19.7. The faculties shall determine the following in the rules of procedure and publish them in a notice:

- the final examination periods (dates),
- the composition of the examination board(s)
- the method of calculation of the final examination results according to the current education and outcome requirements for each field of study.

The deadline for publication of faculty notices is 2 months before the beginning of the final examination period.

19.8. The special rules for the final teacher examination are laid down by the Council of the Teacher Training Centre in separate rules of procedure.

19.8.1. The chairperson of the final examination committee—with the agreement of the Faculty Board—and the members of the committee shall be appointed by the Dean for a period of one year, with the appointment of the appropriate substitute(s). The chairperson cannot be a full-time faculty instructor. The committee shall have two to six members in addition to the chairperson.

19.8.2. The practical part of the final examination shall be assessed by two practical examiners. Two committee members shall determine the practical grade in closed session. In the event of a dispute, the committee chairperson shall have the final say.

19.8.3. In the oral part of the final examination, the members of the committee shall grade the theoretical competence of the pharmacist candidate by topic (Pharmacodynamics, Pharmaceutical Technology, Pharmaceutical Administration), and then in closed session – or with a vote in case of dispute - their partial grades are determined. In the event of a tie,

the chairperson shall have a casting vote. The final grade of the oral part of the final examination is the unweighted average of the three part grades, rounded to whole numbers. An insufficient theoretical grade shall be awarded if the candidate shows a substantial deficiency in any subject. In this case, the candidate must repeat the oral part of the final examination in its entirety.

19.8.4. The final examination shall be validly taken if none of its part results (test, practical and theoretical grades) are insufficient. In case of an insufficient part result, the student can continue with the other parts of the final examination. The grade of the final examination (if none of the part result are insufficient) shall be determined by the unweighted average of the three part result.

19.8.5. If the student wishes to improve the part result of the failed final examination within ten months, only the part(s) graded as insufficient or unfulfilled must be repeated. The previous grade(s) of the successfully completed part(s) will be taken into account in the repeated final examination.

19.8.6. The student may repeat the final examination a maximum of two times without special permission; however, further repetitions require the Dean's permission.

20. The Diploma or Certificate (hereinafter referred to as Diploma)

Nftv. 51. § (1) The precondition of issuing the diploma that certifies the completion of the higher educational studies is the successful completion of the final examination, furthermore, unless the present act requires otherwise, the completion of the required foreign language examination. Unless the programme and exit requirements do not require a more rigorous condition, the student shall present the document verifying that he or she has completed a

a) type "C" general intermediate foreign language examination or general (level B2) intermediate complex language examination in bachelor programmes,

b) have passed a state-recognised or equivalent language examination as specified in the training and examination requirements for the Master's degree (hereinafter referred to as 'language examination').

(2) With the exception of the final examination, the prerequisites defined in point (1) shall not apply to cases where the language of the programme is not Hungarian.

(3) For those who have completed the final examination successfully, the diploma shall be issued and delivered within thirty days of the presentation of the certificate attesting to the successful completion of the language examination defined in point (1). For students who present a certificate proving compliance with the requirements under point (1) before the date of the final examination, the diploma shall be issued and delivered within thirty days after the day of the successful final examination.

Nftv. 107. § (1) Where the completion of a language examination for general purposes is a prerequisite for the award of a diploma or certificate, exemption from this requirement shall be granted to students who are at least forty years old in the year of commencing their studies in the first year of a programme. This provision shall not apply to those who take a final examination after the academic year of 2015/2016.

(2) If the rules for organisation and operation of a higher education institution provide for the above, exemption from the completion of a language examination for general purposes, as required for the award of a diploma or certificate, shall be granted, in addition to those defined in point (1), to students who fail to present to the higher education institution a certificate attesting to the completion of a language examination for general purposes within three years from the day of the successful final examination and choose to pass a language examination organised by the higher education institution rather than the language examination for general purposes required for the award of a diploma or certificate. This provision shall not apply to those who take a final examination after the academic year of 2012/2013.

Ftv. 62. § (1) Successful completion of the final examination, and unless otherwise provided by this Act, the required language examination, are prerequisites for the award of a diploma attesting completion of higher education. Unless the programme and exit requirements do not require a more rigorous condition, the student shall present the document verifying that he or she has completed a

- a) type "C" general intermediate foreign language examination in bachelor programmes,
- b) have passed a state-recognised or equivalent language examination as specified in the training and examination requirements for the Master's degree (hereinafter referred to as 'language examination'). In the curriculum, the higher education institution may specify the languages in which it accepts language examinations, subject to the restriction that it must accept language examinations, certified by the secondary education certificate or accepted as a high school final examination, as a complex language examination for general purposes.
- (2) With the exception of the final examination, the prerequisites defined in point (1) shall not apply to cases where the language of the programme is not Hungarian.
- (3) For those who have completed the final examination successfully, the diploma shall be issued and delivered within thirty days of the presentation of the certificate attesting to the successful completion of the language examination defined in point (1). For students who present a certificate proving compliance with the requirements under point (1) before the date of the final examination, the diploma shall be issued and delivered within thirty days after the date of the successful final examination.
- (5) The diploma is a public document bearing the coat of arms of Hungary, which includes the name of the issuing higher education institution, its Education Ministerial identification number, the serial number of the diploma, the name of the holder of the diploma, the name, birth name, date and place of birth of the holder, the level of qualification and degree awarded, the name of the programme, qualification or specialisation, the place, year, month and day of issue. It must also include the original signature of the head of the higher education institution (and the head specified in the policy on examination), the chairperson of the final examination board, and the stamp of the higher education institution. If the student does not have a language examination certificate during the final examination period, and the diploma is therefore issued after the final examination period, the diploma may be signed by the head as specified in the policy on examination instead of the chairperson of the final examination board. The Academic and Examination Regulation of the higher education institution may provide for the inclusion of additional data not covered by personal data. A central register of the diplomas issued must be kept.

20.1. On successful completion of the final examination, the thesis, and the language requirement, the institution issues a diploma indicating the qualification for the candidate. The diploma shall be signed by the Head of the Faculty, taking into account the delegation procedure in point 21.4.

20.1.1. To obtain a Master's degree, a state-recognized intermediate level (B2), complex-type language examination or an equivalent high school graduation certificate or diploma in English, German, French, Spanish, Italian or Russian or a national or ethnic minority language shall be required.

20.1.2. The grade of the diploma is the average result of the grades of the final examination, the thesis and the comprehensive examinations (Quantitative Chemical Analysis, Physiology, Organic Chemistry, Pharmaceutical Chemistry, Pharmacognosy, Pharmaceutical Technology, Pharmaceutical Administration, Pharmacodynamics) (in the calculation, the final examination's and the thesis's grades are equivalent to one comprehensive examination grade) based on the following:

4.51 – 5.00 SUMMA CUM LAUDE,

3.51 – 4.50 CUM LAUDE,

2.00 – 3.50 RITE.

20.1.3. Before receiving the diploma, the student shall take an oath related to the practice of pharmacy. The text of the oath is included in Annex 6.

21. Addendum

21.1. In matters falling within the competence of the Head of the Faculty under this policy, their deputy may also act if they were not involved in the first instance decision. Powers cannot be further delegated.

Further procedural questions

- 21.2. Depending on the nature of the request, the student must justify their requests in academic and examination matters, must provide adequate justify and certify the claims made in the request, and must provide all the requested information in the case of requests submitted in the standardised forms.
- 21.3. Decisions taken on matters covered by this policy shall be made in a written decision and shall also be recorded in the study system. The decision may also be sent to the applicant in the form of a summary, excerpt, or summary publication.
- Vhr. 34. § (3)** The higher education institution produces and stores the recorded data as a certified document.
- (4) Paper documents shall be authenticated by the signature of the person specified in the regulations of the higher education institution, by the stamp of the higher education institution and by the date. Electronic documents shall be authenticated by a time stamp and by the electronic signature of the person specified in the regulations of the higher education institution or by the affixing of an electronic stamp.
- 21.4. The certification of documents required to be certified by law shall be certified by the dean of the faculty in the case of training, unless otherwise provided for in these Regulations, and by the rector in other cases. The Rector or the Dean may subdelegate the certification by type of document in an instruction.

22. Miscellaneous provisions

- Nftv. 49. § (8)** Students with disabilities shall be given the opportunity to prepare for and take examinations in a manner adapted to their disabilities, and shall receive assistance for meeting the obligations arising from student status. In justified cases, disabled students shall be exempted from learning certain subjects, or parts thereof, or the obligation to report. Where necessary, an exemption shall be granted in respect of a language examination, or a part or level thereof. Disabled students shall be allowed a longer preparation period when taking an examination, the use of aids, such as a typewriter or computer, for written examinations and, where appropriate, the option of taking an oral examination instead of a written one, or taking a written examination instead of an oral one. The exemptions pursuant to this paragraph shall be granted only in respect of the grounds thereof and shall not entail exemption from the basic academic requirements to be fulfilled for obtaining the qualification attested by the diploma.
- 22.1. In matters falling within the scope of this policy, the Faculty Boards may adopt rules of procedure, within the framework of and in accordance with the law, other university regulations, and this policy, while ensuring the right to consent of the student union. The Dean in the context of the academic administration of the Faculty, subject to the provisions of the central AER and the academic regulations of the faculty concerned, has the right to settle unregulated issues in Dean's instructions or in ad hoc decisions, e.g., to establish faculty procedures to facilitate the legal rights of registered students with disabilities, may set deadlines for the fulfilment of certain obligations, determine the criteria for the assessment of applications, the specific methods of certifying applications, and provide standardised forms for applications. In academic matters falling within the scope of this policy, the central academic units of a university participating in a programme shall establish their own regulations and academic management within the framework of this policy, taking into account the academic management.
- 22.2. Faculties must ensure that this policy and other general policies and rules concerning studies and examinations are available and accessible to educators and students. The general obligation of the University's departments responsible for the organisation of education is to provide students with complete, accurate and accessible information, primarily through the

study system, as required by law and institutional regulations, to enable them to start and continue their studies.

22.3. The faculty is obliged to regulate the substance of all matters the regulation of which is referred to the faculty by this policy (points 2., 3.1., 4.1., 4.3., 5.3., 7.1., 7.2., 7.3., 8.1., 9.1., 9.3., 11.1., 12.3., 13.2., 13.3., 15., 18.1., 19.2., 19.3., 19.4., 19.7., 22.1., 22.2.).

22.4. For the purposes of this Policy, the Dean is the Head of the Faculty.

22.5. Specifications in the field of music, medical training and distance learning are determined by the specific provisions of the Béla Bartók Faculty of Arts and the Albert Szent-Györgyi Medical School, and the specific provisions for distance learning programmes at the Faculty of Economics and Business Administration.

The specific provisions for distance learning programmes at the Faculty of Economics and Business Administration are also applicable to distance learning programmes at other faculties.

The specific rules of academic procedure for teacher training shall be drawn up and adopted by the Council of the Teacher Training Centre within the framework of and in accordance with these Regulations, subject to the right of agreement of the student union.

Nftv. 112. § (1) Courses commenced under Act LXXX of 1993 on Higher Education (hereinafter referred to as the Higher Education Act of 1993) may be completed - in continuous training - until the 1st of September 2016 within the framework of unchanged professional requirements, unchanged examination schedule and with the award of unchanged diplomas. The status of students who have not obtained their pre-degree certificate by this date shall be terminated on that date. Former students who have obtained a pre-degree certificate by the 1st of September 2016 may take their final examinations by the 1st of September 2018. The rules of this paragraph shall be applied to former students subject to point (5a) of Section 112 of this Act, established by Act CXXXI of 2015 amending certain Acts on the Regulation of Higher Education, and decisions taken by higher education institutions on the basis of point (5a) of Section 112 shall be amended in favour of former students with regard to this paragraph by 15 February 2016.

(2) Training commenced under Act CXXXIX of 2005 on Higher Education (hereinafter referred to as the Higher Education Act of 2005) shall be completed - in continuous training - within the framework of unchanged professional requirements and examination system, with the awarding of unchanged diplomas and certificates. Unless otherwise provided for by this Act, the body responsible for the operation of the higher education information system is entitled to manage personal data recorded within the framework of the higher education information system pursuant to the Higher Education Act of 2005 until the deadline specified in point (4) of Section 35 of the Higher Education Act of 2005.

(3)

(4)-(5)

(5a)

22.6. The student may appeal against a first-instance decision, measure or failure to take, a measure of the Faculty within fifteen days of the notification or, failing this, of becoming aware of the decision. The decision of the first instance shall be final and enforceable if the student does not submit an appeal within the time limit, if the student has waived the right to submit an appeal or if the student has withdrawn the appeal. In view of the procedural deadline, the first instance decision may be temporarily enforceable even before the expiry of the deadline for appeals provided that the original status can be restored without prejudice in the case of an appeal (e.g., in the case of reclassification). The appeal procedure is governed by the Regulations of the University of Szeged on the Procedure for the Submission and Evaluation of Applications for Student Appeals.

23. Closing provisions

23.1. This Regulation shall take effect the day following its adoption.

23.2. The provisions of this Regulation shall also apply to pending cases.

23.3. The Academic and Examination Regulation of the University of Szeged, Faculty of Pharmacy, was adopted by the Faculty Board on the 26th of June 2024. [Decision number: 2-3-9/2024. (VI.26.) KT]

**Prof. Dr. István Zupkó, sgd.
Dean**

ANNEX 1 (ANNEX 4 of the Academic and Examination Regulation of the University of Szeged)

Rules for maintaining and using Student Registry Sheet

1. The Student Registry Sheet

- Vhr. 36. §(1)** The registry sheet serves as recording of the student's personal and study data in connection to the student status marked in the student registry sheet.
- (2) The student registry sheet issued and verified on paper or electronically contains the following data registered on the study system: (...)
 - (3) The higher education institution may only keep one registry sheet in connection to a person's given student status - in case of all types of student statuses. After the termination of a student status, a new registry sheet must be issued for establishing a new student status.
 - (4) The higher education institution must have a regulation about the serial numbering of student registry sheets, and the unique numbering if the registry sheets must be provided.
 - (5) The name and institutional identification number of the higher education institution, the student's name and student identification number, and the serial number of the student registry sheet must be indicated on each page of the paper-based registry sheet.
 - (6) The student registry sheet must be validated within 3 months from the student status termination.
 - (7) The closed and validated registry sheet must be supplemented and revalidated, if
 - a) the fulfilment of the thesis, diploma work, closing examination or language requirement, or the issue of the certificate and certificate supplement take place after the termination of the student status,
 - b) the data recorded in registry sheet must be modified due to error correction or transferring data changes,
 - c) the certificate is amended, a second copy is issued, or the certificate is withdrawn.
 - (8) The higher education institution may keep parts of the registry sheet separately from the registry sheet by adhering to the specified methods contained by regulation and marking the whereabouts of these parts on the registry sheet.
 - (9) To replace a destroyed or lost registry sheet - based on the available record, documents and data - a replacement registry sheet must be issued.
 - (10) The higher education institution will issue a certified paper transcript of records upon termination of the student's status
 - a) ex officio to students who have completed their studies without a pre-degree certificate (absolutorium), provided that they have completed at least one semester as an active student,
 - b) on request, to a student who has obtained a pre-degree certificate but has completed his/her studies without obtaining a degree,
 - c) on request, to a student who has obtained a diploma in a specialised post-graduate course.
 - (11) A student to whom the higher education institution issues a grade book does not need a certified transcript of records.
 - (12) The transcript of records shall contain at least the name of the higher education institution, the institution's identification number, the address of the registered office or place of business, the name of the student, the student's identification number and the serial number of the transcript of records, as well as the data specified in points 2, 4 to 14 and 23 of section 2.

- (13) According to point a) of point (10), the handover of the registry sheet transcript must be stated on the registry sheet. The handover must also be proved by a handover acceptance document.

Vhr. 41. §(1) The higher education institution must keep a gradebook if it fails to provide the fulfilment of the following conditions:

- a) the student receives notification about his/her registered and cancelled courses from the higher education institution, in a time and way defined in the regulations of the higher education institution;
 - b) in case of an oral assessment, the higher education institution issues a fulfilment sheet with contents defined by point (2)- in a time and way defined in the regulations of the higher education institution;
 - c) in case of an assessment that differs from point b), the higher education institution sends notification about the student's evaluation in a time and way defined in the regulations of the higher education institution; and
 - d) the study system used by the higher education institution is suitable to provide the student printable access the data regulated by section 36 (12) on his/her educational registry sheet transcript, and furthermore, upon the student's request provides free of charge validation of data defined by point 7 of section 36 (2), one time every semester.
- (2) The fulfilment sheet contains the semester of the given academic year, the name and student identification number of the student, the name of the registered course, the name of the curriculum unit, the time of the examination, the evaluation of the examination, the name of the examiner, the educator identification number, and signature of the examiner.

The study system applied by the University of Szeged is suitable for fulfilling the conditions set out in section 41 of the Government Decree (Vhr).

2. Access rights of the study system

a) Student rights:

- the student has the right to access his/her student registry sheet records via the study system using the individual access code throughout the entire duration of his/her legal status, and
- the student is entitled to print out a course completion sheet from the study database during a specified period of study and use it to certify his/her achievements;
- the student is entitled to submit an initiative for the correction of his/her marks to the educator or teaching unit by the deadline specified in section 13.6. In the case of rejection, the request must be submitted to the Faculty Board of Studies.

b) Educator rights:

- An educator may make an evaluative entry in the study system for courses for which he/she is responsible, in accordance with the announced evaluation requirements;
- the educator may check the examination sheets for the courses for which he/she is responsible and correct the marks up to the deadline for the entry of marks (the last day of the examination period).

c) Academic administration rights:

- The Director of Education shall specify in the Study System Administration Policy, in accordance with the University Privacy Policy, what the level of access, the type of data are that an administrative staff has access to;
- from an IP-addressed workstation registered for this purpose and with personal authorisation approved by the Dean/Director of Education, the person responsible for the administration of the study system can view, create, modify or cancel the student master data within the limits set by the

administration of the study system. At the request of an instructor, department or faculty members, this also applies to educators' records relating to assessment.

d) The rights of the operators of the study system:

- The rights of the persons involved in the central administration of the study system to administer the digital registry sheet shall be governed by the study administration regulations and other rules of procedure established by the Directorate of Education
- on the authorisation of the Dean of the Faculty, on the basis of an individual written order of the Director of Education and on the basis of the permission of the Head of the Study System Operation, the operation of the study system may carry out maintenance and data correction tasks beyond those regulated in the study administration regulations. The fact of this must be recorded and, if the system logs the data field concerned, the status prior to the change must be retained in the system log.

e) The system shall send pursuant to Section 41 of the Government Decree

- summary of the courses registered at the end of the course enrolment period;
- notification about courses taken, dropped or cancelled within 24 hours of the end of the enrolment period;
- notification about corrections to on the examination sheet within 24 hours.

The student can deactivate the above notifications in the appropriate interface of the study system at his/her own risk.

3. Rules on the authentication of the digital student registry sheet

At the end of the second week following the end of the course enrolment period, after the central sorting of the students' semester status, a backup of the current semester's student course registration is made on a secure storage medium. The archive containing the backup must be stored in a lockable vault and/or be electronically signed and time-stamped to ensure authenticity. For the remainder of the semester, course registration or deletions and other changes to the record may be made only upon request or by decision, and an official record must be made in the study system.

The student may print out a course admission notification and result sheet (in short course completion sheet) corresponding to the course completion sheet according to Section 41 (1) b) of the Government Decree at least three weeks before the beginning of the examination period. Within 5 working days of this date, the student may dispute the entries for his/her courses. The printed course completion sheet is both a course registration notification and a performance record.

At the end of the so-called central semester index closure, which closes the examination period (and the subsequent student complaint period), a backup of the current semester's achievements, administration and acceptance of credits, calculated averages and credit totals is made. The rules are the same as for the backup of course records.

ANNEX 2

Operational Rules of the Study Committee

Nftv. 12. § (5)

If the committee or council set up by the senate handles matters concerning students, it is also necessary to ensure the participation of student representatives in the committee's work with the exception of the credit transfer committee. The senate shall set up a standing committee handling course-related, examination and social matters of the students. Student participation must be guaranteed in the committee acting in matters affecting the students, on condition that the number of members delegated by students and by the higher education institution to the standing committee set up to handle course-related, examination and social matters cannot be less than 25-25 percent of the members on the committee.

Academic and Examination Regulation of the University of Szeged

4.1. *The Faculties shall set up and operate a Study Committee to deal with applications from their students, with the number of members delegated by the students being 50% of the members of the Committee. The committees shall operate according to their order of business.*

4.2. *The Study Committee is responsible for all academic matters that are not the responsibility of the Credit Transfer Committee (especially: student transfer, change of sub-specialisation, specialisation, or minor; preferential study and examination schedules, exceptional passive semester (see 6.4., 6.6.).*

Transfers and changes of degree and specialisation can be initiated no later than the end of the course enrolment period of the semester. If applications submitted later are accepted, the permission applies to the following semester.

A legal remedy against the Study Committee decision may be sought in accordance with the rules of the Student Appeals Procedure.

1. The University of Szeged Faculty of Pharmacy establishes and operates a Study Committee. The Study Committee is the body acting in the first instance in matters within its jurisdiction. Composition of the Study Committee 3 students are delegated by the Student Union of the Faculty and 3 faculty academic staff, one of whom is the committee's chairperson. The Faculty Board elects the chairperson, and the Dean appoints its members on the chairperson's proposal. If necessary, the academic officer of the Faculty Admissions Office can also attend the meetings in an advisory capacity. The mandate of the academic staff of the Committee is until the expiration of the mandate of the Faculty Board, and the mandate of the students is for a maximum period of one year.
 - 1.1. The member's mandate may be terminated:
 - a) upon termination of employment or termination or suspension of student status.
 - b) upon resignation the membership
 - c) recalling a member by the Faculty Board or the Student Union.
 - 1.2. The absent member of the Committee must be replaced at the next meeting of the Faculty Board or the Faculty's Student Union.
2. The Study Committee shall meet as and when necessary, but at least once every six months. The chair shall convene the committee meetings. A committee meeting shall be a quorum if at least fifty percent of the members plus one person are present. The Study Committee shall adopt its decisions by open vote, by a simple majority. In a tie, the chairperson shall have the casting vote.
3. The academic members of the Study Committee shall allow consultation for students regarding educational issues falling within the competence of the committee by prior appointment.
4. Students may submit their proposals to the Study Committee via the electronic administration system. Students may obtain information on their proposals after submission to the electronic administration system

5. The Faculty Admissions Office formally verifies submitted requests (completion of fields, attachment) and, if necessary, provides the application with a comment to facilitate a decision. The Faculty Admissions Office may reject the application due to a formal error, which may only be submitted to the Study Committee after the student has corrected the formal error(s).
6. The Study Committee evaluates the applications forwarded by the Faculty Admissions Office within 3 working days. The decisions of the Study Committee are represented by the committee chair within the electronic administration system. The vice dean for education makes a decision on students' proposals on the basis of the Study Committee's decision.
The decision can be appealed to the rector. The appeal must be addressed to the rector and submitted to the dean, who can change the first instance decision to the advantage of the student or must forward the appeal and then implement the decision.
7. Proposals submitted to the Study Committee may relate to:
 - authorisation of an exceptional passive semester,
 - authorisation *Preferential study and examination schedule*,
 - reduction of self-paying tuition fee,
 - registration for courses beyond the headcount,
 - allowing transfer between departments, faculties, and institutions
 - to resolve additional academic issues.
- 7.1. Request for exceptional passive semester
Application period: continuous after the end of the course enrolment period.
Students of the Faculty may fill out the form if they wish to suspend their student status after the deadline.
The students must justify their requests in all cases. Relevant documents must be attached for health-related reasons or any other circumstances.
- 7.2. *Request for preferential study and examination schedule*
Application period: the end of the first week of the academic term.
Students of the Faculty may fill out the form if they wish to continue their studies according to a preferential study and examination schedule.
The students must justify their request in all cases. Relevant documents are not required but must be attached for health-related reasons or other circumstances.
- 7.3. Request for the reduction of self-paying tuition fee
Application period: the end of the first week of the academic term.
Fee-paying/self-funded students of the Faculty may fill out the form to request a tuition fee reduction.
The students must justify their request in all cases. Relevant documents must be attached to the request for health-related reasons or other circumstances.
- 7.4. Request for course registration beyond the headcount
Application period: course enrolment period in each semester
Students of the Faculty may fill out the form if they wish to register for course announced in the Electronic Academic Records beyond the headcount.
The students must justify their request in all cases.
- 7.5 Application for authorization of transfer between study programmes, faculties, and institutions
Application period: continuous
A transfer application can be submitted by a student with a valid student status at another Hungarian or foreign institution or at another faculty of SZTE who is transferring to the Faculty of Pharmacy at SZTE. Transfer can be requested between the same field of training and require the same level of education.
The following certificates must be attached to the transfer request:

- a certificate of student status not earlier than 15 days (compared to the date of submission),
- an institutional certificate certifying the exhausted period of funding available. If the student fails to submit the certificates, they may only transfer studies to higher education on a fee-paying/self-funded basis.
- an institutional certificate stating that no institutional dismissal has not proved.
- the student registry sheet for the whole period of the student's status.

7.6. Application for resolving additional academic issues

Application period: continuous

Students of the Faculty may fill out the form if they wish to resolve additional academic issues that fall under the jurisdiction of the Study Committee.

The students must justify their request in all cases. Relevant documents are not required but must be attached in case of health-related reasons or other circumstances.

ANNEX 3 (ANNEX 3 of Academic and Examination Regulation of the University of Szeged)

Operational Rules of Credit Transfer Committees

- Nftv. 12.** § (5) If the committee or council set up by the senate handles matters concerning students, it is also necessary to ensure the participation of student representatives in the committee's work with the exception of the credit transfer committee. [.]
- Nftv. 42.** § (2) An institution of higher education may admit persons who are not students of the institution, for the purpose of part-time studies, to any course or module of the institution – within the framework of a student status – without a separate admission procedure, on a self-financed basis. The institution is obliged to issue a certificate of academic performance from its study system, including the course description (subject). The completion of a course or module may be counted towards higher education studies in accordance with the rules on credit transfer.
- (8) A student or a person who has previously been a student may apply for admission, without participating in the central higher education admission procedure on a self-financed basis, to a degree programme in the field of computer science at the same or another higher education institution, where he/she has at least 30 credit points of credit transfer according to the credit transfer rules of the higher education institution in question.
- Nftv. 44/A.** § [...] The credit value of the work experience gained during the student's employment contract shall be determined by the Credit Transfer Committee in accordance with Point (6) of Section 49. [.]
- Nftv. 49.** § (5) Credit may only be given once for successfully acquiring any given body of knowledge. Based on the prescribed exit requirements of a given subject (module), credits may exclusively be acknowledged by the comparison of the knowledge serving as a basis of the credit. The credit must be acknowledged if at least 75% of the knowledge compared corresponds to the set requisites, or if it is for an elective subject. The committee set up for this purpose by the institution of higher education (hereinafter referred to as Credit Transfer Committee) shall compare the knowledge concerned.
- (6) The Credit Transfer Committee shall be authorised to acknowledge work experience and knowledge acquired through prior non-formal, informal learning — in accordance with specifications stipulated within the scope of the present act and related government decrees — as the completion of an academic requirement. The ad hoc decision of the Credit Transfer Committee shall be valid for five years to applications for the same credit.
- (6a) The decisions and their periods of validity of the Credit Transfer Committee and the descriptions of all the courses and moduls of the higher education shall be available in the Electronic Academic Records for all students and instructors.
- Nftv. 113.** § (3) The conditions of the validation of certificates and diplomas awarded under the 1993 Act on Higher Education for the purpose of programmes launched under this Act, and the number of credits to be awarded for such diplomas and certificates, shall be determined by the credit transfer committee of the higher education institution pursuant to Section 49 (5) and (6). A comparison of learning outcomes shall be carried out irrespective of whether the programme leading to the diploma awarded previously was completed before or after the introduction of the credit system.
- (4) According to the provisions of the Higher Education Act of 2005, at least thirty credits and up to sixty credits can be counted towards a bachelor's degree in the same field of study. Within this framework, the Credit Transfer Committee of the higher education institution shall determine, pursuant to points (5) to (6) of Section 49, the number of credits and under what conditions to be credited to the certificates issued in the training courses commenced under this Act.
- Vhr. 55.** § (2) In the credit based system training, the regulations of the higher education institution must regulate [...] 17. the rules on the preliminary credit transfer procedure prior to further studies, transfer or guest studies
- Vhr. 57.** § (5) The prior declaration of recognition of the student's performance made by the higher education institution during the student's participation in a credit based system cannot be withdrawn subsequently. The prior declaration requires a decision of the Credit Transfer Committee.
- (6) The higher education institution must carry out the preliminary credit transfer procedure upon request. In the course of the preliminary credit transfer procedure, the Credit Transfer Committee decides on the recognition of the credit requirements (conditional on completion) completed by the applicant and the credits (conditional on completion) expected to be completed by the end of the semester in progress at the time of application and on the existence of the credits (conditional on completion) included in the admission criteria. The higher education institution will consider the credits accepted by the Credit Transfer Committee as recognised at the time of the actual start of studies without further application.
1. The faculties shall have a Credit Transfer Committee, which consists of at least three educator members. The committee is elected by the Faculty Board, and its chairperson is appointed by the Dean. The composition of the committees is determined by the Faculties in their rules of procedure.

2. *Credit transfer applications*

2.1. Credit transfer applications are submitted in Modulo, only exceptionally on paper.

2.2. Deadline for submission:

- for newly admitted, transfer students and students changing field of study – for the current semester and for prerequisite subjects – 2 weeks before the beginning of the course registration;
- for all other students, at least the second month of the study period in each semester, when applications for the following and subsequent semesters may be submitted.
- Erasmus+ students may submit their application out of the above periods, which may be determined by the Faculty and must be published in the Faculty schedule.
- The exact deadlines for the submission of credit transfer applications are indicated in the University's Academic Calendar.

3. *Requirements of the credit transfer applications*

3.1. A student may request the recognition of credit for - a not completed - academic unit (subject unit, subject, module or milestone) of the programme. The unit to be replaced must have a credit.

3.2. In the case of a unit not having credit, the acceptance of previous completion is subject to an exemption (physical education, practice), which is at the discretion of the competent professional committee. The Teacher Training Centre is responsible for exempting a group teaching practice from completion.

3.3. The student must attach to the application a certificate of the completion of the subject to be replaced. If the previous completion was at the University of Szeged and the application was submitted in Modulo, the selection of the completed courses from the study system shall be considered as certification. In the case of an external institution, other Faculty or any other completion, a valid certificate must be submitted. The faculties define the exact types of certificates. If the application is not assessed at the student's home Faculty, the assessing Faculty may not ask for more and different types of certificates.

3.4. Credit recognition for Erasmus+ studies may only be requested upon presentation of the Learning Agreement and Transcript of Records. Acceptance of credits shall not be refused if they have been acquired in accordance with the Learning Agreement, including the possibility of agreed modification during the course, and the non-recognition of the credits included therein has not been indicated in advance by the University.

3.5. The requested credit recognition cannot be based on previous credit recognition.

3.6. Credit recognition for a thesis seminar is only possible for students who have been readmitted to the course. Credit cannot be awarded for a completed thesis, but a waiver may be granted for its re-submission.

3.7. No credit recognition may be requested in a continuous programme on the basis of the completion of the lower level pre-programme since the entire previous training as a prerequisite for the programme has already been counted by the degree (secondary school for bachelor's degree, bachelor's degree for master's degree). An exception to this is the mandatory crediting, under the legal requirements, between the FOSZK (Higher Educational Vocational Training) and its continuous bachelor's degree, single-cycle master's degree, and the part of the learning outcomes of the prior learning that was not a prerequisite for the baccalaureate.

3.8. Credit recognition (in the form of validation) may be requested on the basis of non-academic competences, informal knowledge, learning outcomes or work experience.

4. *The assessment of Credit Transfer Applications:*

4.1. The committee may not refuse to accept the credit

- a) if the topic correspondence between the subjects to be replaced and the subjects completed reaches 75%;
- b) in the case of validation, if the proportion of competencies acquired (or corresponding learning outcomes) is at least equal to the learning outcomes established for the curricular unit to be replaced;

- c) if it is required by a valid Credit Recognition Agreement concluded by the University of Szeged or the Faculty;
 - d) in cases where identical achievements under identical training conditions have already been recognised by the Committee within five years;
 - e) if it has been recognised by a decision in a prior credit transfer procedure and the actual commencement of studies takes place in the semester of the prior credit transfer decision or in a semester not later than the semester specified therein.
- 4.2. In addition to a formal comparison of the topics, the committee may consider other professional aspects relating to the circumstances of the learning outcomes achieved, which may be taken into account in the assessment process:
- Certain learning achievements have a statute of limitations. There are Sciences in which the development is so rapid that the acquired knowledge becomes out of date within a few years (e.g., Informatics). However, the limitation period may not be less than five years.
 - The practice of applying the knowledge is also part of the knowledge. Thus, the quality of knowledge (learning outcomes) may be influenced by more than the mere teaching material, e.g., the teaching method, the assessment system, the depth and proportion of practical or theoretical knowledge, the application of the knowledge acquired, the learning aids (textbooks, notes), the working time spent, the number of contact hours, or the number of credits completed. All of these are included in the course description.
- 4.3. The detailed transcript of topics does not need to be attached to the application for an optional course, the course title and details of completion are sufficient. An optional course does not have a pre-approved credit value. Completion of a course which is part of the programme is not accepted as optional.
- 4.4. During credit recognition (validation), the value of the credits recognised is determined by the credit value of the subject for which the student is applying for, as set out in the curriculum. If the learning outcomes (acquired competencies) to be recognised are broader and can be matched to more than one subject in the curriculum, the same learning outcomes (acquired competencies) may be the basis for parallel credit recognition for more than one subject.
- 4.5. The Committee will take a preliminary credit transfer decision upon request, mainly before admission, transfer and guest student status. The procedure for this is the same as for normal credit transfer, but it can be submitted on paper at any time. The provisional credit transfer decision becomes effective with the decision of the Head of Faculty, which must be taken within 30 days of the request. The decision may not be revoked until the end of the semester in progress or of the semester indicated in the decision, and the effective recognition of the credits specified in the decision cannot be refused at the start of the studies indicated in the application.
5. The Credit Transfer Committee must provide professional reasons for its decision on the application for credit transfer. The student may not challenge the professional reasons for rejecting the application. An application which is identical in all respects shall be treated in the same way by the Committee, irrespectively of the identity of the applicant. In cases in which decision on application cannot be refused, the Commission decides by a simple procedure (e.g., without the involvement of an expert).
6. The student may repeat the credit transfer application for the rejected unit if he/she can remove the reason for the rejection in the new request (e.g., he/she can provide new or different supporting documents).
7. *Crediting of recognised credits:*
- 7.1. The credits of the accepted subject do not count towards the semester's completion and the semester's credit number, and therefore do not contribute to the average on which the scholarship is based. Exceptions to this rule are made if the student applies for a credit recognition, where the subject was completed as

- a guest student at another higher education institution, or
 - in part-time training, or
 - as an Erasmus+ student.
- 7.2. The credits credited count towards the student's total credits and thus contribute to the fulfilment of the curricular requirements.
8. In the case of credit recognition, the Committee must award a mark in addition to the credit. As a general rule, the grade of the subject completed should be accepted (see point 10.3 of the main part of this Policy). If the performance is the result of several previous performances or cannot be placed to a five-grade scale, the Committee shall determine the mark.
9. Credit Transfer Decisions - except for the personal data of the student - are public to the students and faculty members of the University of Szeged.

1. The University of Szeged, Faculty of Pharmacy, has established and operates a credit transfer committee. The committee consists of three academic staff members, one of whom is the chairperson. The committee shall be elected by the Faculty Board on the dean's proposal, and its chairperson shall be appointed by the Dean. The officer of the Faculty Admissions Office shall attend the Committee meetings in an advisory capacity, if necessary.
2. The Credit Transfer Committee shall meet when necessary. The chairperson shall convene the committee sittings. A quorum shall exist at sittings if the chair and at least one committee member are present. Credit Transfer Committee shall adopt its decisions by open vote and by a simple majority. In the event of a tie, the chairperson shall have the casting vote.
3. Students may submit their proposals to the Credit Transfer Committee via the electronic administration system, or in paper format under exceptional circumstances. Students may obtain information on their proposals after submission to the electronic administration system
 - 3.1. Deadline for submission:
 - for newly admitted, transfer students and students changing their fields of study – for the current semester and prerequisite subjects – 2 weeks before the beginning of the course registration;
 - for all other students, at least the second month of the study period in each semester, when applications for the following and subsequent semesters may be submitted.
 - Erasmus+ students may submit their application outside of the above periods, which may be determined by the faculty and must be published in the faculty schedule.
 - 3.2. The exact deadlines for submitting credit transfer applications are indicated in the University's Academic Calendar.
4. The Faculty Admissions Office formally verifies submitted requests (completion of fields, attachment); if necessary, provide the application with a comment to facilitate a decision. The Faculty Admissions Office may reject the application due to a formal error, in which case the application may only be submitted to the Credit Transfer Committee after the student has corrected the formal error(s).

5. The Credit Transfer Committee evaluates the applications forwarded by the Faculty Admissions Office within five working days. The decisions of the Credit Transfer Committee are represented by the chairperson of the committee within the electronic administration system. The vice-dean for education takes a decision on requests for credit transfer or guest student status on the basis of the Credit Transfer Committee's decision.

6. A credit transfer request can be submitted by a faculty student who wants to apply for the recognition of credit points based on their previous studies. The student must specify the pharmacy education course at the Faculty of Pharmacy for which completion the student wishes to be recognised.

To clearly identify and evaluate a course previously completed at another program/faculty/university, authenticated copies of the pages of the Electronic Academic Records relating to the given course, as well as copies of the course's topics, provided by the educational institution that approved the previously completed course, must be attached to the application (regular credit transfer application).

7. The student of the Faculty shall be entitled to request a guest student status if they wish to take any credits of the recommended curriculum offered at other faculties or institutions of higher education. The student must specify the pharmacy education course at the Faculty of Pharmacy the completion of which the student wishes to have recognised as a guest student status. The latest possible application deadline is the end of the 1st week of the semester.

Authenticated copies of the course's topics to be completed as a guest student, which are provided by the educational institution, must be attached to the application.

ANNEX 4

Faculty procedure for determining costs/fees and payment

Policy of the University of Szeged on student fees, charges and benefits Article 27

- (1) *Students under Section (1) – (3) of Article 1 – in accordance with this Policy and in the Policy of the University of Szeged on Student Fees, Charges and Benefits – shall pay fee(s), tuition fee(s) and other fee(s). State-funded or students with (partial) Hungarian state scholarship shall not be obliged to pay tuition fee(s)*
- (2) *Legal titles of payable fees shall be stipulated in this Policy; their amount, the principles and method of the distribution of the revenue from the payable fees shall be determined by a designated body set forth in the Policy and the councils of each Faculties.*
- (3) *Legal titles, conditions and amount of payable fees, conditions of reductions and exemptions from paying for one academic year (an academic term of ten months) shall be determined no later than on the 31st of May before the upcoming academic year and shall be published at the University in the usual way.*
- (4) *Students are obliged to pay the fees and charges mentioned in Section (1), until the payment deadline determined by the issuer.*
- (5) *If the student does not meet the payment obligations related to the academic progress (II. category), or the student does not pay the tuition fee with the following payment requirements, the student is not allowed to start their exams at the end of the semester. The detailed list of payment obligations related to the academic progress and the amount of fees are stipulated in Annex 2 of this policy.*
- (6) *Students having existing payment obligations towards the University are not entitled to take the final examination.*

Academic and Examination Regulation of the University of Szeged

6.2. *It is considered an intention to continue studies at the university, under student status, if the student has taken at least one credit of the courses belonging to their degree programme by the end of the course enrolment period. If this condition is not met, the student status will be suspended for the given semester.*

If a fee-paying/self-funded student fails to meet the payment obligations by the end of the course enrolment period or if they do not have a request for deferred payment, their student status will be suspended for the relevant study period.

The course enrolment period (application in study system) lasts from 2 weeks before the commencement of the study period until the end of the second week after the commencement of the study period.

Nftv. 45. §

45. § (1) *Student status shall be suspended when a student gives notice of not intending to meet obligations in the coming academic term or fails to register for the next academic term. The period of suspension shall not be longer than two consecutive semesters. Students may suspend their student status more than once, as set out in the policy on study and examination.*

Policy of the University of Szeged on student fees, charges and benefits can be provided for the students ANNEX 7 – Policy for payment of costs and fees

1. § (1) *The course enrolment period (application in study system) lasts from 2 weeks before the commencement of the study period until the end of the second week; however, in doctoral training, until the end of the sixth week after the commencement of the study period.*

(2) *In the case of any fee payable by the student, the date of formal notice shall be the date of its administration on ETR.*

2. § (1) *A student*

a) whose student status is not active at the end of the course enrolment period and

b) who has not declared a suspension (passive semester) or

c) who has not paid the first instalment of the fee/reimbursement,

d) who does not have permission for deferred payment or whose application for deferred payment or a payment reduction has been unsuccessfully completed (the application is not pending), will be requested by the University of Szeged (the Faculty Admission Office) to settle their status within 2 weeks or at the latest by the end of the 3rd week of the study period. If the student fails to respond to the request, they will be placed in a “passive - not registered” status at the end of the 5th week of the study period and all courses being taken will be deleted.

- (2) *The student mentioned in section (1) above may request for the change of their „passive – unreported” student status to active; in this case the student is obliged to pay an additional subsequent course registration fee. If this student studies as self-funded or fee-paying, the student shall pay the total amount of the tuition fee of the semester for the change of their student status.*

Payable tuition fee invoices of passive – unreported status shall be deleted on the last day of the study period.

Article 3. (1) The payment of the tuition fee shall be performed in no more than three instalments. The benefit of paying by instalments remains for each student, without being obliged to submit a request. The first instalment (50%) is due to the 10th day of the first month (September, February) of the study period; the second instalment (25%) is due to the 10th day of the second month (October, March) of the study period, and the third instalment (25%) is due to the 10th day of the third month (November, April) of the study period. If the 10th day of the given month is not a business day, the payment deadline is the following first business day.

- (2) *As a result of the payment of the first instalment (50%) the student status shall be changed to active in case other conditions appear to be met.*
- (3) *Those students, who shall perform less than the half of the compulsory credit amount determined by the curriculum for the last semester in order to apply for the final examination, a discount on the payment of the tuition fee may be given in equitable manner, in proportion to the number of credits, and such discount could be more than 50% of the tuition fee.*

Article 4. (1) Any request on tuition fee shall be submitted 15 days prior to the payment deadline of the given tuition fee (but no later than 25th October or 25th March).

- (2) *Students are entitled to request to the reduction of the tuition fee (release of an instalment) and/or the changing the payment deadline. In a request to change the payment deadline, the requested new payment deadline cannot be later than the payment deadline of the last instalment.*
- (3) *If the student submitted a request mentioned in Section (2), deadlines detailed in Article 3. (1) shall be calculated with the following difference: the earliest possible payment deadline of the given instalment shall be the 10th day following the decision upon the request, but the payment deadline cannot be later than the payment deadline of the last instalment. Payment deadlines detailed in Article 3 (1) shall be prolonged by the time of the procedure of the decision-making upon the request submitted.*
- (4) *Requests detailed in Section (2) shall be submitted exclusively on the corresponding form of MODULO electronic system.*
- (5) *The assigned decision-maker is obliged to decide the request and adopt a decision within 15 days after the submission.*

Article 5. Student loan may be requested in way of an assignment, in lack of active student status. Details of the procedure are available on the website of Diákhitel Központ and USZ Department of Management and Finances.

Article 6. (1) If the student announces (requests) the suspension of their student status until the last day of the enrolment/registration period, the University of Szeged shall reimburse the whole amount of the tuition fee for the student.

- (2) *If the student announces (requests) the suspension of their student status until the end of the fifth week of the study period, the Faculty is entitled to refuse the reimbursement of the tuition fee proportionally.*
- (3) *If the student announces (requests) the suspension of their student status later, the – even partial - reimbursement of the tuition fee paid by the student may be paid back only in accordance with the Section 6.4. of the Policy on Studies and Examination; a Faculty decision determines the amount of a possible reimbursement for the student.*

Article 7. (1) If the student has outstanding debts owed to the University of Szeged, they are not entitled to apply for any examination until debts have been settled.

- (2) *In the case of a late payment, the student is obligated to pay an additional fee of late payment and administrative fee, in accordance with the Policy on student fees, charges and benefits of the University of Szeged.*
- (3) *Section (1) and (2) shall be applicable after the 10th day of publishing the imposition of fee in ETR system.*

1. **Fee-paying or self-funded students pay the fee established for the entire semester (semester fee). The semester fee is determined by the Faculty Board (see section 4).**
2. **The fee-paying/self-funded student will receive a reduced semester fee depending on the number of credits taken if it is less than 21, the amount of which is as follows:**

- if 1-6 credits are taken: -70%,
 - if 7-15 credits are taken: -50%,
 - if 16-20 credits are taken: -30%,
- 2.1 The student must apply for a reduction in the semester fee when the fees or costs are calculated. Requests for a reduced semester fee are submitted in Modulo, and the submission deadline is the last day of the course enrolment period.
 3. The Faculty Board discusses and accepts the fee-paying/self-funded fees (credit fee and semester fee) for the next academic year for students starting their studies in self-financed form, as well as for fee-paying/self-funded students who already have legal student status at the last Faculty Board meeting of each academic year. The Faculty Board's decision specifies the fee-paying/self-funded costs for any academic year.
 - 4.1. All students pursuing fee-paying or self-funded studies can apply for a reduction of their fees on social grounds. Applications are submitted through the electronic administration system (see ANNEX 2). Fee-paying and self-funded students may apply for a reduction of their fees in every semester. In the case of an application submitted on a social basis, the amount of fee-paying and self-funded costs may be reduced by a maximum of 50% in reasonable cases.
 - 4.2. The semester fee reduction provided on a social basis and depending on the number of credits taken cannot be combined; the amount of fee-paying and self-funded costs must be calculated according to conditions more favourable to the student.
 - 4.3 According to the "Policy of the University of Szeged on student fees, charges and benefits", the students can appeal against the decision of the faculty on their request for reducing fee-paying/self-funded expenses. The appeal must be submitted to the dean of the faculty within 15 calendar days from the publication of the decision. The appeal is assessed by the Dean within eight working days.
 5. The amount of tuition fees to be paid by fee-paying and self-funded students can only be accurately calculated at the end of the subject registration period, knowing the number of credits taken for the given semester due to the cost calculation based on the semester fee and the reduced semester fee. For this reason, the due date of the first payment of the tuition fee is reasonably changed - compared to the dates in the university regulations (September 10, February 10). If the student fails to transfer the first payment of the tuition fee, then the rules described in point 6.5. d) of the SZTE Academic and Examination Regulations must be proceeded. If, after calculating the amount of tuition to be paid, the student takes an additional subject worth credit, the amount of the increased self-cost/fee must be settled.
 6. In the case of an extraordinary passive semester, a fee-paying/self-funded student can apply for a refund of the reimbursement fee by the last working day of the 7th week of the given study period. In this case, a maximum of 50% of the fees can be reimbursed. From the 8th week of the academic term, it is not possible to reimburse expenses/self-funded costs.
 7. The Academic and Examination Regulations of the SZTE provide the possibility of reclassification between state-funded/state-scholarship and fee-paying/self-funded training forms (Chapter 6).

ANNEX 5**Declaration of originality****DECLARATION**

I, student of the Faculty of Pharmacy of the University of Szeged, aware of my responsibility of the penal law, declare and certify with my signature that my thesis entitled

.....
.....
.....

is entirely the result of my own work. I have faithfully and accurately cited all my sources, including books, journals, handouts and unpublished manuscripts, as well as any other media, such as the Internet, letters or significant personal communication.

I understand that

- literal citing without using quotation marks and marking the references
- citing the contents of a work without marking the references
- using the thoughts of somebody else whose work was published, as of our own thoughts

I declare that I understood the concept of plagiarism and I acknowledge that my thesis will be rejected in case of plagiarism.

Szeged,yearmonth.....day

.....

Signature of thesis writer

ANNEX 6

Oath to be taken by pharmacy graduates

I..... name....., hereby swear that I shall always maintain an attitude in accordance with my vocation as a Doctor of Pharmacy.

In my professional practice, I shall proceed with the greatest degree of conscientiousness and with the utmost diligence. I shall always behave worthy of my profession.

As part of the healing work, I shall devote all my energies to the protection and recovery of the health of the individual and society.

I shall not reveal any data concerning the health status or the medication of my patients unless the law obliges me to.

I shall use my knowledge only for the defence and restoration of health of my fellow humans.

I shall maintain my theoretical and practical knowledge at a high level. I shall never use my knowledge for activities that are contrary to the ethical code of pharmacists.

I shall do my best to promote the science of pharmacy and keep the good name of the University of Szeged.

I take this oath solemnly and of my own free will.

ANNEX 7 (ANNEX 7 of Academic and Examination Regulation of the University of Szeged)

Specific rules for Distance Learning

Nftv. 17. § (1) In higher education, training can be organised as full-time, part-time and distance learning, as set out in the training and outcome requirements. The full-time course shall consist of at least 200 hours per semester or, in the case of doctoral studies, at least 40 hours or equivalent closed electronic distance learning.

Nftv. 80. § (2a) If a non-Hungarian citizen starts or continues his/her studies in Hungary in the context of distance education, he/she may establish a student status without the permit referred to in point a) of section (2). The student shall obtain the permit pursuant to point a) of section (2) prior to continuing his/her studies started in the framework of distance education, in the framework of non-distance education and shall present to the higher education institution the documents presented electronically during the admission procedure and enrolment, which the higher education institution requires.

Nftv. 108. § 43a. study system: the institutional core system used by the higher education institution for the proper functioning of the higher education institution, for training, [...] for the provision of closed distance learning at institutional level [...] together with its modules and related systems [...];

49. *closed-system e-learning*: a form of training in which the theoretical training content is taught using digital learning material and the teacher and the student collaborate via the IT network (Internet, intranet) using a closed assisted online learning training management system, where the common means of communication between the instructor, the training provider and the student or trainee are the computer and the IT network, and the closed assisted online learning management system and the study system;

50. *closed assisted online learning training management system*: a qualified and certified closed IT system that plans, organises and monitors the training of a trainee, delivers the digital learning material and additional knowledge material required for the training of the trainee (displayed in a web browser) according to the training programme, and records and evaluates the trainee's progress in a non-manipulable manner in the training programme's database, in addition to organising the training and transmitting of it to the study system, answers control questions, results, activities, and implements possible navigation requests according to the training programme, based on the trainee's performance evaluation, and ensures full on-line and off-line cooperation between the trainer, the training provider and the trainee, with interactive and remote interaction.

1. § Definitions

1. *Asynchronous class*: a class held asynchronously, when the lecture is available to the students at the announced time, but the educator is not present online in real-time, and the usual feedback is not available to the students. It is considered asynchronous to play a pre-recorded lecture or access other online learning material.
2. *Online examination*: online written examination, online oral examination or mixed online examination.
3. *Online written examination*: written examination via a closed system distance learning training management system over an IT network (internet, intranet).
4. *Online oral examination*: oral examination via an electronic image and sound transmission device (videoconference).
5. *Blended online examination*: an online oral examination following the written "pop-in examination". The main part of the examination meets the requirements of the online oral or online written examination.
6. *Synchronous class*: when the educator delivers the class in real-time using online tools that allow students' feedback similar to physical presence (it is considered synchronous when the educator provides an online consultation on the pre-assigned material at the time of the class).

2. § Principles

- (1) The specificities of distance learning relate to the teacher-student interaction. In other respects, the practice and regulations of the training work schedule apply.
- (2) In the case of distance learning, the rules on distance learning apply only to the teacher-student relationship, which is otherwise in the form of attendance or physical presence.
- (3) The distance learning scheme can be implemented either as a full course of training or blended with physical presence.
- (4) The distance learning shall maintain the prescribed proportion of teaching hours.
- (5) In distance learning, the proportion of asynchronous classes may not exceed half of the total number of classes required in the basic curriculum.
- (6) In distance learning mainly synchronous sessions are used. For part-time training, asynchronous methods are used to a greater extent.
- (7) The timing of synchronous classes must also comply with the organisational requirements of the basic educational timetable (working hours on working days in the case of full-time courses; after 4:00 pm on working days or on the weekly rest day in the case of evening courses; in the case of correspondence courses, on rest days, or on working days in blocks of up to two weeks; etc.). Teaching sessions based on student-teacher interaction must in principle be organised synchronously and embedded in the timetable.

3. § Assisted online learning schedule

- (1) Classes in the distance learning schedule should preferably be held synchronously at the time announced in the timetable, so that the usual student-teacher interaction (e.g., student questions) in the form of physical presence can continue to be ensured.

(2) Classes in the distance learning schedule lecturers of full-time courses must provide at least one weekly consultation session for students.

(3) Classes in the distance learning schedule care must be taken to ensure that the student should participate in both alternating physical attendance and absence periods. It should be ensured that students who are not able to join the synchronous classes can learn the material afterwards. The above requirements are met if the physical attendance and absence sessions are held in blocks/modules.

(4) Classes of a practical nature may be held in distance education, where the processing of the training material does not require the use of tools, manual or other skills that can only be acquired through physical presence. In this case, however, students should be given additional consultation opportunities as necessary.

(5) (a) The primary interface for distance education is the CooSpace system and the facilities available on it, in particular:

aa) online attendance with BigBlueButton (e.g., video lecture with a limited number of students, shared screen, drawing board, re-playable recording; seminar sessions in common and group rooms; oral examinations in front of a committee; common consultations);

ab) an online presence session with application of SlideCast (a large number of presentations on a sound channel, with a pre-edited diagram series, without video link but with the possibility of listener feedback, with a re-playable recording);

ac) examination tests (e.g., online written tests based on a list of questions);

ad) assignments (e.g., papers);

ae) video office hours with tutors (e.g., a tutor examining a student; face-to-face consultation session);

af) folder, course material (asynchronous delivery: e.g., syllabus, SCORM training materials).

(b) If the effectiveness of the training requires so, IT tools other online applications may be used (e.g., YouTube streaming, MS Teams, Zoom, file sharing in the cloud). In this case, the educator is responsible for compliance with the associated data protection, attendance and other documentation requirements.

4. § Examination Procedure

(1) The provisions of Section 13 of the Academic and Examination Regulation (hereinafter referred to as Policy) shall apply to examinations in the distance learning scheme, with the following exceptions.

(2) In the assisted online learning, examinations can also be organised in a distance (online) format, regardless of their type (e.g., mid-term examinations, colloquium, final examinations).

(3) Online testing is not a one-to-one correspondence with the classic oral/written distinction. For this reason, while maintaining that, the core part of the examination must still correspond to the online educational equivalent of the oral–written distinction, the nature of the examination may be blended. Examination formats other than the normal examination format shall be communicated to students as part of the course requirements as set out in section 12.2 of the Policy.

(4) Where appropriate (e.g., to verify the identity of students), students may be required to be in visual contact with the instructor via video conferencing while taking the test. The visual link will also provide the instructor with a means of verifying that the Internet connection is satisfactory.

(5) Otherwise, the identity check under the Policy is exhausted by the fact under which student ID the student is logged into CooSpace (see also the recommendation of the Data Protection Commissioner.)

Recommendation number NAIH/2020/3535/2 of the data protection officer

Recommendation number NAIH/2020/3535/2 of the data protection officer „III.3. Even though Annex 3. Title I/B. of NHEA does not specifically mention it amongst the contact details that can be lawfully processed by the institution, on behalf of the Government Decree 132/2020. (IV. 17.) about the different application of certain legislation concerning electronic identification conditions, enforcement and media service fees in case of emergency, in the case of data processing - not directly linked to the submission - personal identification may be verified via electronic communication device supporting video technology (hereinafter referred to as video technology identification). As required by the law, the applied solution will only meet the requirements for credible identification, if the following conditions are met:[Government Decree 132/2020. (IV. 17.), section 3 about the different application of certain legislation concerning electronic identification conditions, enforcement and media service fees in case of emergency],,(4) Successful identification by video technology requires that the electronic communication device supporting video technology has proper image resolution and illumination to recognize the gender, age, facial features of the applicant. Furthermore, it is required that the applicant a) looks into the camera, so that his/her face can be recognized and recorded, b) clearly states the identification number the document used for video technology identification, and c) moves the identification document used for video technology identification (hereinafter referred to as document) in a way that the security features and data lines on the document can be recognized and recorded.”

(6) In the case of reasonable suspicion of the use of unauthorised instruments and methods during the examination, the educator (examiner) may ask the student to introduce the environment in which he/she is taking the examination, ask students to keep their hands visible and raised during the examination. The examiner may ask the student to maintain eye contact if necessary.

(7) Headphones and earphones may be used only with the permission of the examiner.

(8) In the case of online oral examination, the preparation time for oral examination may could be altered if the topics of the examination questions, the way of assessment and the procedure are modified accordingly and the reasonable individual competences of the students are taken into account.

(9) In the case of a student with disability who benefits from a disability-related preparation discount, the online examination should be arranged in consultation with the Commission for Students Equal Opportunities.

(10) Students should be informed of the specific rules concerning the preparation period in the study requirements under Section 12.1 of the Policy.

(11) A video and audio recording may be made of a public examination held via a video system. Participants shall be informed of the fact of the recording. The recording of the examination is not public and may be viewed only by the educator and students taking the examination and by those involved in any appeal or disciplinary proceedings in respect of the answer concerned. The video recording shall be destroyed 30 days after it has been recorded or, in the case of appeal or disciplinary proceedings, after the conclusion of such proceedings.

(12) In the case of online examinations - especially in the case of examinations conducted alongside the examination board - special attention must be paid to the accurate keeping of examination minutes, including the time of participants' joining and leaving, the circumstances of preparation, the drawing of topics, technical and procedural problems of participations, and any indications. In the case of Coospace examinations, the joining and technical information of the system log may replace the relevant parts of the examination minutes.

(13) If someone fails to attend the online examination due a case beyond their control, or are unable to attend the online test due to technical problems or other reasonable cause, they may submit a request for certification to justify the reason.

(14) Absence shall be considered as justified, and no request for justification shall be made, if the educator (examiner) experiences a technical (connection) problem at the time of the online examination.

(15) The request for justification should be submitted after the reason for the absence or the obstacle has ceased to exist, but no later than 3 days after the missed examination day.

(16) If someone fails to participate an online examination, he/she must provide evidence of the technical circumstances that caused the failure likely at the same time as he/she requests the certification. The attachment of a photograph or screenshot of the error is sufficient evidence of the probable failure.

(17) In the case of examinations in distance learning, the reasonable interests of the student must be taken into consideration. Online examinations that are unsuccessful due to proven technical problems are not considered as a re-take and should be considered as a normal examination attempt. If the request is accepted, the student shall be given a new opportunity to take the same form of examination as the failed examination (a retake online examination).

(18) Due to justified technical problems, the student can also take the first examination during the post-examination period.

ANNEX 8 (ANNEX 6 of Academic and Examination Regulation of the University of Szeged)

The Minimum Grade Point Average Set by the Government Decree for Reclassification Purposes for Students Beginning Their Studies in the Academic Year of 2016/2017 or afterwards with Full or Partial State Scholarship

Nftv. 48. § (2) *In each academic year, higher education institutions shall reclassify students participating in programmes funded through full or partial Hungarian state scholarships to self-funding students in cases where a student failed to collect at least eighteen credits in average or to achieve the average academic performance level defined in the higher education institution's rules for organisation and operation in accordance with the relevant decree of the Government, in the last two semesters that student status was not terminated and the student did not pursue studies abroad, as defined in Section 81(3) and (4), and in cases where a student has withdrawn the declaration referred to in Section 48/D(2).*

Vhr § 61. (9) *The student needs to be reclassified who did not obtain credits based on the Nftv Section 48, paragraph (2), or did not reach the weighted academic average determined for each field of study. Earned credit is the credit obtained by the student in the given course and academic year and the recognized credit in the given academic year according to Section 41, paragraph (3), point 9.*

At the end of the academic year, students with a state (partial) scholarship starting their studies in the 2016/2017 academic year or after must be reclassified to the self-funded form, who - taking into account points 6.9.a), 6.9.b) and 6.9.c) of this Policy- in the average of the last two semesters in which his/her student status was not interrupted, he/she did not obtain at least eighteen credits, or did not reach the minimum cumulative (combined) weighted academic average according to the table below.

Academic fields	Minimum of two semesters cumulative weighted grade point average
Agriculture	2.75
Arts and Humanities	3.0
Economic Studies	3.0
Informatics	2.75
Law	3.0
Political Sciences	2.75
Technology	2.75
Art	3.0
Art mediation	3.0
Medical and Health Sciences	2.75
Teacher Training	3.0
Sport Sciences	3.0
Social Sciences	3.0
Natural Sciences	2.75

Calculation of the weighted grade point average:

Vhr. 57. § (3) In credit system training, the student's performance is monitored by the (cumulative) weighted average grade (GPA) calculated for a period of study in the given training. When calculating the weighted academic average, the sum formed by multiplying the credit value and grade of the subjects completed in the given period must be divided by the sum of the credits of the completed subjects.

Figuratively:

$$\frac{\sum_{i=1}^n (j_i \times k_i)}{\sum_{i=1}^n k_i}$$

where n is the number of subjects actually completed (in the two completed semesters taken into account for reclassification), j_i is the value of the marks (2–5) obtained for the completion of these subjects, and k_i is the number of credits corresponding to each subject completed.

ANNEX 9

On the Elimination of Cheating at Examinations Academic Offences Considered as Cheating in Written, Practical and Oral Examinations

1. § (1) **Impersonation:** Impersonation shall be defined as a person who, in an examination, impersonates another student in place of the student who has registered for the examination, with either false documents or with those suitable for identification of the student registered for a test, examination or course and/or signs the attendance sheet, take the test or starts the written or oral examination.
- (2) **Use of unauthorised aids or not storing them in switched-off status in the place specified by the examiner.** Unauthorised aids are defined as any books, written or printed notes (crib notes) regardless of the form of the medium, available to the student, associated with the topic of the test/quiz/examination, and any electronic devices capable of data transfer (e.g., mobile phones, notebooks, laptops, tablets, headsets, smartwatches, etc.).
- (3) **No further unauthorised behaviour shall be allowed in the examination room.** Any additional contact record, conversation with other examinees present, copying from another examinee or exchange of papers is considered further unauthorised behaviour.

Rules for the prevention of academic offences

2. § (1) This Regulation must be published in the usual manner at the Faculty.
- (2) Examiners, pursuant to these rules, must call the students' attention to place the unauthorised aids in the room in the off position in the place the examiners have specified before the beginning of the examination.
- (3) Examiners shall establish the identity of the examinee prior to the onset of the written or oral examination. The student's identity shall be determined by the examiner or the person authorised by the examiner based on an official document with a photograph suitable for identification (e.g. a photographic student ID card, an identity card, a passport or a driving licence).
- (4) No handwritten or printed materials related to the subject of the examination/quiz/examination, regardless of the medium, available to the examinee, may be brought into the examination venue unless the examiner indicates otherwise when announcing the rules for the given examination.
- (5) Students are forbidden to take electronic devices capable of data transfer (e.g. cell phones, notebooks, laptops, headsets, etc.) to the room where the examination takes place.

Detecting cheating in the examination

3. § (1) In the event of a suspected breach of academic integrity, the examiner (the assessor of the examination paper) shall suspend the examination forthwith if the student is engaged in cheating and record the observation on the examination sheet and report the case to the Dean or the vice-dean for education in writing or via email immediately but not later than within 24 hours.

- (2) If impersonation or suspicion of impersonation occurs at the examination site, the invigilator/proctor shall forthwith inform the Dean or the vice-dean for education but not later than within 24 hours.
- (3) If impersonation or suspicion of impersonation is subsequently discovered at the examination site, the invigilator/proctor (the assessor of the examination paper) shall forthwith inform in writing or via email the Dean or the vice-dean for education but not later than within 24 hours.
- (4) If there is a suspicion that a student has brought unauthorised equipment to the examination venue or is storing it in a place other than that specified by the examiner, the student shall be obliged to hand it over to the examiner upon request.
- (5) Probable cause of cheating can be established with all the legal consequences:
 - a) in case the examinee is caught in possession of an unauthorised device and
 - b) in case the examinee refuses to hand over the suspect device and fails to prove that he or she is not in possession of it.
- (6) The suspicion of cheating and the fact and circumstances of the cheating shall be recorded in a report by the invigilator.

Measures to be taken in the event of a well-founded suspicion of academic offence

4. §
- (1) In the case of a suspicion of a breach of academic integrity, the examination of the student involved in the cheating shall be suspended immediately. The examiner/invigilator shall record all the essential circumstances of the observation, which shall be acknowledged by the student's signature. The report must be sent to the Dean on the day of the examination in accordance with Article 2.
 - (2) The Dean shall, upon receipt of a written or e-mail notification of suspected cheating in an examination, ensure that the matter is investigated if the student does not admit to cheating at the examination site.
 - (3) If the Dean or the person designated by the Dean deems it necessary, the circumstances of examination cheating will be investigated by interviewing the affected student and witnesses and obtaining the necessary documents (with probative value) - as a matter of priority, but within two working days at the latest. Within a further two working days, a written proposal will be prepared to initiate disciplinary proceedings if the examination cheating has not been established with certainty. The proposal shall be accompanied by the hearing transcripts and available documents.

Disciplinary proceedings in the event of admission of cheating in examinations

5. §
- (1) If the student admits to the fact of cheating on the examination or if it is unequivocally established, the examination of the student involved in the procedure must be evaluated as insufficient (1).
 - (2) Exceptional dean's permission shall not be granted to a student who has committed examination cheating demonstrably for the first time in 1 calendar year and in the case of repetition during her studies at the Faculty of Pharmacy of the University of Szeged.
 - (3) According to the Dean, serious or alleged ambiguity judgments, the commission of examination cheating will result in disciplinary proceedings based on the student disciplinary and liability for damages policy of the University of Szeged.
 - (4) If a decision to terminate the disciplinary proceedings has been made, the examination shall not be deemed insufficient and the student may retake the examination.

Implementation of the Regulation

6. § (1) This Regulation shall take effect on the day following that of its adoption.
- (2) The provisions of this Regulation shall also apply to pending cases.
- (3) ANNEX 9 of the Academic and Examination Regulation of the University of Szeged, Faculty of Pharmacy, was adopted by the Faculty Board on the 16th of February in 2023. [Number of the Decision: 2-1-6 /2023. (II.16.) KT]