

STUDY AND EXAMINATION REGULATIONS **of MOHOLY-NAGY UNIVERSITY OF ART AND** **DESIGN BUDAPEST**

Adopted by: The Board of Trustees of the Foundation for the Moholy-Nagy University of Art and Design (the Maintainer) by its Resolution no. 7/2022 (07.28.), amended by Resolution no. 2/2022 (08.08.)

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On the recommendation of the Senate of the Moholy-Nagy University of Art and Design Budapest (hereinafter as: the University), the Maintainer, on the basis of the provisions of Act CCIV of 2011 on National Higher Education (hereinafter as: the Higher Education Act), the implementing regulations of the Higher Education Act and the other relevant legislation, hereby establishes the following regulations on the study and examination rules.

CHAPTER I

GENERAL PROVISIONS

The scope of the Regulations

Article 1

- (1) The Study and Examination Regulations (hereinafter as: SER) shall apply to all students of the University, students having a parallel student status and visiting students of the University, regardless of the work schedule (full-time, correspondence) and the form of financing (Hungarian state (part-)scholarship, self-funded) of the programme.
- (2) The scope of the SER shall extend to the educational organizational units directly or indirectly involved in the programmes listed in paragraph (1) and to persons performing teaching, training activities or related and associated tasks in any employment or other legal relationship.
- (3) The study and examination matters of students with disabilities – different from the rules provided for in these regulations or not covered by these regulations – and the benefits granted to them shall be governed by the Equal Opportunities Code.
- (4) The study and examination matters of doctoral students shall be governed by the Operating Regulations of the Doctoral School of the University, with the proviso that the provisions of this SER shall be applied mutatis mutandis to the issues not regulated therein.

Bodies responsible for study matters

Article 2

- (1) The Study and Equal Opportunities Committee shall be primarily responsible for students' study and examination matters. The rules of procedure and rules of business of the Study and Equal Opportunities Committee are laid down in the Rules of Procedure of the Study and Equal Opportunities Committee.
- (2) The Study and Equal Opportunities Committee shall decide in the first instance on the endorsement of subjects.
- (3) The student may appeal against the decision taken at first instance in accordance with the Policy on the Exercise of Student Rights and the Performance of Student Obligations.
- (4) In non-individual cases, any student may request in writing an investigation by the Study and Equal Opportunities Committee if he/she considers that a study matter has not been dealt with in accordance with these Regulations and the case does not fall within the competence and jurisdiction of any other body.

Definitions

Article 3

For the purposes of these Regulations:

- (1) **Active semester:** Based on the student's notification, the semester for which the student registers in the electronic study system to continue his/her studies.
- (2) **Honorary diploma:** The University awards a gold, diamond, iron or ruby diploma to a person who obtained his/her diploma at the University or its predecessor 50, 60, 65 or 70 years ago. The diploma shall be awarded at a ceremony.
- (3) **Individual study hours:** The part of the student's academic work, expressed in working hours, that the student performs on average independently, outside the classroom (contact hours) in order to learn the curriculum and meet the requirements (including the time spent studying).
- (4) **Electronic study system:** (hereinafter as: the Neptun system) The electronic registry system operated by the University, in which the data recorded are deemed to be authentic. The University's Neptun system has a student, lecturer and administrator interface, which can be accessed via the Internet. The University uses the Neptun system to keep records of students' personal data and data related to their studies and examinations.
- (5) **Phasing-out system:** This is a programme organisation principle, under which the new or revised study and examination requirements may be required of students who started their studies after the introduction of such requirements, or of students who started their studies before the introduction but who choose to carry on their studies on the basis of the new or revised study and examination requirements.
- (6) **Student with a disability:** A student/applicant with a disability, certified by an authorised body, who has a long-term or permanent disability that limits or prevents his/her social and student participation.
- (7) **Programme and Output Requirements:** The set of professional competences which define a qualification and which, if acquired, can lead to the award of a diploma attesting the level of education and professional qualification in a given degree programme.
- (8) **Credit (study point):** A measure of the academic work accomplished by the student that expresses the estimated time required to acquire the specific knowledge and to meet the requirements of a subject or curricular unit. One credit represents on average thirty hours of study. A credit can be obtained by completing the requirements of the subject with at least a 'satisfactory' (sufficient) or 'pass' mark. Its value, provided that the student's performance has been accepted, is independent of the grade obtained and the degree of compliance.
- (9) **Credit accumulation:** The earning of credits in the course of the studies. Each credit earned in each study period is added to the credits earned previously.
- (10) **Credit system:** A specific number of credits from different subject groups must be earned within the time limit set for obtaining the degree and the professional qualification. The completion of the different subjects is not linked to a specific study period. Taking into account the academic prerequisite scheme and other rules, the student can progress according to his/her personalised curriculum and timetable, using the options available.
- (11) **Criteria requirement:** A compulsory curricular requirement (e.g. a course week course) for which no credit is assigned. These criteria requirements shall also be indicated as a subject.
- (12) **Course:** An academic activity that enables the fulfilment of the requirements of a unit of study, usually repeated regularly every six months.
- (13) **Programme subsidised by a Hungarian state (partial) scholarship:** a programme in higher education subsidised by a Hungarian state scholarship or a Hungarian state partial scholarship.
- (14) **Model curriculum:** It contains the fulfilment of the knowledge defined in the Programme and Output Requirements broken down by subjects, curricular units, detailed according to the

programme duration defined in the Programme and Output Requirements, the academic prerequisite requirements, the credit values assigned to the subjects and curricular units, the criteria requirements, the ways of student performance assessment, the conditions for admission to the final examination.

- (15) **Online/e-learning course:** A programme type available online in which the whole teaching-learning process takes place in the digital space.
- (16) **Self-funded programme:** The cost of the programme is borne by the student.
- (17) **Passive semester:** It means the semester – according to the student's notification – in which the student does not wish to fulfil his/her student obligations (intends to suspend the student status), or for which he/she has not registered within the given deadline, or the semester which the Study and Equal Opportunities Committee has allowed to be declared passive by the last day of the study period, upon the student's request, provided that the student is not able to fulfil his/her obligations arising from the student status due to childbirth, accident, illness or any other unexpected reason beyond his/her own fault.
- (18) **Partial studies:** Participation in a partial studies means that the student is studying as a visiting student at another higher education institution, according to the secondment of the University or with the permission of the University.
- (19) **Degree programme:** Programme that provides a coherent set of programme content necessary for obtaining a particular qualification. The curriculum of the degree programme includes compulsory subjects, elective subjects (to be chosen from several options), optional subjects and other criteria requirements. The enrolment in and completion of the compulsory subjects, the enrolment in and completion of the subjects with the credit value specified in the curriculum out of the elective subjects (to be chosen from several options), the enrolment in and completion of the subjects with the required credit value out of the optional subjects not specified in the curriculum item-by-item, and the enrolment in and completion of a specified number of criteria requirements shall be prerequisites for the obtaining of the absolutorium.
- (20) **Internship:** Partly autonomous student activity to be carried out in higher education vocational training, in bachelor's, master's and single-cycle programmes, at external internship sites or internship sites of higher education institutions.
- (21) **Unit of study:** A credit-bearing subject or curricular unit that can be completed in one semester.
- (22) **Contact hour:** The study obligation included in the curriculum which is completed by the student by attending a session that requires the assistance of the lecturer. Its types: lectures, seminars, workshop/studio practice and internships. The duration of the contact hour is 45 minutes.
- (23) **Subject:** The core unit of the curriculum of the degree programme. The knowledge to be acquired in the individual subjects is defined in the subject programmes. The structural – logical core unit of the studies available at the University, which means the professional requirements that can be fulfilled through the studies prescribed in the curriculum (e.g. by completing a course assigned to a subject) or through an academic activity (e.g. through internship).
- (24) **Subject admission (credit recognition):** A decision by which the University recognises the completion of a subject included in the curriculum of another higher education institution as the completion of its own subject. Pursuant to Article 49 (5) of Act CCIV of 2011 on National Higher Education (hereinafter as: the Higher Education Act), credits acquired in programmes – if the prerequisites are met – 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 has obtained them.
- (25) **Subject prerequisite (academic prerequisite scheme):** The set of subject prerequisites for the subjects included in the curriculum of the degree programme. A maximum of three other subjects or a maximum of one group of subjects (module) with a credit value not exceeding

15 credits, covering several subjects for the purpose of the programme, may be assigned to a given subject as an academic prerequisite requirement.

- (26) **Subject enrolment (signing up):** Signing up for the advertised classes of a subject. Prerequisite: fulfilment of the preliminary requirements of the subject.
- (27) **Subject programme:** The professional content of each subject.
- (28) **Curriculum:** The study plan of a degree programme drawn up in accordance with its programme and output requirements, comprising of the following: the schedule of contact hours and examinations, determined on the basis of the subjects and curricular units, broken down by programme specialisation, the assessment system for the fulfilment of the requirements and the subject programmes. In the recommended curriculum, the number of credits per semester, taking into account the academic term determined by the University, may not differ by more than three credits from the thirty credits. The curriculum shall be proposed by the educational organizational unit that is in charge of the degree programme. New or revised curricula, study and examination requirements may only be introduced in a phasing-out system. Students who started their studies before the introduction of the new or revised curriculum may choose to continue their studies under the old or the new or revised curriculum.
- (29) **Distance learning:** A form of education that is delivered through digital tools and does not require physical presence/attendance.
- (30) **Visiting student status:** The Act provides for the possibility to establish a visiting student status at another higher education institution, while maintaining the student status. In the framework of a visiting student status, the student may pursue part-studies related to his/her studies at another higher education institution.
- (31) **Signing up for an examination:** Signing up for an advertised examination of a specific subject.
- (32) **Examination course:** It means an examination option indicated in the study plan, whereby a student who has taken a contact hour course leading to an end-term examination in a previous semester (verified by a signature), but has not completed it, may also complete the given course in a semester in which the respective contact hour course is not announced. There is only one examination option for the examination course.

CHAPTER II

THE STUDENT STATUS

The legal framework of the student status

Article 4

- (1) The student status is a legal relationship between the University and a student pursuing studies at a degree programme, in which both the University and the student have mutual rights and obligations as defined by law and other external and internal regulations and policies.
- (2) The student status is established by the decision on admission or transfer, upon enrolment. Applicants may establish a student status in the semester for which they have been admitted as a result of the admission procedure or for which their transfer was permitted.
- (3) The student status shall last until the date of the decision ordering the removal of the student's name from the student register becoming final and enforceable, or until the last day of the first final examination period following the obtaining of the final certificate (absolutorium) in the academic year in question.

- (4) At the time of enrolment, the student must be informed of the data and information necessary for the continuation and planning of his/her studies.
- (5) No new enrolment shall be required during the term of the student status. Before the beginning of the semester, by the last day of the registration week, the student must declare via the electronic study system whether he/she will continue his/her studies in the given semester (by registering an active semester status) or suspend his/her student status (by registering a passive semester status). The student may withdraw his/her notification at the Student Service Centre and Registrar's Office before the deadline for the submission of the semester data reporting – by 14 October in the autumn semester and by 14 March in the spring semester. If a student who has registered for an active semester does not request the suspension of his/her studies for that semester by the above date, the semester shall be considered active even if the student does not fulfil his/her study obligations.
- (6) After the registration week, the student may only fulfil his/her obligation to enrol or register as required by paragraphs (2) and (5) until the deadlines specified in paragraph (5), subject to the payment of a late fee. A student who has not fulfilled his/her overdue payment obligations shall not be allowed to register.
- (7) Within the framework of the student status, the student participates either in a Hungarian state (partial) scholarship programme or in a self-funded programme. No distinction may be made between students in different programmes as regards the exercise of student rights and the fulfilment of student obligations.
- (8) If a student admitted to a programme subsidised by a Hungarian state (partial) scholarship terminates his/her student status before the end of his/her studies, or if the student continues his/her studies at a self-funded programme type for any reason, he/she may be replaced by a student studying at the same degree programme on a self-funded basis, if so requested. The decision on transfer shall be based on the academic performance of the self-funded students who apply for transfer to a programme subsidised by a Hungarian state (partial) scholarship.
- (9) During each academic year, the University is obliged to transfer to a self-funded programme type those students participating in a programme subsidised by a Hungarian state (partial) scholarship who have not earned at least five credits or has not achieved a grade point average of 2.0¹ in the average of the last two semesters in which his/her student status was not suspended or when he/she did not participate in a programme abroad as per Article 81 (3) and (4) of the Higher Education Act, and also those students who withdrew their declaration as per Paragraph (2) of Article 48/D of the Higher Education Act.
- (10) The head of the Student Service Centre and Registrar's Office shall advertise electronically the vacant places as per paragraphs (8) and (9), broken down by degree programme, at least 30 days before the beginning of the academic year. The self-funded students who have achieved excellent results in the previous two semesters shall be entitled to apply for these places. The Study and Equal Opportunities Committee shall decide in the first instance on the evaluation of applications, taking into account the opinion of the head of the relevant educational organizational unit and the provisions of the Payment and Benefit Policy.

¹ Adopted by the Maintainer's Resolution no. 2/2022 (08.08.), based on the recommendation contained in Senate Resolution no. 70_2021/2022 (VIII.3.).

- (11) Subject to the law and other regulations, the University is entitled to process the personal and academic data of students having a student status with the University.

(Additional) parallel student status and cross-enrolment

Article 5

- (1) A student may establish (additional) parallel legal status at another higher education institution in order to obtain another diploma or certificate.
- (2) Students of other higher education institutions may be admitted to parallel studies only through an admission procedure.
- (3) Students may take the compulsory subjects or elective subjects (to be chosen from several options) included in the curriculum at another higher education institution or in another degree programme within the University. (Cross-enrolment)
- (4) In the course of cross-enrolment (taking of courses at another university/faculty), the Study and Equal Opportunities Committee will recognize the credits of the subject if the subject has been accepted by the Educational Development Committee and the student has fulfilled the requirements of the subject.
- (5) Credits can be recognised on the basis of the prescribed output requirements of the subject (module), solely by comparing the knowledge on which the credit is based. The credit must be recognised if it is for an optional subject or if the knowledge compared is at least seventy-five per cent equivalent. The comparison of knowledge shall be carried out by the Study and Equal Opportunities Committee. The Study and Equal Opportunities Committee may recognise the knowledge and work experience acquired through prior non-formal or informal learning, as well as knowledge acquired through learning leading to a vocational qualification or professional qualification – in accordance with the respective legislation – as fulfilment of an academic requirement. The one-off decision of the Study and Equal Opportunities Committee shall have to be applied for five years to applications submitted for the recognition of the same credit.

Visiting student status at the University

Article 6

- (1) A student of another higher education institution – national or foreign – may study at the University as a visiting student, subject to payment of a fee in accordance with the instruction titled “Rules on the payment of fees”.
- (2) The establishment of a visiting student status may be authorised by the head of the degree programme for a period of maximum six months on the basis of a written request. This period may be extended once for a maximum of six months.
- (3) Visiting students shall be subject to the University's regulations and policies during their studies at the University.

Partial studies

Article 7

- (1) Those persons having a student status shall be considered to participate in partial studies who are studying as visiting students at another higher education institution, according to

- the secondment of the parent institution or with the permission of the parent institution. The student must register an active semester status in accordance with Article 4 (5).
- (2) The subjects completed or to be completed during the period of the partial studies may be accepted (endorsed) and their completion may be recognised with credit points.
 - (3) Applications as per paragraph (2) may be submitted to the Study and Equal Opportunities Committee until the end of the study period of the graduation (diploma) semester at the latest. The student must attach to the application the subject programme in Hungarian and English, indicating the number of hours and credits, a certificate of completion of the subject, and the professional statement of the educational organizational unit responsible for the degree programme.
 - (4) The parent institution shall conclude a partial training contract with the participants in the partial studies, which shall set out the obligations and financial conditions to be met.

Establishing student status

Admission, enrolment and registration

Article 8

- (1) Anyone who has been admitted to the University may start their studies. The detailed rules for the procedure of admission of students are set out in the Admission Policy.
- (2) The applicant may establish a student status in the semester for which he/she was admitted during the admission procedure. If he/she does not exercise this option, the admission decision will become invalid.
- (3) The University is obliged to provide the possibility of enrolment and thus the establishment of the student status to the admitted student.
- (4) The student status shall be established upon enrolment, as of the decision on admission or transfer. From the moment of enrolment, the student shall have the rights and obligations set out in the Higher Education Act and in the other internal and external regulations.
- (5) Upon enrolment, the students shall be required to provide all the personal data necessary for keeping them informed and registered in accordance with the law.
- (6) A student admitted to a Hungarian state scholarship programme shall declare his/her acceptance of the conditions of the programme as part of the enrolment. In this case, the student is obliged to fulfil the conditions and requirements laid down in the Higher Education Act, without a separate contract, especially with regard to Article 48/A of the Higher Education Act.
- (7) If the student has been admitted to a self-funded programme, the University shall conclude a study contract with the student as part of the enrolment procedure pursuant to Article 39 (3) of the Higher Education Act.
- (8) If the student fails to conclude a valid contract as per paragraph (7), his/her enrolment shall be considered invalid and no student status shall be established.
- (9) The enrolment of a student admitted to a self-funded programme shall be considered invalid if the student fails to pay the applicable part of the self-funded tuition fee for the given degree programme by the deadline set, unless he/she has been granted a deferment of payment.

- (10) The University shall provide and/or make available online the study prospectus in Hungarian and English at the time of enrolment. Simultaneously with this, first-year students shall sign a declaration at the time of enrolment, certifying that they have been provided all the information necessary for starting and continuing their studies and for exercising their rights and obligations.
- (11) Students who have been admitted but not enrolled shall be deleted from the list of admitted students after the registration period.
- (12) Before the beginning of each academic term, the student must declare whether he/she will continue his/her studies (registration) or suspend his/her student status for that semester. The registration can be carried out by the student in accordance with Article 4 (5) of these Regulations. This obligation shall be fulfilled by the student via the electronic study system during the registration period.
- (13) If the student participating in a self-funded programme withdraws his/her registration by the given deadline, he/she should declare whether the amount paid – after deduction of the administration fees – should be refunded to him/her or credited for the next semester.
- (14) By registering, the student accepts and declares that he/she has read, accepted and will comply with the rules of the University applicable to him/her.
- (15) If a student fails to register through a fault of his/her own, his/her student status shall be suspended.
- (16) Enrolment and the declaration as per paragraph (12) shall be subject to proof of entitlement to student status and proof of payment of the fees and the self-funded tuition fee due and payable by that date.

Transfer, change of degree programme

Article 9

- (1) A change of the degree programme can be carried out by changing the work schedule, language, location of the programme or by transfer. In the case of change of the degree programme, the duration and the tuition fee of the new degree programme shall be decisive in terms of the fulfilment of the respective conditions.
- (2) A student may only be transferred to the University from a degree programme that fits the University's educational profile.
- (3) In addition to paragraph (2), successful completion of the transfer examination shall be a condition for acceptance. The requirements for the transfer examination shall be set by the organizational unit of the recipient degree programme responsible for organising education. The unit will prepare a record of the transfer examination and send it electronically and in hard copy (on paper) to the Secretary of the Study and Equal Opportunities Committee within 2 days of the examination.
- (4) The Study and Equal Opportunities Committee shall decide on the transfer, taking into account the recommendation of the organisational unit. The student and the organisational unit affected by the transfer shall be informed of the decision within 8 days.
- (5) Transfer is possible primarily for self-funded programmes. Transfer to a subsidised programme is only allowed if the student wins a vacant state scholarship place at the university at the same time as the transfer, through application. One of the conditions for applying for a state scholarship place is that the student must have successfully completed two

active semesters at the university, therefore only students who are changing degree programmes within the university can take advantage of this opportunity.

- (6) The transfer is excluded if the student is subject to compulsory dismissal or exclusion at the transferring higher education institution.
- (7) The written request for transfer or change of degree programme must be submitted to the Student Service Centre and Registrar's Office by 30 October for the spring semester and by 30 March for the autumn semester, together with a certified copy of the electronic academic transcript attesting that the semester has been completed (closed). Applicants transferring from a foreign institution must enclose a certified copy and a certified translation of the document certifying the number of hours and credits of the subjects they have completed during their studies.

Suspension or termination of student status

Suspension of student status

Article 10

- (1) The student shall not fulfil any study obligations during the suspension of the student status and may not be obliged to render any academic performance.
- (2) During the period of suspension, the student is not entitled to any free services or student benefits, except for library use. The University will not issue or validate a higher education student card for them during the period of suspension.
- (3) Student status shall be suspended in the following cases:
 - a. in the passive semester;
 - b. if the student does not register for the next academic term;
 - c. if the student is unable to fulfil the obligations arising from his/her student status due to childbirth, accident, permanent illness or other unexpected reasons through no fault of his/her own, and he/she provides official proof of this no later than the last day of the study period and the Study and Equal Opportunities Committee accepts the proof;
 - d. if the student is prohibited by the University from continuing his/her studies as a disciplinary sanction, for a maximum period of two years;
 - e. for the period of the actual service in the voluntary military reserve forces, during which the student shall be exempted from the obligations laid down in these Regulations.
- (4) The continuous period of suspension of the student status may not exceed two semesters. The student may have his/her student status suspended on two occasions.
- (5) The Rector may, at the request of the student, authorise the suspension of the student status for a continuous period longer than the period specified in paragraph (4) or for several occasions.
- (6) The Study and Equal Opportunities Committee may grant a deferment of up to two years for a student admitted to the first year of study. After the expiry of the deferment, the student shall be obliged to fulfil his/her enrolment obligation without further notice.
- (7) If the student does not register after the expiry of the suspension period or does not make use of the option provided for in Article 7/A (5), his/her student status shall be terminated.

Termination of student status

Article 11

- (1) The student's student status shall be terminated in the following cases:

- a. if the student has been accepted by another higher education institution, on the date of acceptance (transfer);
 - b. if the student announces the unilateral termination of his/her student status in writing, on the day of the respective notification;
 - c. if the student is not allowed to continue his/her studies in a programme supported by a Hungarian state (partial) scholarship and does not intend to continue it at a self-funded programme;
 - d. on the last day of the first final examination period following the end of the relevant training cycle or, in the case of a higher education vocational training or postgraduate programme, on the last day of the first final examination period following the last academic term;
 - e. if the student is in arrears with his/her payments and does not settle them upon the request of the Chief Financial Officer, the Rector, upon the proposal of the Chief Financial Officer, after examining the student's economic situation, may terminate the student status on the day the decision on this matter becomes final and enforceable;
 - f. on the date on which the disciplinary decision declaring the exclusion becomes final and enforceable;
 - g. if the student participating in a programme supported by a Hungarian state (partial) scholarship withdraws his/her statement as per Article 48/D (2) of the Higher Education Act and does not undertake to participate in a self-funded programme.
 - h. upon the death of the student.
- (2) The University shall, by its unilateral declaration, terminate the student status of a student who
- a. fails to fulfil his/her obligations relating to progress in studies laid down in the Study and Examination Regulations or in the curriculum;
 - b. in the case of programme-specific subjects, the student was not able to obtain the credit point, not even by a repeated subject enrolment;
 - c. fails to register for the following academic semester on the third consecutive occasion;
 - d. fails to start his/her studies after the suspension of the student status.
- provided that the student has been notified in writing in advance to fulfil his/her obligation within the time limit specified and the student was also informed of the legal consequences of the failure.
- (3) The Rector or the Vice-Rector shall be entitled to make the declaration as per paragraph (2). Reasons must be given for termination of the student status. The statement of reasons must clearly state the reason for the termination of the student status and, if necessary, prove that the reason for the termination of the student status is real and justified.
- (4) The University shall, by its unilateral declaration, terminate the student status of a student whose cumulative number of failed remedial and repeated remedial examinations in the same unit of study reaches five.
- (5) The University and the student may terminate the student status at any time by mutual agreement.
- (6) If the student pursues studies in several degree programmes at the same institution within the framework of the student status, the provisions of this Article shall be applied with the deviation that instead of terminating the student status, it shall be declared that the studies in the given degree programme may not be continued.

Procedure in case of termination of student status

Article 12

- (1) If the student status is terminated, the Student Service Centre and Registrar's Office will delete the student from the student register.
- (2) No separate decision shall be taken on the deletion, instead it shall be ordered in the decision on the termination of the student status.

Rights and obligations of students

Rights of students

Article 13

- (1) The student has the right to participate in the life of the university, in the work of representative bodies, committees and student communities, and to make suggestions regarding teaching and learning.
- (2) The student may attend any lecture at the University without permission, except for lectures subject to a participant number restriction. Participation in internship sessions requires the permission of the instructor or lecturer leading the session concerned.

Obligations of students

Article 14

- (1) The study obligations of students of the University arising from their student status are prescribed by law, the internal regulations of the University and the instructions of the Rector and the Chief Executive Officer.
- (2) In addition to the general academic requirements of the Study and Examination Regulations, the study requirements are determined by the programme and output requirements of the different degree programmes, as well as the curriculum and the subject programmes.
- (3) The University's Student Disciplinary and Compensation Policy governs the compensation and financial liability of students.
- (4) In the event of a breach of the student's study obligations arising from his/her student status at the University, the student shall be subject primarily to the academic consequences provided for in these Study and Examination Regulations.

Attendance of students in contact hours

Article 15

- (1) The student is obliged to fulfil the obligations described in the subject programmes of the subjects included in the curriculum of the programme and to attend the classes/sessions.
- (2) Attendance in the contact hours shall be an essential requirement for the end-of-semester signature. In the case of unexcused absences exceeding 30 % of the total number of hours of the semester concerned, the student will not be allowed to obtain a signature for the given subject.
- (3) Absences can be excused by a medical certificate.

CHAPTER III

SPECIFIC RULES ON STUDIES

Rules on the programmes

Programme and Output Requirements

Article 16

- (1) The professional requirements for higher education degrees and professional qualifications that can be obtained at the University shall be determined by the programme and output requirements of each degree programme as determined by law and the curricula drawn up on this basis.
- (2) The curricula shall be reviewed every five years. The earliest date on which changes to the curriculum can take effect is the start of the next academic year.
- (3) Number of credits to be earned per programme:
 - a. in a bachelor's degree programme: minimum 180 credits and a minimum programme duration of 6 semesters;
 - b. in a master's degree programme: minimum 120 credits and a minimum programme duration of 4 semesters;
 - c. in the two-semester Design and Visual Arts Teacher master's degree programme: minimum 60 credits, programme duration of 2 semesters;
 - d. in postgraduate programmes: minimum 60 credits, programme duration of 2 semesters;
 - e. in doctoral programmes: minimum 240 credits, programme duration of 8 semesters.
- (4) In the University's credit system, the study, examination and final examination requirements set out in the programme and output requirements of the chosen degree programme must be met within the time limits set for obtaining the bachelor's or master's degree. Students must earn a certain number of credits from the different subject groups and fulfil the criteria requirements.
- (5) The curriculum of each degree programme includes compulsory subjects, elective subjects (to be chosen from several options), optional subjects and other criteria requirements. The enrolment in and completion of the compulsory subjects, the enrolment in and completion of the subjects with the total number of credits specified in the curriculum out of the elective subjects (to be chosen from several options), the enrolment in and completion of the subjects with the required credit value out of the optional subjects not specified in the curriculum item-by-item, and the enrolment in and completion of a specified number of criteria requirements shall be prerequisites for the obtaining of the absolutorium.
- (6) The curriculum grid approved by the Senate shall also be used as a recommended curriculum. The recommended curriculum for a given degree programme offers the student a useful tool and option to consult the timetable according to which the subjects required for a university degree can be completed during the programme duration determined for the given programme.

- (7) The recommended curriculum, broken down by educational periods, contains all compulsory subjects and elective subjects (to be chosen from several options), the optional subjects, the rules of their enrolment, the number of hours of the subjects per semester, the credits assigned to them, the types of the subjects, the method of assessment, the semesters in which the subjects concerned are available, the other criteria requirements and the deadlines for their fulfilment, the conditions and rules for the choice of specialisation and the academic prerequisites.
- (8) The curriculum is proposed by the educational organizational unit responsible for the degree programme concerned.
- (9) New or revised curricula, programme and examination requirements may be introduced only in a phasing-out system. Students who started their studies before the introduction of the new or revised curriculum may choose to continue their studies under the old or the new or revised curriculum.
- (10) The subject-specific requirements (course descriptions) shall contain the following:
- a. the requirements for participating in the classes/sessions;
 - b. in case of absence, the method of providing an excuse for the absence;
 - c. the number of mid-semester examinations, their subject, date, the possibility of remedial and repeated examinations;
 - d. the terms and conditions of the end-of-semester signature;
 - e. how the grade is determined;
 - f. the type of the examination;
 - g. description of the coursebooks, learning aids and literature that can be used to learn the curriculum.
- (11) The subject-specific requirements (course descriptions) as per paragraph (10) shall be approved by the Academic Director based on the recommendation of the head of the educational organizational unit.

Announcement of subjects, enrolment in subjects

Article 17

- (1) The head of the degree programme shall be responsible for the content of the announcement of the subjects.
- (2) The heads of the educational organizational units shall publish – through the electronic study system, no later than the beginning of the second week preceding the examination period – their subjects announced for the following semester, their lecturers/instructors, timetables, requirements, the minimum and maximum number of applicants required for their start, and the ranking criteria applied in the case of oversubscription. The latter need only be described if not the order of application is applied as a ranking criterion. The announcement should also indicate where and when the students can view the subject prerequisites.

- (3) The number of students who may be admitted to a subject may be limited on the grounds of the reasonable workload of the lecturer/instructor teaching the subject, the limited teaching infrastructure available and, with the agreement of the Board of the Student Council, other objective reasons.
- (4) If the student was not able to obtain the credits of a given subject in a given semester, the subject shall be considered as uncompleted and may be re-taken according to the provisions of Article 9/C of these Regulations.
- (5) If enrolment in a subject or cancellation of a subject have been missed, it is possible make up for such failure with the assistance of the Student Service Centre and Registrar's Office, within one week of registration, subject to the payment of the fee specified in Article 20(2) of the Payment and Benefit Policy. After the deadline, it is only possible to enrol in and/or cancel a subject with the permission of the Study and Equal Opportunities Committee.
- (6) The procedure for taking an examination course shall be the same as for enrolment in a subject.
- (7) A student may only enrol in one subject for a given time slot.
- (8) It shall be the duty of all students of the University to follow the messages of the electronic study system and to carry out electronically the actions necessary for the continuation of their studies.

Fulfilment of study obligations

Article 18

- (1) The University shall record and summarise academic performance for which credit is recognised in the electronic study system. All compulsory subjects, elective subjects (to be chosen from several options) and optional subjects, as well as knowledge acquired elsewhere and accepted by the Study and Equal Opportunities Committee, shall have to be taken into account for purpose of the summary.
- (2) For the mastery of a specific knowledge credit can be awarded only on one occasion.
- (3) Students shall have the right to choose the subjects, the parallel contact hours and the lecturers, taking into account the curricular requirements.
- (4) If the student was unable to obtain the credits of the subject taken during the semester, he/she may retake the subject in a later semester.
- (5) A student may retake no more than two of the degree programme-specific subjects during the whole period of his/her studies.
- (6) A signature obtained for the subject concerned shall be considered as proof of completion of the semester requirements. The signature shall be a prerequisite for obtaining a term mark (practical grade) in the subject concerned or for admission to the examination.
- (7) In order to obtain a refused signature, if the absence does not exceed 30%, the head of the educational organizational unit may, in justified cases, upon the student's request, provide a one-time make-up opportunity per subject during the studies, of which the Student Service Centre and Registrar's Office will be informed in writing.

- (8) In the case of the degree programme-specific subjects, no make-up opportunity may be provided for obtaining the refused signature.
- (9) If a student fails to meet the semester requirements in a given subject, the lecturer will enforce the refusal to sign by entering an 'uncompleted' term mark in the electronic study system or by blocking the registration for the examination. The lecturer shall also inform the student in writing – by e-mail – of the fact of refusal to sign.
- (10) If a student fails to complete any subject taken in a given degree programme for the first time (i.e. fails to earn the credit for the subject during the semester, excluding cases where the student has earned a "fail" grade or if 0 credit is assigned to the subject), there shall be no consequences for the first time. If a student fails to complete a subject for the second time (any subject, regardless of whether it was previously taken or not), and for each additional uncompleted subject, the student shall be obliged to pay the current fee as set out in the list of special procedural charges.
- (11) If a student, through no fault of his/her own, fails to obtain the credits of a subject in a semester, he/she may, upon request and after consideration of the opinion of the lecturer of the subject and the head of the educational organizational unit that has offered the subject, be granted a deferral of the completion of the subject until the next subject enrolment period, with the permission of the Study and Equal Opportunities Committee. In this case, the subject (until the end of the next subject enrolment period) is not considered an uncompleted subject and therefore does not incur any fees.
- (12) The student may request the Study and Equal Opportunities Committee to recognise the credits earned at another institution or in another degree programme, no later than the end of the study period of the diploma semester.
- (13) Upon comparison of two bodies of knowledge, the provisions of Article 4/A (5) of these Regulations shall be applied.
- (14) The decision on whether a given subject can be recognised shall primarily be based on the subject datasheet.
- (15) The Study and Equal Opportunities Committee shall determine the criteria and requirements for recognition for the different degree programmes and courses, as well as the method and procedure for their verification.

Specific rules on providing information to students

Article 19

- (1) The University shall ensure that all students are properly informed through its website and in the electronic study system about the study and other rules that concern them.
- (2) In the case of first-time enrolment, at the latest at the time of enrolment, the staff of the Student Service Centre and Registrar's Office must inform the student in person or online of the interface(s) where the student can consult the rules applicable to him/her.
- (3) The University uses the electronic study system to keep records of students' personal data and data related to their studies and examinations. The Neptun database is used for the

student master file. Upon establishment of the student status, the student receives a student ID, a Neptun code.

- (4) The student will receive automatic notification of course enrolment, course modifications and the fulfilment of the course-related study obligations in the electronic study system. The student shall be entitled to print a course enrolment or course completion form from the system. Printing these shall be the student's right and responsibility.
- (5) The examiner lecturer shall be obliged to record the student's grade in the electronic study system by the last day of the study period in case of a term mark, and within 2 working days after the examination in case of oral examination. The responsibility for recording the mark rests with the examiner lecturer. The student shall have 14 days after the end of the examination period to object to the data on assessment (evaluation) recorded in the study register, to be submitted to the educational unit responsible for the given course. If the objection is justified, the correction of the assessment will be made by the educational unit responsible for the given course, with the approval of the head of the unit concerned, on the basis of the course enrolment notification and the result sheet presented and the mark written on the paper. If the student's objection is rejected, the student may appeal in accordance with the provisions of the Study and Examination Regulations. If the student does not object to the assessment within the respective time limit, the assessment shall be considered final and closed and cannot be changed later.
- (6) Within 5 days after the end of the subject enrolment period, the student may object to the data contained in the register by submitting a request to the Student Service Centre and Registrar's Office, and the latter shall be obliged to consider such request within 5 days. This deadline shall represent the expiry of the limitation period. If the decision is negative, the student may appeal to the Study and Equal Opportunities Committee within 15 days of the notification.
- (7) Upon the student's request, the Student Service Centre and Registrar's Office shall be obliged to provide a free extract of the data specified in the Higher Education Act Implementing Regulation, once every six months, after which the student shall be obliged to pay a fee for the issue of the extract.
- (8) For students who have completed their studies without an absolutorium, the Student Service Centre and Registrar's Office shall issue a certified transcript of the master file, in hard copy, ex officio, within 15 days of the termination of the student status.

Rules on the study scheme, examinations and assessment

The timetable and educational scheme for the academic year, the preferential study scheme

Article 20

- (1) The programme duration is set by law.
- (2) The semester consists of a study period and an examination period.
- (3) The week prior to the study period is the registration week, during which the students shall sign up for their subjects for the semester through the electronic study system.
- (4) The study period shall last for 14-16 weeks per semester.

- (5) The examination period, including the week of assessment, shall be at least 5 weeks per semester.
- (6) A contact hour is the time required to learn the curriculum and assess it during the study period, requiring the assistance of the lecturer. Types of contact hours: lecture, seminar, practice, studio and workshop practice, consultation. Duration of a contact hour: 45 minutes.
- (7) The timetable of the academic year shall be regulated by the Rector, after having heard the opinion of the Board of the Student Council.
- (8) The Rector may order a maximum of 6 days of educational break per semester (Rector's holiday).
- (9) The duration of the internship is determined in the Programme and Output Requirements. The requirements to be fulfilled during the internship are set by the degree programme. The requirements must be completed by the student by the time of obtaining the absolutorium.
- (10) At the written request of the student, the Study and Equal Opportunities Committee may, taking into account the opinion of the lecturers concerned and the head of the degree programme, grant a preferential study scheme for the subjects indicated by the student, based on the student's justified exceptional circumstances – economic and/or health reasons. A student participating in partial studies abroad will be automatically granted a preferential study scheme for the subjects enrolled in the electronic study system, after having consulted the lecturers concerned before the departure.
- (11) On the basis of the authorisation provided for in paragraph (10), the student may be exempted from attending contact hours, in whole or in part, the deadlines for his/her assignments may be modified, and the student may take his/her examinations outside the examination period, but no later than the beginning of the study period.
- (12) The authorisation provided for in paragraph (10) shall be valid for a specific period and for specific subjects.

Assessment of the knowledge acquired

Article 21

- (1) The lecturer of the subject must publish a semester course description for the students in the electronic study system at the beginning of the semester and inform students about the subject-specific requirements for signature and admission to the examination. The university lecturer shall have the right to assess and check the students.
- (2) Students may only start their semester examinations if they have fulfilled their payment obligations due and payable by the end of the semester.
- (3) The forms of assessment used in the programme shall be defined in the curriculum.
- (4) The student's performance shall be assessed according to a five-level grade system: excellent (5), good (4), average (3), sufficient (2), fail (1), or according to a two-level grade system: pass or fail.

- (5) Except as provided in paragraph (6), there shall be no right of appeal against the assessment.
- (6) Proceedings may be instituted against a decision related to the assessment of studies if the decision is not based on the requirements adopted by the University, or if the decision is contrary to the provisions of the By-laws of the University or if the provisions on the organisation of the examination have been violated.
- (7) The main forms of assessment are:
- a. Assessment of practical application (term mark) may be required by the curriculum if the practical application of the subject, the assessment of application skills, is possible and necessary for the objective of the programme. The requirements of the subject to be assessed with a term mark must be fulfilled by the student during the study period.
 - b. The end-term examination is a summative examination of the material covered in a subject during a semester.
 - c. The cumulative exam is a comprehensive examination of the entire curriculum of the subject(s) essential to the programme objective, before a committee of at least two members. No cumulative exam may be required in respect of a final examination subject. If the student is taking a cumulative exam in the subject, no other form of examination (assessment), except for the obtaining of a signature or a term mark, may be prescribed in the last semester of the subject.
- (8) The knowledge acquired during the semester may be assessed, in particular during the study period, by means of a written (closed session) paper or homework assignment, which, at the lecturer's discretion, may be included in the end-of-semester assessment or may be a condition for admission to the examination.
- (9) The Academic Office coordinates the dates of the planned end-term examinations and cumulative exams. The Student Council exercises a power of agreement on the scheduling of the examination dates. To this end, the Academic Office shall provide the relevant documentation to the Student Council no later than 4 weeks before the end of the study period. If the Student Council does not react within 5 days, its agreement shall be presumed. The Academic Office will then publish the dates of the individual examinations, the names of the examiners, the time and method of application, the date of publication of the results and the possibility of repeating the examinations, at least 3 weeks before the end of the study period.
- (10) Students can apply for the end-term examinations and the cumulative exams electronically through the study system from the date indicated in the schedule of the academic year. Students can register for or withdraw from a given exam no later than 24 hours before the time of the exam concerned.
- (11) The examiner or the chairperson of the examination committee shall be responsible for the proper and uninterrupted process of the examinations.
- (12) Within 2 working days after the examination, the examiner shall record in the study system any of the ratings (assessments) as per Article 11/B (4).
- (13) The lecturer shall draw up an examination form regarding the exam, the chairperson of the cumulative examination committee shall take minutes of the cumulative exam.

- (14) A student may attempt to correct a fail (1) grade in an end-term examination or cumulative exam once during the examination period. A further repeated examination may only be taken by the student outside the examination period, with the permission of the Study and Equal Opportunities Committee.
- (15) A minimum of 3 days must elapse between the date of the failed (1) end-term examination and the date of the retaken examination and a minimum of 5 days must elapse between the date of the failed (1) cumulative exam and the date of the retaken exam.
- (16) If the student wishes to improve his/her grade (except for a fail (1) grade) obtained in the end-term examination or the cumulative exam, he/she may retake the examination once in each examination period in two subjects. The student may apply for this in accordance with paragraph (10).
- (17) If the examination as per paragraph (16) is marked as a fail (1), the student may make use of the option as per paragraph (14).

Rules and procedure of examinations

Article 22

- (1) A student may register for an advertised examination day from the examination registration period until the end of the examination period. If the student does not register an exam date or fails to complete the exam, the subject shall be marked as "uncompleted".
- (2) Students participating in partial studies abroad may take their examinations after their return home, without special request, outside the examination period, subject to prior agreement with the lecturer/head of the degree programme on the dates of each examination.
- (3) Students can register for or withdraw from a given exam no later than 24 hours before the time of the exam concerned.
- (4) If the student is unable to attend the exam, he/she may reschedule the exam at least 24 hours before the time of the exam concerned. Within 24 hours before the time of the exam, the Student Service Centre and Registrar's Office may change the time of the exam at the student's request, subject to the payment of a special procedural charge.

Registration of academic results

Article 23

- (1) The University shall register the data related to the students' studies in the electronic study system, in particular the following:
- a. the number of active and passive semesters of the student;
 - b. the subjects taken by the student;
 - c. the completion of subjects and their credit values and ratings.

- (2) The data recorded in terms of the student must be electronically accessible to the student through the study system.
- (3) The number of credits earned in a given semester or since the beginning of studies shall serve as an indication of the amount of academic work a student has completed.
- (4) In a credit based programme, the student's performance can be monitored by means of the (cumulative) weighted grade point average (GPA) calculated either for a specific academic term of the studies fulfilled in the given programme or for the entire period of studies. The weighted grade point average shall be calculated by multiplying the credits and marks of the subjects completed in the given period, and then by dividing the resulting sum by the sum of the credits of the subjects completed.
- (5) The weighted average can be given for both the total credits earned by the student in a given semester and for the total credits (cumulative average).
- (6) The credit index and the adjusted credit index can be used to assess the quantitative and qualitative performance of a student in a given programme during a semester. The credit index shall be calculated by multiplying the credits and marks of the subjects completed in the semester, and then by dividing the resulting sum by the thirty credits to be earned during one semester – assuming average progress. The adjusted credit index can be calculated based on the credit index by using a multiplying factor corresponding to the ratio of credits completed during the semester and the credits undertaken in the personalised curriculum. The cumulative 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 shall be the same as the calculation of the adjusted credit index, except that the thirty credits per semester and the credits taken and completed during the whole period are taken into account.
- (7) The indicators referred to in paragraphs (4) and (6) shall be calculated and recorded by the electronic study system by using an algorithm, with an accuracy of two decimal places.
- (8) A fail (1) mark that has been later corrected shall be disregarded for the purpose of calculation of the average grade.

Leniency

Article 24

- (1) The Rector of the University may, within the limits set by law, upon the request of a student and on the recommendation of the head of the degree programme, exercise leniency in respect of the study and/or examination obligations of any student of the University. If this decision has a financial impact, the leniency permission must also be countersigned by the Chief Executive Officer.
- (2) There is no right of appeal against the rejection of a leniency application.
- (3) The leniency permission can be used once per programme level during the programme period.
- (4) No request for leniency by the Rector may be made in terms of any obligation required by law.

General rules for the completion of studies, the obtaining of the absolutorium and the final examination

Article 25

- (1) The absolutorium certifies the fulfilment of the study and examination requirements set out in the curriculum and the fulfilment of the internship – with the exception of the language examination requirement, and the preparation of thesis and the dissertation – and the acquisition of all the credits required in the programme and output requirements.
- (2) The University shall issue the absolutorium to a student who has fulfilled all the study and examination requirements of the curriculum and has acquired the required credits.
- (3) The student completes his/her studies with a final examination.
- (4) The final examination is a test and assessment of the knowledge (skills) required to obtain a higher education diploma, in which the candidate must also demonstrate that he/she can apply the knowledge acquired.
- (5) The number of credits referred to in paragraph (2) shall have to be completed by the student participating in a programme subsidised by a Hungarian state (partial) scholarship during the programme duration specified in the qualification requirements plus two semesters. If this period is exceeded, the student can only continue his/her studies as a self-funded student.
- (6) The admission to the final examination shall be conditional on the acquisition of the absolutorium. Even if studies at a higher education institution or other prior studies or knowledge acquired previously are recognised as credit, the student must complete at least one third of the credits of the programme in the given programme of the given institution.
- (7) The final examination may be taken during the examination period following the obtaining of the final certificate (absolutorium) in the framework of student status. The final examination may be taken within two years of the termination of the student status in any examination period, in accordance with the currently effective programme and output requirements, however, no final examination may be taken after the fifth year following the termination of the student status.

Requirements and rules for the thesis, the diploma assignment and the final examination for students in bachelor's degree programmes (BA)

Article 26

- (1) The minimum length of the thesis shall be 20-25 pages (30,000 - 35,000 characters). The requirements for the thesis and the method of its submission shall be determined by the Director of the Institute for Theoretical Studies. The student shall be informed of the submission method via the electronic study system.

The student must choose his/her thesis topic and submit it to the Director of the Institute for Theoretical Studies for approval by 28 February at the latest. Upon submission, the student may propose a person to be appointed as his/her thesis consultant.

- (2) In the case of the design BA degree programmes, the portfolio and the theoretical thesis shall be assessed by a five-member committee, while in the case of the Theory of Design and Art BA and the Art and Design Theory BA degree programmes, the theoretical thesis shall be assessed by a three-member committee. The members of the committee shall be proposed to the Rector by the director of the institute, based on the recommendation of the head of the degree programme. At least one member of the committee shall represent the theoretical field. The members of the committee shall be MOME teachers or lecturers, but one of them may be an expert not having such a legal relationship. At least one member of the committee must be a university professor or associate professor.
- (1) The opponent may not be a member of the final examination committee.
- (2) The members of the final examination committee will determine the grade in closed session after the examination.
- (3) A record of the final examination shall be drawn up, containing the names and titles of the members of the final examination committee, the topic of the thesis and the diploma assignment, the evaluation of the candidate's performance and the signatures of the chairperson and members of the committee.
- (4) The results of the final examination shall be announced by the chairperson of the committee after the closed session. A final examination shall be considered successful if all parts of the final examination are individually marked at least sufficient.
- (5) The result of the final examination:
 - a. in the case of design degree programmes, it shall be calculated as the simple arithmetic mean of the marks awarded for the thesis and its defence and the marks awarded for the portfolio and its defence;
 - b. the result of the final examination in the Theory of Design and Art BA and Art and Design Theory BA degree programmes shall be calculated as the average of the marks given for the thesis, its defence and its visually appealing and sophisticated presentation, weighted as follows:
 - i. mark awarded for the thesis: 50%
 - ii. mark awarded for the thesis defence: 25%
 - iii. mark awarded for the visually appealing and sophisticated presentation of the thesis: 25%.
- (6) The candidate may retake the failed part of the final examination or the failed final examination on one occasion.
- (7) If the retake (make-up) final examination has also been unsuccessful, the Rector may, at the request of the candidate and after hearing the opinion of the head of the competent educational organizational unit, authorise the candidate to take an additional make-up final examination on one occasion.

- (8) The retake (make-up) final examination must be taken during the subsequent final examination period.

Rules for the completion of studies for students in master's degree programmes (MA)

Article 27

- (1) The final examination consists of the preparation and defence of the thesis, the masterwork and the masterwork-related work description. The final examination in the Art and Design Management and in the Design and Visual Arts Teacher degree programmes consists of the preparation and defence of a thesis and the preparation and defence of a professional portfolio as required by the curriculum.

The final examination in the design theory degree programme consists of the preparation of a thesis, and its visually appealing and sophisticated presentation and defence.

- (2) The defence of the thesis, the masterwork and the work description – or the final examination, the thesis and the portfolio in the design theory, the Art and Design Management, and the Design and Visual Arts Teacher degree programmes – shall be held before a five-member final examination committee, whose members shall be appointed by the Rector on the recommendation of the directors of the institutes concerned. The composition of the committee shall be established in such a manner so that the number of members of the committee who are not employed by the University shall exceed the number of members of the committee who are employed by the University by at least one person; and at least one member of the committee shall be appointed to represent the theoretical area and at least three members shall be appointed to represent the practical/design area. The committee shall be chaired by an integrative and broad-minded representative of one of the following disciplines, who is either a recognised external expert in design, media arts, architecture or other scientific or artistic fields, or a university professor or associate professor at the University.
- (3) The visually appealing and sophisticated presentation of the thesis, the masterwork and the work description, and the thesis and the portfolio in the Art and Design Management and the Design and Visual Arts Teacher degree programmes, and the thesis in the design theory degree programme shall be defended before a committee of the same composition, subject to paragraph (2) of this Article.
- (4) The defence will take place in the final examination period according to the schedule of the academic year, on a date determined for each student by the Academic Director.
- (5) The supervisor, the consultant and the opponent may not be members of the final examination committee. If there is a conflict of interest in this respect, the member may be replaced by an alternate member.
- (6) The members of the final examination committee will determine the grade in closed session after the examination.
- (7) A record of the final examination shall be drawn up, containing the name of the student, the student's ID, the date of the final examination, the names, signatures and titles of the

members of the final examination committee, the topic of the thesis and the masterwork (and the work description), the date of the defence of the thesis and the masterwork (and the work description), the names of the supervisor and the opponent of the thesis and the masterwork, the evaluation of the student's performance, and the signatures of the chairperson and the members of the committee.

- (8) In the design theory, Art and Design Management, Design and Visual Arts Teacher degree programmes, a record of the final examination shall be drawn up, containing the name of the student, the student's ID, the date of the final examination, the names, signatures and titles of the members of the final examination committee, the topic of the thesis and the portfolio, the date of the defence of the thesis and the portfolio, the names of the supervisor and the opponent of the thesis and the portfolio, the evaluation of the student's performance, and the signatures of the chairperson and the members of the committee.
- (9) The results of the final examination shall be announced by the chairperson of the committee after the closed session. A final examination shall be considered successful if all parts of the final examination are individually marked at least sufficient.
- (10) The result of the final examination shall be calculated as the simple arithmetic mean of the marks awarded for the defence of the thesis and the masterwork.
 - a. The result of the final examination in the Design Theory degree programme shall be calculated as the average of the marks given for the thesis, its defence and its visually appealing and sophisticated presentation, weighted as follows:
 - i. mark awarded for the thesis: 50%
 - ii. mark awarded for the thesis defence: 25%
 - iii. mark awarded for the visually appealing and sophisticated presentation of the thesis: 25%
 - b. The result of the final examination in the Art and Design Management degree programme shall be calculated as the simple arithmetic mean of the marks awarded for the defence of the thesis and the portfolio.
 - c. The result of the final examination in the Design and Visual Arts Teacher degree programme shall be calculated as the simple arithmetic mean of the marks awarded for the thesis and the portfolio and the marks awarded for the defence of the thesis and the portfolio.

The thesis in master's degree programmes

Article 28

- (1) The thesis should be between 30,000 and 40,000 characters, including spaces. The formal requirements for the thesis shall be determined by the Director of the Institute for Theoretical Studies. The student must choose the topic of the thesis and submit it for approval by 30 September at the latest. For the Design Theory and Art and Design Management degree programmes, the length of the thesis should be between 60,000 and

80,000 characters, including spaces. The requirements of form and content of the thesis shall be published by the Institute for Theoretical Studies in the electronic study system.

- (2) Students postponing the final examination may indicate their intention to graduate in the current academic year by the last day of the study period of the semester before the final examination, confirming the title and topic of the thesis. The thesis consultation course can be taken by the student in the penultimate semester, but must be taken in the last semester at the latest. The Academic Office shall publish the data of the topic announcements in the electronic study system by 15 January.
- (3) The supervisor shall be appointed by consensus of the relevant institute directors, on the basis of the recommendation of the heads of the degree programmes of the institutes, with the proviso that a supervisor cannot take on more than five topics. Exemptions from this may be granted by the Rector in individual cases. The supervisor of the thesis and the masterwork shall be the same person. On the topic announcement form, the person of the thesis consultant shall be approved by the supervisor and the Director of the Institute for Theoretical Studies, whereas the person of the possible consultant (if any) of the masterwork shall be approved by the director of the institute responsible for the degree programme concerned, based on the recommendation of the supervisor and the head of the department or studio.
- (4) With the exception of the Art and Design Management and the teacher MA, students shall be required to hold a presentation accompanied by documents about the implementation of the thesis in the last semester, which shall be reviewed at least once by a committee appointed by the Director of the Institute. The student must submit the documentation about the implementation of the thesis by the date specified by the Institute. Not the chosen topic, but the method of performing the assignment (solving the problem) may be changed once by the Director of the Institute, after hearing the student's opinion, at the latest during the presentation.
- (5) With the exception of the Art and Design Management and the teacher MA programmes, if the documentation as per paragraph (4) is not approved by the committee, the student may resubmit it, after revising it, until the 45th day before the earliest date set for the defence. If the committee rejects the presentation again, the student may defend the thesis – with a new topic – only in the next final examination period.
- (6) The thesis must be submitted no later than the last working day of the 6th week preceding the earliest date set for the defence, in a manner determined uniformly – in agreement with the Director of the Institute for Theoretical Studies – by the Director of the Institute responsible for the relevant degree programme. The student shall be informed of the submission method via the electronic study system. Students who have postponed their final examination may confirm until this date, by submitting a declaration to the Institute for Theoretical Studies, that they intend to defend their thesis submitted in the previous year(s) or they may submit their thesis. The thesis shall be defended after the submission of the thesis, together with the masterwork.
- (7) In the Design and Visual Arts Teacher degree programme, the thesis and the portfolio must be submitted to the Director of the Institute for Theoretical Studies no later than 15 May, as specified in paragraph (6). In the design theory, the Art and Design Management degree programmes, the thesis and the portfolio must be submitted no later than the first working day of the 3rd week preceding the earliest date set for the defence, in a manner determined

uniformly – in agreement with the Director of the Institute for Theoretical Studies – by the Director of the Institute responsible for the relevant degree programme. The student shall be informed of the submission method via the electronic study system. The thesis shall be defended during the final examination period, according to the timetable approved by the Senate, at a date set by the Rector.

The masterwork
Article 29

- (1) The requirements for the work description shall be determined by the director of the institute responsible for the degree programme.
- (2) The supervisor of the thesis and the masterwork shall be the same person.
- (3) The student shall be obliged to choose the topic and title of the masterwork on the basis of the verified consultations, and to have these approved by the head of the relevant degree programme. The supervisor shall sign the topic announcement form. The student shall be obliged to submit the approved copy, signed by the supervisor, to the secretariat of the institute responsible for the degree programme concerned, no later than the last day of the penultimate week of the autumn study period. Students postponing their final examination can indicate their intention to graduate in the current academic year until this date, confirming the title and topic of the masterwork. On the topic announcement form belonging to the masterwork, the student must indicate the topic of the masterwork prepared in his/her previous programme(s) and the title and topic of the thesis he/she has just chosen. The Institute secretariat shall publish the data of the topic announcements in the electronic study system by 15 January.
- (4) Students shall be required to hold a presentation accompanied by documents about the implementation of the masterwork in the last semester, which shall be reviewed at least once by a committee appointed by the Director of the Institute. The student must submit a presentation about the implementation of the masterwork by the date specified by the Institute. Not the chosen topic, but the method of performing the assignment (solving the problem) may be changed once by the Director of the Institute, after hearing the student's opinion, at the latest during the presentation.
- (5) If the presentation as per paragraph (4) is not approved by the committee, the student may resubmit it, after revising it, until the 20th day before the earliest date set for the defence. If the committee as per paragraph (4) rejects the presentation again, the student may defend the masterwork and the related work description – with a new topic – only in the next final examination period.
- (6) The masterwork and the work description must be submitted in the form, at the place and by the deadline specified by the institute having competence regarding the degree programme, but no later than 8 days before the defence at the student's degree programme, in such a way as to allow for sending these to the opponent. Students who have postponed their final examination may confirm until this date that they intend to defend their masterwork submitted in the previous year(s) or they may submit their masterwork. The masterwork shall be defended at least one week after the submission of the masterwork and the work description.

- (7) The masterwork and the thesis shall be defended simultaneously.
- (8) In the Art and Design Management, the Design and Visual Arts Teacher degree programmes, the presentation and defence of the portfolio may take place simultaneously.

The diploma

Article 30

- (1) Upon successful completion of the final examination, the University shall issue a diploma in Hungarian and English, indicating the qualification.
- (2) The diploma shall be signed by the Rector and the chairperson of the final examination committee. If the required conditions are fulfilled at a later date, the diploma may be signed by the Vice-Rector instead of the chairperson of the final examination committee.
- (3) The diploma shall be accompanied by the diploma supplement as defined by the European Commission and the Council of Europe, in Hungarian and English.
- (4) The diploma will be delivered at a formal ceremonial session of the Senate.
- (5) In the case of a bachelor's degree programme, the rating of the diploma shall be calculated as the simple arithmetic mean of the final examination results and the results of the cumulative exams. For the purposes of the rating, marks for failed examinations shall be disregarded. For the Theory of Design and Art BA and the Art and Design Theory BA degree programmes, the rating of the diploma shall be calculated based on the result of the final examination and the grade of the cumulative exam, weighted as follows:
 - a. result of the final examination 70%
 - b. result of the cumulative exam 30%
- (6) In the case of the final examination and the diploma, the rating of the diploma on the basis of the calculated arithmetic mean shall be as follows:
 - a. 4.50 – 5.00 excellent;
 - b. 3.50 – 4.49 good;
 - c. 2.50 – 3.49 average;
 - d. 2.00 – 2.49 sufficient.
- (7) The diploma may be awarded only to a graduating student who is not in debt to the University and who, in the case of a bachelor's degree programme, has verified that he/she passed at least an intermediate, type "C" general language examination or an intermediate (level B2) general complex state language examination in at least one foreign language, or in the case of a master's degree programme, has verified that he/she passed a state recognised or equivalent language examination as specified in the programme and output requirements or have presented to the Student Service Centre and Registrar's Office an official document, or its certified copy, attesting to an equivalent language proficiency.

- (8) The Student Service Centre and Registrar's Office shall use the study system to keep a record of the data of the graduates who have not received their diploma due to failure to meet the second part of paragraph (7).

IV. CHAPTER

Closing provisions

Article 31

- (1) These Regulations have been discussed by the Senate of the Moholy-Nagy University of Art and Design Budapest. The Regulations – based on the proposal of the Senate and with the agreement of the Student Council – were adopted by the maintainer through its resolution no. 7/2022 (07.28.) and then amended by its resolution no. 2/2022 (08.08). Article 4(9) of these Regulations shall also apply to the transfers executed in terms of the academic year 2021/2022.² These Regulations shall enter into force on the date of signature – provided that if the student started his/her studies before the entry into force of these Regulations and the previous Credit Based Study and Exam Regulations contained more favourable provisions for him/her in a given matter, the provisions of the previous Regulations shall apply – and simultaneously the Credit Based Study and Exam Regulations approved and entered into force by the Senate of the predecessor of MOMÉ at its meeting of 11 October 2002, as amended several times, shall be repealed.
- (2) The provisions of the Higher Education Act, the Higher Education Act Implementing Regulation and the other relevant legislation shall apply to matters not covered by these Regulations.

Budapest, 8 August 2022

Gergely BÖSZÖRMÉNYI-NAGY

Chairman of the Foundation for Moholy-Nagy University of Art and Design

² Adopted by the Maintainer's Resolution no. 2/2022 (08.08.), based on the recommendation contained in Senate Resolution no. 70_2021/2022 (VIII.3.).