



ZENEAKADÉMIA

ALAPÍTVÁ 1875

**ORGANIZATIONAL AND OPERATIONAL
REGULATIONS**

VOLUME NO. III

ACADEMIC REGULATIONS FOR STUDENTS

Adopted

at the Senate's meeting held on 14 November 2017

Effective as of: 15 November 2017

Table of Content

PART I	1
General provisions	1
PART II	2
Academic and Examination Rules	2
Definitions	2
Academic levels	7
Transitional rules of one-tier education programme	8
The system of education	8
Credit system-based education programme	9
Student status	12
Registration	14
Admission	15
Transfer	15
Transfer to another study programme	16
Change of the language of studies	18
Reallocation	18
Temporary suspension of the student status	18
Guest student status	20
Simultaneous (parallel) student status	21
Special rules pertaining to student status established for the pursuance of partial studies	21
Termination of the student status	22
Dismissal	24
The procedure applicable in case of termination of the student status	25
The rules of studies	25
The calendar of the academic year	25
Information of students	26
Course registration	26
Preliminary course registration	27
Preferential study schedule	28
Changing instructors	28
Participation in the classes	29
The mark book	30
Guest student mark book	32
Evaluation and assessment of the student's performance	32
Examination period	35
The examination schedule	36
Retaking an unsuccessful examination	36
Remedy of a successful examination	37
Calculation of the general average of grades	37
Uninterrupted field practice in teacher training	39
Completion of studies	40
Final examination	40
The graduation concert	44
Complex oral examination	44
Complex examination of the teacher's training	44
The dissertation	45
The portfolio	45
The final teaching	47

The rules applicable in case of absence from the final examination and in case of failed final examination	47
Language exam requirements	48
The degree	48
The qualification of the degree	49
Diploma annex	50
The bodies proceeding in student affairs and the related rules of procedures	50
Special rules applicable to the one-tier programmes	51
The system of education	52
Academic levels	52
Temporary suspension of student status in one-tier programme	52
Course registration	53
Completion of studies	53
Teaching practice and final teaching	54
Oral examination in music history	54
Oral examination	54
Practical examination	54
Language exam requirements	55
The degree and the qualification thereof	55
Handling of student affairs on the grounds of specific equity	55
PART III	56
Regulation on Fees and Allowances	56
Definitions	56
The forms of financing of higher education studies	57
(Partially) state-financed study programmes	57
Self-financed study programme	58
The state-financed student's admission declaration and the study contract to be concluded with the self-financed students	58
Term of subsidy	59
The process of reallocation of the student from state-financed to self-financed study programme form	60
The process of reallocation of the student from self-financed to state-financed study programme form	61
The common rules of the processes of reallocation of the student from state-financed to self-financed, and from self-financed to state-financed study programme form	62
The method of determination of students' group and the number of students who shall be taken into consideration when deciding on the state support (normative) available for study stipends subsidy	62
The structure of student allowances	63
Performance-based scholarship	64
Academic scholarship	64
National higher education scholarship (scholarship of the Republic of Hungary)	65
Research (art) and public service scholarship	66
Scholarship awarded on the grounds of application	67
Allowances based on social criteria	67
Regular social stipend	68
Extraordinary social stipend	69
Bursa Hungarica Local Government Scholarship for Higher Education	70
Basic financial support	70
FEES AAND CONTRIBUTIONS	71
The scholarship of students pursuing guest studies in an EEA Member Country	71

The system of the fees and contributions payable by the student.....	72
Rules applicable to state-financed students	72
Training contribution	72
Extra administration fees	73
Rules concerning the student participating in self-financed study programme.....	73
The method of establishment of the tuition fee and the training contribution.....	74
The rules of payment and refunding of the tuition fee	75
The terms and conditions of the payment facility granted for the student.....	76
Closing provisions	77
PART IV	78
Students' Disciplinary and Indemnification Rules	78
General provisions.....	78
The bodies involved in disciplinary issues	79
Disciplinary procedure	79
The procedure of second instance.....	80
Enforcement.....	81
Indemnification obligation of the student	81
PART V	83
Students' Rules on Academic Appeals	83
General provisions.....	83
The student's right to appeal.....	84
Student Appeals Board	84
Commencement of the legal remedy procedure	85
Procedure of the SAB.....	86
Legal remedies	87
PART VIII	133
Closing provisions	133
Annex 1.....	135
Rules of handling of student ID cards, validating stickers and other forms	135
General provisions.....	135
Duties related to student ID cards	135
The persons authorized to have student ID card	136
The obligation to keep records	136
The University's duties in connection with the application for, validation and withdrawal of student ID cards	137
Storage of student ID cards, validating stickers and application forms	137
Surrender or withdrawal of student ID card.....	137
Loss or demolition of student ID card.....	137
Demolition of student ID cards and validating stickers	138
Annex 2.....	139
One-tier teacher trainings of the University, adjusted to the University's bachelor's programme's study programmes and principal studies.....	139
Annex 3.....	147
Study programme pairing possibilities in the one-tier, two-subject teacher training (the length of all listed study programmes is 12 semesters).....	147
Schedule 4.....	155
Credit Transfer Rules	155
General rules of credit transfer.....	155
Recognition of credits completed in foreign institution.....	156

Preliminary credit transfer	156
Recognition of work experience and knowledge acquired from non-formal, informal sources	156
Procedural Rules	157
Annex 7.....	178
Admission examinations and calculation of scores in the admission procedure.....	178
Annex 8.....	203
Admission requirements for master's programme and postgraduate specialist training	203

PART I

General provisions

Article 1

- (1) The Senate of Liszt Ferenc University of Music (hereinafter referred to as the University) has formulated and adopted these Academic Regulations for Students, as a part of the University's Organizational and Operational Regulations.
- (2) The Academic Regulations for Students consists of the following parts:
 - a) General provisions
 - b) Academic and Examination Rules
 - c) Regulation on Fees and Allowances
 - d) Students' Disciplinary and Indemnification Rules,
 - e) Students' Rules on Academic Appeals
 - f) Doctoral Programme Regulations
 - g) Admission Rules
 - h) Closing provisions
- (3) The structure of regulations forming part of the Academic Regulations for Students shall be set up as follows: the numbering shall be restarted in each, separate regulation; abbreviations used in a single regulation shall apply exclusively thereto. Annexes of the single regulations shall be handled as enclosures to the Academic Regulations for Students.

PART II

Academic and Examination Rules

Definitions

1. Article

For the purposes of the present Rules, the following terms shall have the following meanings attributed to them:

1. Pre-degree certificate: a certificate that states, without qualifications and evaluations, that the student has passed the curricular examinations and – except for passing the foreign language examination and writing the degree thesis (dissertation)/preparing for the graduation concert – has satisfied all academic requirements and has earned the number of credit points prescribed in the study programme and outcome requirements.
2. Data submission form: the template that serves the purposes of announcing changes in the student's data. The form shall include the following particulars:
 - (a) name and identification code of the student,
 - (b) the name and identification code of the University,
 - (c) the data announced,
 - (d) the signature of the student.
3. Model curriculum: an educational plan drafting the completion of the programme and outcome requirements broken down to courses, study units and study terms, including the academic pre-requisites, the credit point values attributed to each course and study unit, the criteria requirements, the student performance evaluation system and the preconditions for taking the final examination.
4. Active semester: any semester during the student status for which the student signs up; where signing up gives rise to obligations resulting from the undertaking of the requirements of the partially or fully state financed study programme or included in the study contract, but regardless to the actual performance thereof.
5. Bachelor programme: the first phase of the multi-tier higher education training, which provides the Student with a bachelor's degree (baccalaureus, bachelor) and qualifies him/her for applying for a master's programme.
6. Registration: the act of establishment of the student status. The rules of the respective process (filling out and signing the registration sheet by the student personally and the authentication thereof) shall be set forth by the University.
7. Registration sheet: the template that serves the purposes of establishment of the student status, including the following particulars:

- (a) the name and identification code of the University,
 - (b) the specification of the current academic year - semester,
 - (c) the student's data enlisted in subsection (ba) of section (b) of point 1 in Article I/B of Annex 3 to the Higher Education Act and the student identification code,
 - (d) the denomination of the degree course / principal study / programme pair started, the level, study schedule, language and financing form thereof, the location of the study programme,
 - (e) the type of student status,
 - (f) tax and social insurance number of the student,
 - (g) in case of students enrolled for state-financed study programmes, a declaration of acknowledgement and undertaking of the criteria of participation in this form of education, as prescribed in the Higher Education Act,
 - (h) the student's acknowledgement of the provisions of Student Guidebook,
 - (i) further data required by the institution's regulations in relation to the student's rights and obligations,
 - (j) the date of filling out and authentication of the registration sheet, the signature of the student or his/her representative,
 - (k) authentication of the University.
8. Registration: a declaration requesting the continuance or suspension of studies during the student status.
 9. Doctoral programme: the training which prepares the students for obtaining the doctorate (PhD, DLA) following the achievement of their master's degree.
 10. ECTS (European Credit Transfer System): the European credit transfer system that facilitates the free movement of the ECTS-member institutions' students among the European higher educational facilities.
 11. Individual study hours: see the definition by the term 'total student workload'.
 12. Individual study schedule: a study schedule compiled by the individual student from among the compulsory, elective and optional courses of the University's credit system-based education programme to define the performance of the study and examination requirements with respect to the given study period, in line with the respective regulations of the University.
 13. Single-cycle, one-tier programme: a study programme organized by the University in a non-divided form (combination of a bachelor's + a master's programme) according to Act LXXX of 1993 and the qualification requirements set forth in Government Decree No. 105/1998 (V.23.).
 14. ESRS: the Electronic Study Registration System that performs the electronic registration and processing of data in line with the prevailing laws and University regulations and serves as a platform of administration of study issues for students.

15. In-class grade: the measurement of the student's performance in the class period on a five-grade scale in the assessment process described in the present regulations.
16. Semester: a five-month long education arrangement period.
17. Programme leading to a higher education degree: the consecutive education cycle of a bachelor's programme, a master's programme and a doctoral programme providing a higher education degree and qualification.
18. Programme not leading to a higher education degree: the postgraduate specialist trainings of the University.
19. Programme cycle: the study period in the course of which a complete higher education degree (including the bachelor's degree, master's degree and doctor's degree) may be acquired.
20. Length of studies: the ideal length of studies defined in the respective laws, during which the required credit points, educational level, qualification and degree might be acquired.
21. Study period: a sub-unit of the studies, consisting of the class period and the pertaining examination period.
22. Educational programme: the complex documentation of the University's educational programme, including
 - a) the detailed academic and study requirements for bachelor's-, master's- and one-tier (master's) programmes and postgraduate specialist trainings,
 - b) the doctoral programme schedule,as well as the detailed regulations of education, in particular, the curriculum, the educational programmes and course descriptions, the assessment and controlling methods, procedures and rules.
23. Study contract: a written agreement between the University and the (future) student that regulates the terms and conditions of the education programme in details and the pursuance of studies and regulates the tuition fee payable by the student.
24. Complex comprehensive examination (CCE): a comprehensive examination that checks and assesses the acquisition of a complete knowledge in two or more subjects in the same time.
25. Obligatory courses: the compulsory courses of the given study programme the completion of which is a precondition for the issuance of the pre-degree certificate.
26. Elective courses: a set of courses determined by the University for each study programme from among which the students are obliged to elect and complete the required number of courses, depending on the specific curriculum requirements.

27. Credit (credit point): a unit of students' work which represents in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements.
28. Credit system: the credit point-based performance measurement system in higher education.
29. Mark book: the public document that certifies the completion of studies and the obtainment of pre-degree certificate and includes all data related to the performance of academic requirements.
30. Master's programme: the education programme that leads to the obtainment of master's degree (magister, master) and qualification, which is the precondition for admission to the doctoral programme. The master's degree is the second educational level.
31. Degree certificate: the public document that certifies the higher education degree and qualification obtained.
32. Multi-cycle educational programme: the educational programme which consists of three, consecutive educational cycles (bachelor's programme, master's programme and doctoral programme) and provides a higher education degree and qualification.
33. One-tier teacher training: teacher training organized under Government Decree No. 283/2012 (X.4.) and EMMI Decree No. 8/2013 (I.30.), which is a combination of (not divided to) a bachelor's- and a master's programme.
34. Continuous individual professional practice: part of the practical module of the master's programme in education; a several-week-long, uninterrupted teaching practice carried out in a public school with the aid of the assigned mentor teacher and a higher education teacher training expert during the last semester of the teacher training programme. The teaching practice may only be started if the student has performed all academic requirements of the master's programme in education (except for the dissertation including the portfolio) and completed the required credit points.
35. Continuous individual teaching practice: a several-week-long, uninterrupted teaching practice based on the theoretical and practical knowledge acquired in the music teacher or teacher of music performance study programmes, to be carried out in a public school or in an institution performing adult education, with the aid of the assigned mentor teacher and a higher education teacher training expert. The target of the teaching practice is to acquire knowledge of the complex educational-pedagogical duties of the school and the teachers, respectively; furthermore, to get acquainted with the social and legal environment of the school and the institutional system of the public education. The commencement of teaching practice shall be subject to the completion of preconditions defined herein.
36. Total workload of students: the sum of classes (contact hours) [a class requiring the personal cooperation of the lecturer for the fulfilment of the academic requirements specified in the curriculum (lecture, seminar, practice, consultation)] and the individual study hours [the student's work expressed in working hours that is performed individually, out of the frames of the contact hours, in order to acquire knowledge of the

subject of education and to fulfill the academic requirements (including the hours spent on preparation to the examinations in the examination period)].

37. Passive semester: the semester in which the student announces that he/she wishes to interrupt his/her studies, thus his/her student status is suspended.
38. Portfolio: a regular, written summary of the practical experiences of the student gained in the course of his/her teaching practice, aimed at the familiarization with a pedagogical career and carried out with the aid of a mentor teacher, in the course of the continuous individual professional practice and in the seminars attended during the teaching and professional practice.
39. Registration period: the period designated by the Study Department for the students' registration, preliminary course registration and course registration obligations in the beginning of each semester.
40. Performance of guest studies: completion of credit points in another higher educational facility by the University's student in a guest student status.
41. Optional courses: the courses announced by the University, from among which the students are entitled to select without restrictions.
42. Study programme: studies towards a professional qualification, which comprises the pertaining content requirements (knowledge, proficiency, skills) in a uniform system, divided into several principal studies (specializations).
43. Principal study (specialization): studies aimed at the acquisition of specialized knowledge which forms part of the study programme and results in the acquisition of a separate professional qualification.
44. Postgraduate specialist training: a training based on a respective bachelor's or master's programme, the organization of which falls in the competence of higher educational facilities. The postgraduate specialist training provides no further qualification. The completion of the training is acknowledged by the awarding of a degree, but it doesn't amend the student's educational level.
45. Comprehensive examination: an exam course that checks and assesses the acquisition of a broad and analytical knowledge in a given subject.
46. Teacher's master's programme: a multi-tier master's programme providing qualification in teaching, organized in line with Government Decree No. 289/2005 (XII.22.) and OM Decree No. 15/2006 (IV.3.).
47. Academic year: educational arrangement time unit that consists of two semesters.
48. Class (contact hour): please see the definition at 'individual study hours'.
49. Course description: definition of the knowledge that may and shall be acquired within the frames of a given subject, and the related course requirements.

50. Curriculum: a basic educational plan prepared by the University with respect to each study programme and principal study, comprising the tiers of the given programme, a list of the obligatory, elective and optional courses, the academic and examination requirements, the credit points and a detailed description of the closing requirements (including the rules applicable to the final examination and the dissertation).
51. Examination: a form of assessment to verify and evaluate the acquisition of knowledge, skills and abilities.
52. Final examination: the examination to verify and evaluate the knowledge, skills and abilities required for obtaining the diploma, during the course of which the student shall also attest that they are capable of applying the knowledge acquired.
53. Music teacher study programme: one-tier teacher training organized under Government Decree No. 283/2012 (X.4.) and EMMI Decree No. 8/2013 (I.30.), providing master's degree and qualification in teaching.
54. Teacher of music performance study programme: teacher training that is organized under Government Decree No. 283/2012 (X.4.) and EMMI Decree No. 8/2013 (I.30.) and provides master's degree and a qualification in teaching. The programme may be organized in either one- or multi-tier, as either a single- or two-subject training.

Academic levels

2. Article

- (1) The cycles of a programme leading to a higher education degree are:
 - a) the bachelor's programme,
 - b) the master's programme,
 - c) the doctoral programme.
- (2) The teacher training programmes defined in Government Decree No 283/2012 (X.4.) shall be organized by the University as a one-tier programme.
- (3) Besides the study programmes defined in paragraph (1) herein, the University may organize postgraduate specialist trainings, as programmes not leading to a higher education degree.
- (4) The rules applicable to the doctoral programme are included in the Doctoral Programme Regulations. The provisions of this Academic and Examination Rules shall apply only if expressly provided so by the Doctoral Programme Regulations.
- (5) The University's master's programme may be joined by students who have higher education degree and qualification. The University's postgraduate specialist trainings may be joined by students who have college- or university-level education degree and qualification. In such cases, the Credit Transfer Committee shall be entitled to decide on the conditions for acceptance of the applicant's degrees and certificates and in the multi-tier education programme and the respective credit point value thereof.

Transitional rules of one-tier education programme

3. Article

- (1) The students who has registered to a one-tier programme prior to the academic year of 2007/2008 and acquired their pre-degree certificate by 1 September 2016, are allowed to take the final examination by 1 September 2018 the latest.
- (2) To the length, interruption and suspension of studies applicable to students participating in one-tier education programme Articles 71-75 herein shall apply.

The system of education

4. Article

- (1) The bachelor's-, master's- and doctoral programme are consecutive cycles of the higher education system.
- (2) The bachelor's- and master's programme may be organized as consecutive cycles of a multi-tier education programme, or, in cases allowed by the relevant legislation, may be combined into a one-tier programme.
- (3) Minimum one hundred and eighty and maximum two hundred and forty credits may be obtained in a bachelor's programme, during a minimum of six and a maximum of eight semesters.
- (4) Minimum sixty and maximum one hundred and twenty credits may be obtained in a master's programme, during a minimum of two and a maximum of four semesters. The minimum required number of credit points in the master's programme of a two-subject teacher training is one hundred and fifty, while the length of studies shall be 5 semesters.
- (5) The sum of overall credit points to be completed in a bachelor's programme and in the pertaining master's programme as well as in a one-tier education programme shall be minimum three hundred and maximum three hundred and sixty, during a minimum of ten and a maximum of twelve semesters.
- (6) The required minimum sum of credit points in a postgraduate specialist training shall be sixty; maximum one hundred and sixty credit points may be completed. The length of studies shall be minimum two and maximum four semesters.
- (7) The University shall specify the length of studies and the required credit points in line with the programme and outcome requirements, within the frames of this article.

5. Article

- (1) A full-time study programme shall comprise minimum 200 classes per semester.
- (2) The number of classes in a part-time study programme shall be minimum thirty and maximum fifty percent of the classes in a full-time programme. This provision shall not apply to the postgraduate specialist trainings. The number of classes in a part-time

postgraduate specialist training shall be minimum twenty and maximum fifty percent of the classes in a full-time programme.

Credit system-based education programme

6. Article

- (1) In each education form, the credit point attributed to each course represents the performance of the academic requirements of the given programme of the University; furthermore, the credit measures the students' work required to the performance of such academic requirements which are preconditions for obtaining the degree or the qualification certificate. In addition, the credit point is to represent the progress of the student in the given study programme. Credit may be given for the completion of a given course only once (except for the cases of credit transfer / in one study programme).
- (2) The value of a credit – supposing that the student's performance was accepted – does not depend on the evaluation the student's knowledge received. The student's work shall only result in the completion of credit points if the performance of requirements was successfully presented by the student, namely, if he/she managed to meet the requirements defined in the university regulations.
- (3) The University grants for the students the opportunity to enroll for optional course units up to five percent of the credits required for the award of the diploma (or to take the alternative option of engaging in volunteer work), and offers a range of credit-earning course-units to select from at least twenty percent in excess of the total number of credits required.
- (4) In addition, in state-financed education programmes, the University ensures for the students the opportunity to enroll for foreign language course units up to ten percent of the total credits required in the given study programme; furthermore, to fill up the student's individual study schedule with a range of credit-earning course units the total credit point value of which exceeds by ten percent the total number of prescribed credits, without having to pay extra tuition fee for these.
- (5) Even in case of acknowledgment of the credit value of previous studies pursued either at the University or elsewhere or the knowledge acquired earlier, the student shall complete minimum one-third of the credits prescribed for the given study programme at the University. (In one-tier programmes, the minimum requirement shall be half of the credits; this rate may be reduced in exceptional cases to one-third, with the permission of the Vice-President of Education).

7. Article

- (1) The student shall be entitled to take his/her study courses in another study programme of the University or in another higher educational facility (as a guest student).
- (2) The recognition of performance of such guest courses shall be the competence of the Credit Transfer Committee.

8. Article

- (1) Credit points shall be based on the aggregate study time that is required to be spent by a student of average skills and abilities to perform the academic requirements.
- (2) One credit point shall be equal to 30 hours of student workload.
- (3) In average, the completion of one academic year shall be equal to 60 credit points, while one semester's workload shall be equal to 30 credit points.
- (4) If the student completes the credit points attributed to a given degree in the curriculum prior to the end of the prescribed (ideal) length of studies, he/she may be awarded the degree certificate earlier, but, in any case, only after the expiry of the minimum length of studies determined for the given academic level. The minimum length of studies shall be determined in the curriculum. In exceptionally equitable cases, the minimum length of studies may be reduced upon the request of the student. Adoption of the respective decision shall be the competence of the Study Department.

9. Article

- (1) The curriculum shall be compiled from obligatory, elective and optional courses, course-groups (modules), curriculum units (hereinafter referred to as study units) and criterion requirements, adjusted to the competences obtainable under the programme and outcome requirements.
- (2) In case of elective courses, electivity shall apply to the entire course, including all study units thereof. In case of certain elective courses, the student may be entitled also to elect from the study units thereof, if the curriculum expressly provides so. The curriculum may determine a range of elective courses, from among which the completion of one course is compulsory. In case of an elective course group (module), the student shall complete all courses of the selected module.
- (3) With respect to the optional courses, the University may not limit the right of free selection of students from among courses announced either by the University or other higher educational facilities from the aspect of recognition of the completion thereof.
- (4) A study unit may be a course, one semester of a course, a criterion requirement, a comprehensive examination, a complex comprehensive examination, a professional cumulative examination, a cumulative examination, a degree examination or one semester of final examination-related study performance (e.g. preparation to graduation concert, dissertation, portfolio).
- (5) The model curriculum shall comprise a draft of completion of the programme and outcome requirements broken down to courses, study units and study terms, including the academic pre-requisites, the credit point values attributed to each course and study unit, the criteria requirements, the student performance evaluation system and the preconditions for taking the final examination.
- (6) In the context of rules concerning previous studies

- a) the courses and study units to which there are no pre-requisites attributed may be taken in any semester when they are announced by the University; the different study units of a course with no pre-requisites may be taken in the same time (provided that the University announces them),
 - b) a so-called gradual course is a course consisting of several study units, where the registration to and successful completion of one study unit is a precondition for the registration to the following study unit-step,
 - c) a (simple) pre-requisite means that registration to a given study unit shall be subject to the successful completion of the preceding study unit(s),
 - d) a parallel pre-requisite means that the students may register to a given study unit parallel with or following the registration to the preceding study unit,
 - e) a comprehensive examination, complex comprehensive examination, cumulative examination (except for the degree examination) may only be taken if the study units indicated as parallel pre-requisites thereto are successfully completed.
- (7) The model curriculum shall be approved by the Senate upon the affirmative proposal of the competent heads of departments and the President, following the collection of the opinion of the Students' Union.
- (8) With respect to the admission examinations regulated in Article 5 (7) of Admission Rules, that qualify also as placement tests of the students enrolled for principal studies 'classical instrumental music performer', 'classical singing', 'church music performer - choral conductor' and 'church music performer - organ', organized in the bachelor's programme of music performer, or for any 'teacher of classical instrumental music performer' principal study, organized in the one-tier teacher training, the following rules shall apply:
- (a) the students achieved a result of 20% or lower in the examination 'Solfège - music theory',
 - (b) the students achieved zero points in the examination 'Compulsory piano' shall perform bridging criterion requirement.
- (9) Such bridging criterion requirement defined in paragraph (8) herein shall be
- (a) attendance at a 'Solfège - music theory bridging class' (1 class per week for two semesters) with respect to point (a) of paragraph (8) hereinabove,
 - (b) attendance at 'Compulsory piano bridging class' (0,5 class per week for 2 semesters) with respect to point (b) of paragraph (8) hereinabove.
- (10) The criterion requirements defined in paragraph (9) hereinabove shall be completed by the concerned student in his/her second active semester. These criterion requirements are not pre-requisites to any course or study unit.
- (11) The completion of such criterion requirements shall be certified by passing the criterion examination. The board presiding at the criterion examination shall consist of 3 members. The criterion examination defined in point (a) of paragraph (9) shall include a written and an oral part; while the one defined in point (b) of paragraph (9) hereinabove shall be a practical examination. The examination is passed successfully, if the student meets 50% of the examination requirements at least.

- (12) The examination defined in paragraph (11) herein may not retaken or remedied. To the absence from the examination the provisions of the present Regulation shall apply.
- (13) If a student fails to meet the criterion requirements defined in paragraph (9) herein (fails to pass the examination as per paragraph (11) herein), his/her student status shall be terminated by his/her unilateral dismissal from the University.

10. Article

- (1) The course descriptions and course requirements shall be prepared by the departments with the assistance of the Presidential Cabinet. The course descriptions shall be submitted by the President to the Senate for approval. Prior to the adoption of a decision, the President shall request for the opinion of the Students' Union on the submitted course requirements or the amendments thereof.
- (2) The course requirements (course requirement system) shall include the following information:
 - a) the rules of attendance at classes,
 - b) the rules concerning previous studies,
 - c) the requirements, number of occasions and dates of mid-semester examinations, the rules of retaking or remedying thereof, and (if there is no possibility of retaking)
 - d) the conditions for getting a signature and being admitted to examination,
 - e) the method of evaluation of performance (examination grade, assessment),
 - f) a list of written materials comprising the knowledge required to attain,
 - g) the credit points attributed to the course.
- (3) The course requirements shall be disclosed to the students prior to the start of the course, but latest in the first class.

Student status

11. Article

- (1) The student status is a legal relationship between the University and the student in which both parties have certain rights and obligations, as defined in the prevailing laws and regulations and the internal rules of the University.
- (2) The student status authorizes the student primarily to pursue studies in a given study programme and principal study.
- (3) The student status obliges the student to perform the academic obligations arising from his/her (individual) study schedule, to respect the traditions of the University and the human dignity of the University's employees and his/her fellow students (his/her fellows admitted or taken over to the institution).

Furthermore, the student shall observe the internal rules and instructions of the University, to protect and use properly its properties, assets and tools and to refrain from

acts and activities that contradict to the intended purpose of the University, harm or endanger the reputation, interests or properties thereof.

- (4) The University is entitled to formulate the conditions and substance of the study programme in harmony with the professional considerations and artistic ideas of the University's instructors.
- (5) The University is obliged to provide for the material and personal requirements for the performance of the study programme for the benefit of the student who have active student status at the University, in line with the prevailing laws and regulations and the internal rules of the University.
- (6) In addition to the above, the student status shall endow the students and the University with the rights and obligations defined by the respective laws and regulations and the internal rules of the University.
- (7) Should the student suffer damage in connection with the pursuance of his/her studies or his/her professional practice, he/she shall be entitled to indemnification from either the University or the institution or organization responsible for professional practice (hereinafter referred to as the training location). The University or the training location shall be relieved of responsibility, if the damage is proven to have been caused by unavoidable circumstances beyond the scope of their operations or by the unavoidable act of the damaged party.
- (8) The student shall notify the President of the establishment of employment or other type of contractual relationship (e.g. concluded through an agent) aimed at music performance, in writing, in advance. The student may not undertake such obligations without the acknowledgment thereof by the President, attested by his/her signature on the respective notification.
- (9) Except for extraordinary cases, the student shall perform his/her notification obligation defined in paragraph (8) herein by the 8th day preceding such undertaking at the latest. The President shall adopt the decision on the provision/rejection to provide his/her signature within 4 days of the receipt of notification.
- (10) In case of violation of the obligations defined in paragraph (8) and (9) herein, the President may consider the application of disciplinary actions against the student.

12. Article

- (1) Those admitted to or taken over by the University are entitled to establish student relationship with the University in the year of the decision on the admission or taking over.
- (2) Those admitted or taken over to a state-subsidized or state-financed study programme shall be entitled to establish student relationship with the University following the date when the respective decision becomes final and binding.
- (3) Those admitted or taken over to a self-financed study programme shall be entitled to establish student relationship with the University following the date of the study contract (to be concluded after the respective decision has become final and binding).

Registration

13. Article

- (1) The student status shall be established by means of registration. At the date of registration, the student enrolled for a state-financed study programme shall sign a declaration of acknowledgement and undertaking of the specific criteria and requirements of participation in this form of education (such requirements specified in the Higher Education Act). With students enrolled for a self-financed study programme a study contract shall be concluded simultaneously with the registration.
- (2) The University shall issue a registry sheet of each student who has registered.
- (3) In the course of registration, the student shall provide the University with the personal data required to his/her entering into the register of students.
- (4) At the date of registration, the University shall issue a certificate for the student (upon his/her request), indicating the study programme, the principal study, the education cycle and the financing form for which the student is enrolled.
- (5) The students in their first year shall perform the course registration obligation in the first semester at the date of registration.
- (6) The mark book shall be provided by the University for the student at the date of registration.

14. Article

- (1) No repeated registration is required during the term of the student status. The act of registration defined herein shall qualify as the declaration of the student concerning his/her intention to continue his/her studies or temporarily suspend his/her student status in the given study period.
- (2) The registration shall take place through the ESRS.
- (3) The student who failed to perform his/her overdue payment obligations towards the University is not allowed to register.

15. Article

- (1) The registration (or the submission of registration statement) shall take place in the registration period determined by the the University; the specific date for the registration of the given student shall be appointed by the head of the Study Department.
- (2) The student who failed to perform his/her prorated payment obligations towards the University is not allowed to register.
- (3) No excuse request may be submitted in case of missing the deadline for registration.
- (4) Should the student fail to submit the registration statement (due on the last working day of the registration period), this failure may be remedied within three working days from the closing of the registration period, against the payment of extra fee. If the student

misses this additional deadline as well, the University shall assume that he/she intends to temporarily suspend his/her student status and the given semester shall be a passive one.

Admission

16. Article

- (1) To the admission the Admission Rules of the University and the prevailing laws and regulations shall apply.
- (2) The admitted students may enter into a legal relationship with the University in the semester when they were enrolled for the study programme.

Transfer

17. Article

- (1) The student of another Hungarian or foreign higher educational facility may request his/her transfer to the University.
- (2) A state-financed student of another Hungarian higher educational facility may request transfer to either a state-financed or self-financed study programme, a self-financed student of a Hungarian higher educational facility may request transfer to a self-financed study programme, while the student of a foreign higher educational facility may only request transfer to a self-financed study programme.
- (3) A student pursuing studies in the field of art in a given educational cycle, study programme and principal study may only request transfer to the same educational cycle, study programme and principal study in the field of art.
- (4) A student pursuing studies in the field of pedagogy in a given educational cycle, study programme and principal study (study pair) leading to the obtainment of teacher qualification may only request transfer to the same educational cycle, study programme and principal study (study pair) in the field of pedagogy, leading to the obtainment of teacher qualification.
- (5) The transfer procedure shall be initiated by the student by submitting a respective, written request to the Study Department of the University. No admission examination shall be taken in case of transfer.
- (6) In the course of transfer procedure, the student shall attend a personal interview. The personal interview may be targeted at the survey of the student's knowledge in his/her main subject either from practical or theoretical aspect, in either written or oral form. The subjects and the requirements of the transfer interview (hereinafter jointly referred to as the transfer requirements) shall be determined by the head(s) of department(s) who is (are) responsible for the study programme, principal study or teacher training to which the student requested his/her transfer.
- (7) The transfer of the student is not permitted
 - a) if disciplinary punishment was imposed on the student in connection with his/her former student status,

- b) if the student failed to meet the transfer requirements.
- (8) The following document shall be enclosed to the transfer request: a certificate of the student's student status, a certified copy of the mark book and the (model) curriculum of study programme / principal study of the higher educational facility with which the student has an active student relationship.
 - (9) In case of submission of transfer request to a state-financed study programme, the student shall enclose to the request a document certifying the number of his/her closed state-financed semesters.
 - (10) The decision on transfer shall be adopted by the Vice-President of Education, who shall consider the opinion(s) of the head(s) of department(s) (reflecting also the results of the transfer interview defined in paragraph (6) herein) and (if necessary) the opinion of the Credit Transfer Committee as well.
 - (11) A positive decision on transfer grants the right to the establishment of student status in the given academic year.
 - (12) In exceptional cases, upon a written request including a detailed reasoning, the Study Department (in agreement with the competent head of department) may permit the postponed establishment of the student status. The permitted postponement may not be longer than one year.
 - (13) The transfer may only be permitted with respect to the first (autumn) semester of each academic year.
 - (14) In case of a positive decision on transfer, after the student has properly registered to the study programme, the University shall forward its decision on transfer and the date of registration to the student and the releasing university. The University shall report the date of transfer and the name of the releasing university to the Higher Education Information System (HEIS).
 - (15) Even in the case of acknowledgment of the credit value of previous studies, pursued either at the University or elsewhere or the knowledge acquired earlier, the student shall complete minimum one-third of the credit points prescribed for the obtainment of the pre-degree certificate at the University.

Transfer to another study programme

18. Article

- (1) The student of the University may request the approval of his/her transfer to another study programme (hereinafter referred to as the transfer to another study programme) under the following terms and conditions:
 - a) a student pursuing studies in the field of art in a given educational cycle, study programme and principal study may only request transfer to the same educational cycle, to another study programme or principal study in the field of art;
 - b) a student pursuing studies in the field of pedagogy in a given educational cycle, study programme and principal study, leading to the obtainment of teacher qualification may only request transfer to the same educational cycle, to another study programme or

principal study in the field of pedagogy, leading to the obtainment of teacher qualification;

c) a student pursuing studies in the field of art, in a bachelor-level study programme, may request transfer to the one-tier teacher training corresponding to his/her original bachelor-level study programme / principal study;

d) a student pursuing studies in one-tier teacher training may request transfer to a bachelor-level study programme / principal study that corresponds to the principal study of his/her original one-tier teacher training (in case of a compulsory two-subject programme, to one subject of his/her original programme pair);

e) a student pursuing studies in one-tier two-subject teacher training may request transfer to another principal study programme (replacing one subject of the original programme pair).

- (2) The transfer procedure shall be initiated by the student by submitting a respective, written request to the Study Department of the University.
- (3) In the course of transfer procedure, the student shall attend a personal interview. The personal interview may be targeted at the survey of the student's knowledge in his/her main subject either from practical or theoretical aspect, in either written or oral form. The subjects and the requirements of the transfer interview (hereinafter jointly referred to as the study programme transfer requirements) shall be determined by the head(s) of department(s) who is (are) responsible for the study programme / principal study to which the student requested his/her transfer.
- (4) The transfer request of the student who doesn't meet the requirements and criteria of the transfer to another study programme shall be rejected.
- (5) The decision on transfer to another study programme shall be adopted by the Vice-President of Education, who shall consider the opinion(s) of the head(s) of department(s) (reflecting also the results of the transfer interview defined in paragraph (3) herein) and (if necessary) the opinion of the Credit Transfer Committee as well.
- (6) A student pursuing studies in bachelor's programme may request transfer to one-tier teacher training (that corresponds to his/her original bachelor-level study programme / principal study) only in the end of the second or the fourth semester. If the study programme / principal study to which the student intends to be transferred is a compulsory two-subject programme, the transfer interview shall also cover another study programme / principal study of the programme pair.
- (7) A student pursuing studies in one-tier teacher training may request transfer to a bachelor-level study programme / principal study that corresponds to the principal study of his/her original one-tier teacher training (in case of a compulsory two-subject programme, to one principal study of his/her original programme pair) only in the end of the second or fourth semester, provided that by the date of submission of the request, the student has already completed minimum 60 credit points attributed to the programme-specific courses.
- (8) A list of one-tier teacher trainings that correspond to bachelor-level study programmes / principal studies are attached hereto as Annex 2.
- (9) A student pursuing studies in one-tier two-subject teacher training may request transfer from one of the principal studies of his/her original programme pair to another one by the

end of the second semester. Such transfer may be requested only once. Such replacement of one principal study of the programme pair may only be permitted within the frames of the programme pairing possibilities regulated by the respective laws and regulations, considering also the programme pairs available at the University.

- (10) The available programme pairs of the one-tier two-subject teacher training are listed in Annex 3 hereto.
- (11) In the course of transfer to another study programme, the student may be enrolled for the same or lower year. In case of replacement of a principal study of a programme pair (as regulated in paragraph (9) herein), the student may only be enrolled for the same year.
- (12) Mid-year transfer to another study programme will not be permitted (except for the replacement of one principal study of a programme pair described in point (e) of paragraph (1) herein).

Change of the language of studies

19. Article

- (1) The student may request the change of the language of his/her studies.
- (2) Such change may be requested at the beginning of the semesters, by 15 September and 15 February each academic year.
- (3) The change of the language of studies may be allowed by the Vice-President of Education, considering the opinion of the competent head of department as well.

Reallocation

20. Article

In line with the Articles 7-9 of the Regulation on Fees and Allowances, the student may request reallocation from state-financed to self-financed study programme, from self-financed to state-financed study programme, from state-financed to tuition-paying study programme or from tuition-paying to state-financed study programme.

21. Article

The changes affecting the study programme (listed in Articles 17, 18, 19 and 20 herein) may be requested and permitted in the same time, provided that there are no circumstances defined herein that would preclude the possibility of such simultaneous change.

Temporary suspension of the student status

22. Article

- (1) The student's status shall be interrupted and temporarily suspended if the student declares that he/she does not intend to fulfil student obligations during the next semester,

fails to register for the next semester within the registration period, or fails to perform the course registration.

- (2) The maximum consecutive period for which the student status may be suspended is two semesters. The minimum term of suspension is one semester.
- (3) The student may suspend his/her student status at any number of times, however, the maximum consecutive term of suspension may not exceed two semesters.
- (4) The student status may be suspended first after the successful completion of the first semester. Suspension of the student status prior to the successful completion of the first semester may be allowed in exceptional cases; this extraordinary suspension may be permitted upon written and reasoned request of the student by the Education and Study Committee, in agreement with the competent head of department.
- (5) The student shall not and may not be obliged to perform academic obligations during the term of suspension; neither is the student entitled to perform the rights arising from the student status.
- (6) After the expiry of the term of suspension, the student shall register for the continuance of his/her studies without any further notice or warning thereon.
- (7) The student status may be suspended separately with respect to each study programme the student is enrolled for.

23. Article

- (1) The student shall request the temporary suspension of his/her student status also if he/she is unable to perform the academic obligations due to the birth of a child, accident, illness or other unexpectable reason beyond his/her control. The student status shall also be suspended for the term of completion of the student's voluntary reserve military service.
- (2) In case of the occurrence of the circumstances defined in paragraph (1) herein the restrictions of Article 22, the legal consequences of the failure of performance of academic requirements and the sanction defined in Article 31 (2) are not applicable, provided that suspension was properly permitted by the Education and Study Committee.
- (3) The starting date of suspension of student status under paragraph (1) shall be the date indicated by the student is his/her request submitted to the Education and Study Committee; in lack of such information, the date of the submission of request for suspension.

24. Article

- (1) The student status shall be suspended if the student is barred from the continuance of his/her studies as a disciplinary punishment imposed on him/her pursuant to the Students' Disciplinary and Indemnification Rules.
- (2) If the disciplinary punishment of being barred from the continuance of studies for a definite period is imposed on the student, following the expiry of this period, he/she shall

register for the continuance of studies without any further notice or warning to be given thereon.

- (3) To the failure of performance of the above obligation, the provisions of Article 15 shall apply.

25. Article

Following the temporary suspension of the student status, the student shall continue his/her studies according to the new curriculum (including all eventual changes that might have occurred in the meanwhile). In the question of validity of the credit points completed prior to the suspension the Credit Transfer Committee shall be entitled to decide, in line with the rules of credit-equivalency.

Guest student status

26. Article

- (1) The student of the University may establish a guest student status at another higher education facility to perform guest studies there. The guest student status shall entitle the student to pursue guest studies in relation to his/her original study programme.
- (2) The establishment of a guest student status shall be subject to the approval of the University. The University may reject to grant the required approval if the credit points completed in the course of guest student studies could not be recognized in the study programme of the student. The approval may be granted by the Education and Study Committee, considering the opinions of the competent head(s) of department(s) and the Credit Transfer Committee.
- (3) The receiving higher educational facility may set up further requirements for the approval of the establishment of guest student status.
- (4) The Credit Transfer Committee shall be entitled to decide on the recognition of the credit points completed by the student of the University within the frames of a guest student status established at another higher educational facility.

27. Article

- (1) If the student of another (either Hungarian or foreign) higher educational facility intends to pursue studies at the University as guest student, the conditions for establishment of guest student status shall be the following:
 - (a) the higher educational facility with which the student has active student status shall have a valid and effective agreement with the University about mutual acceptance of guest students,
 - (b) the competent head of department shall confirm in writing that the material and personal criteria of acceptance of the guest student are met.
- (2) The agreement referred to in point (a) of paragraph (1) herein shall include the obligation of the receiving higher educational facility to notify the sending institution in

writing of the termination guest student status. The notification shall include the titles of the courses to which the student registered, the programmes of the given courses in the given semester, the method of the completed examinations, the grade and the credit points attributed thereto.

- (3) The requesting student may submit his/her request for pursuing studies as a guest student to the Study Department. The Study Department shall decide on the request in line with the provisions of paragraph (1) herein, after consultation with the competent head of department.
- (4) The tuition fee payable by the guest student shall be determined by the University upon the credit point value of the courses to which the guest student has registered. The terms of conditions of determination of the tuition fee are included in the Regulation on Fees and Allowances.

Simultaneous (parallel) student status

28. Article

- (1) The student of the University may establish simultaneous (parallel) student status at another higher education facility to obtain another degree or qualification certificate.
- (2) The establishment of the simultaneous (parallel) student status shall not relieve the student of the obligation to perform his/her academic requirements at the University.
- (3) If the student intends to obtain another degree or qualification certificate at the University during the performance of his/her studies, this shall not constitute simultaneous (parallel) student status.
- (4) In case of pursuing parallel studies, the student shall have separate mark books in both higher educational facilities; furthermore, he/she shall obtain separate pre-degree certificates and pass separate final examinations in both higher educational facilities.

29. Article

If the student of another higher educational facility intends to establish simultaneous (parallel) student status at the University, he/she shall pass the admission examination in line with the provisions of the Admission Rules.

Special rules pertaining to student status established for the pursuance of partial studies

30. Article

- (1) On the basis of the rules and requirements of the study programme, a special student relationship may be established between the University and the student (who has no student status otherwise) once, for a maximum term of two semesters, for the purpose of pursuing partial studies in tuition-paying education form.

- (2) The student status for the pursuance of partial studies shall be established by registration (without the obligation to pass a specific admission examination). The student who pursues partial studies shall have the same rights and obligations as other students, with the differences defined in this Article.
- (3) The preconditions for enrolment for a study programme providing partial studies are the following: the possession of a degree and qualification certificate obtained in a bachelor's or master's programme,
 - a) meeting the requirements of the University, certified by the successful passing of the professional competence audition,
 - b) the possession of an individual work schedule, accepted by the University,
 - c) the conclusion of a study contract with the University.
- (4) Following the completion of partial studies, the University shall issue a certificate of the knowledge gained and credit points completed. The knowledge gained in the partial studies may be recognized in the student's higher education studies.
- (5) The student status established for pursuance of partial studies does not allow the student to enrol for studies to gain further (professional) qualification, to request transfer, to establish simultaneous (parallel) student status, to suspend the student status temporarily (except for the case defined in Article 23 herein), to request reallocation to state-financed study programme or to use up the available term of state-financed studies.
- (6) The term of partial studies shall be counted in the term of using lawful allowances, benefits and services.

Termination of the student status

31. Article

- (1) The student status shall be terminated
 - a) if the student is transferred to another higher educational facility, on the day of his/her acceptance by the receiving facility,
 - b) if the student announces the termination of his/her student status, on the day of the announcement,
 - c) if the student may not continue his/her studies in state-financed form for any reason, and he/she declares the lack of intention to continue the studies in self-financed form, on the day of receipt of the respective statement by the University, or at the date of unsuccessful expiry of the deadline determined in article 32 (1) herein,
 - d) on the last day of the examination period following the obtainment of the pre-degree certificate, except if the student has ongoing studies in another study programme / principal study,
 - e) if the President decides on the termination of student status due to payment arrears, on the day when the respective decision becomes final and binding,
 - f) on the day when the decision on barring the student from the continuance of his/her studies becomes final and binding,

- g) if the University decides on the unilateral termination of the student status by dismissal, on the day when the respective decision becomes final and binding,
- h) if the criteria for establishment of the student status (as defined in the Act on Higher Education) are not met anymore, on the day when the decision stating the termination of the student status due to the above circumstances becomes final and binding.
- (2) The student status of the student who continues his/her studies at the University in the following cycle of the multi-tier education programme, provided that he/she is enrolled for the study programme organized in the upcoming semester, without any break in the studies.
- (3) The provisions on termination of student status shall apply also to students who have established their student status prior to the effective date of this Regulation.

32. Article

- (1) If the student has used up the available term of scholarship/state-financed studies, the Study Department shall send a notification to him/her of this fact, requesting the student to declare within a reasonable deadline whether he/she intends to continue the studies in tuition-paying form.
- (2) If the student fails to pay the tuition fee by the due date thereof (in case of being allowed to pay a reduced fee, by the deadline determined in the respective decision of the University) despite the written letter of notice of the Study Department, after the investigation of the student's social circumstances with the involvement of the Student Welfare Committee, the University may terminate the student status.
- (3) The Study Department shall report to the President the termination procedures defined in paragraph (2) hereinabove by the end of each semester, including a list of the concerned students and the data of their payment arrears. The President is entitled to decide on the termination of the student status.

33. Article

- (1) If the student is transferred to and taken over by another higher educational facility, this fact shall be reported to the University by the student within 8 days.
- (2) If the student is transferred to another higher educational facility to continue his/her studies, the University shall record the date of termination of the student status in the mark book, and shall send the mark book to the receiving facility (to indicate the intention of acceptance of the student by the receiving facility) within 15 days of the date of termination, *ex officio*.
- (3) In case of transfer of the student in line with paragraph (1) herein, once the University is aware of the decision on the acceptance of the student by and the date of his/her registration to the other higher educational facility, it shall report to the HEIS the fact of termination of the student's studies. The reported date of termination shall be the day directly preceding the date of establishment of the student status at the receiving higher educational facility; the reported reason for termination shall be the fact of transfer.

Dismissal

34. Article

- (1) The student status of the student shall be terminated by the unilateral statement of the University (by dismissal),
 - a) if granting the certifying signature in his/her main subject was refused,
 - b) if the student has failed to pass (completed with the qualification 'failed') the repeated examination in the main subject, the professional cumulative examination, the degree examination, the final comprehensive examination or the practical examination in the main subject,
 - c) if the student fails to successfully complete a course included in the curriculum of the given stud programme / principal study, taken repeatedly due to the failure of the first examination therein,
 - d) if the student fails to register to the upcoming semester for the third consecutive time,
 - e) if the student fails to register for the continuance of his/her studies following the expiry of the maximum allowed term of suspension of student status (defined in Article 22) or the term of suspension permitted in line with Article 23 (2),
 - f) if the student fails to meet the bridging criterion requirements (as defined in Article 9 (8)-(13)).
- (2) By means of a unilateral declaration, the higher education institution may terminate the student status of the student, of whom the number of unsuccessful retake examinations and repeated retake examinations for the same unit reaches five.
- (3) The student status may not be terminated by the University for the reason defined in the first sentence of point (a) of paragraph (1) herein, if the refusal of granting the certifying signature is due to a reason not attributable to the student. Adoption of the respective decision on the attributability of the reason for refusal shall be the competence the Study Department.
- (4) The application of the legal consequence of unilateral termination of the student status on the basis of the circumstances defined in paragraph (1) herein shall be subject to the delivery of at least two written notifications to the student, including the instruction of the student to perform his/her obligations, a specific deadline set therefor and a warning on the possible consequences. Such notifications shall be delivered through the ESRS.
- (5) In the case defined in point (f) of paragraph (1) herein, the provision included in paragraph (4) shall apply to the registration as well. In such a case, the letter of notification shall be delivered to the student in hard copy form, without indicating a specific deadline but referring to the deadline calculated in line with Article 9 (10). The student shall certify the receipt of the notification with his/her signature.
- (6) The decision of the University on the dismissal of the student shall be issued in the form of a decree, to be adopted by the President.
- (7) The student, who was dismissed from the University, may be admitted again only upon a successful admission examination.

- (8) Concerning the questions related to the continuance of the dismissed student's studies on the basis of a new admission procedure, in particular, on the recognition of credit points completed in the course of the previous studies, the Credit Transfer Committee shall be entitled to decide.
- (9) For the purposes of point (a) of paragraph (1) herein, main subject shall mean the course which is marked in the curriculum as 'main subject'.

The procedure applicable in case of termination of the student status

35. Article

In case of termination of the student status, the University shall cancel the student from the register of students.

The rules of studies

The calendar of the academic year

36. Article

- (1) One academic year shall consist of two semesters: the first (autumn) and the second (spring) semester. Each semester shall consist of class period, examination period, final examination period and postponed examination period. The class period shall consist of scheduled class weeks, orchestra and choir weeks.
- (2) The first day of the academic year and first semester shall be the date of opening ceremony, while the last day of the academic year and the second semester shall be date of school closing ceremony.
- (3) The class schedule shall determine the last day of the first semester, the first day of the second semester, the term of the class period, the examination period, the final examination period, the postponed examination period as well as the first and last days of the class weeks, the orchestra and choir weeks.
- (4) For students performing their last active semester (graduating students) a shorter class period and a consecutive examination- and final examination period shall be scheduled. Upon the reasonable request of the student (besides the provisions applicable to the graduation concert), the final examination may be taken during the postponed examination period as well.
- (5) The schedule of the academic year shall be determined by the respective instruction of President, to be issued after the consultation thereof with the Students' Union. The President may programme school holidays in the schedule of the academic year.
- (6) In exceptional cases, the President may order extraordinary school holiday as well.
- (7) The student may complete certain compulsory or optional academic activities determined by the University, which form part of his/her studies, have credit point value attributed to them or qualify as criterion requirement (e.g. field practice, master course), out of the term of the academic year (in the summer holiday). In such a case, the

completion of the given requirement shall be confirmed posteriorly, with respect to the first active semester following the date of actual completion.

- (8) The confirmation of completion (granted in line with paragraph (7) hereinabove) shall be reported by the student to the Study Department in the registration period of the semester, following directly the performance of the given activity. In lack of reporting the confirmation, the completion of the requirement will not be recognized.
- (9) In master's programme, the posterior recognition of the student's activity (as per paragraph (7) hereinabove) is possible also with respect to activities performed prior to the start of his/her studies in the given study programme / principal study.
- (10) The scope of academic requirements which may be performed as described in paragraph (7) hereinabove shall be announced by the Study Department in the respective announcement.

Information of students

37. Article

- (1) The University shall issue an academic guide to publish the information related to the studies available at the University.
- (2) The academic guide shall be prepared and issued by the University in the Hungarian and English languages. The University shall make the academic guide available for students on its website and either in electronic or hard copy format (to be decided in the discretion of the University) on the first day of the registration period at the latest. Each version of the academic guide shall be available on the website of the University, allowing the students to follow-up during the entire term of their student relationship all amendments to the guide and the effective dates of such amendments.

38. Article

The academic guide shall be formulated in accordance with the prevailing laws and regulations.

Course registration

39. Article

- (1) The courses and the class schedule of the academic year shall be made publicly available by the University on its website by the first day of the registration period the latest. With respect to chamber music courses, course registration shall take place in line with the course allocation defined in Article 40 herein.
- (2) Course registration shall mean the application for the classes of the given subject announced for the given semester.
- (3) Course registration shall take place by registering to the courses in the ESRS and the recording of the courses in the student's mark book. The Study Department shall record

the courses after the last day of registration period, on the basis of the student' course registration made in the ESRS.

- (4) The preconditions for registration to a given course are included in the rules concerning previous studies of the curriculum.
- (5) The student may request an exemption from preconditions (as defined in paragraph (4) herein) and permission to the simultaneous completion of two or more study units of a given course. Deciding on such requests shall be the competence of the head of department responsible for the affected course.
- (6) Course registration shall take place through the ESRS in the registration period, the exact term thereof shall be determined by the University with respect to each semester. The registration period shall be determined by the President as a part of the academic calendar. The specific term of the registration period shall be publicly announced by the last day of the examination period of the preceding semester.
- (7) The student shall register also to courses with respect to which he/she has submitted credit transfer request.
- (8) Should the student fail to register to the courses within the registration period, this failure may be remedied within three working days from the closing of the registration period, against the payment of extra fee. If the student misses this additional deadline as well, the University shall assume that he/she intends to temporarily suspend his/her student status and the given semester shall be a passive one.
- (9) The University shall ensure for the students the possibility of registration for courses of minimum 27 credit points in total in each semester. This credit point value is the overall amount of credits attributed to the compulsory and elective courses prescribed in the model curriculum, and the credit value of the related optional courses, for which the student may sign up in their sole discretion.

Preliminary course registration

40. Article

- (1) With respect to chamber music courses, the students are obliged to preliminary course registration.
- (2) The preliminary course registration to the chamber music courses shall take place in the registration period, by the date specified by the head of the Study Department, by means of the submission of the form dedicated by the Study Department for this purpose.
- (3) The schedule of the chamber music courses shall be compiled and published by the University upon the preliminary course registrations in the registration period, latest by the date specified by the head of the Study Department.
- (4) The registration for chamber music courses shall be based on the place allocation determined in paragraph (3) herein.
- (5) For the purposes of this Article, chamber music courses shall mean:
 - a) Chamber music,
 - b) String quartet,

c) Contemporary music-related subjects.

41. Article

- (1) If the student decides not to complete in the given semester the course for which he/she registered, it may be cancelled from the ESRS until the last working day of the registration period.
- (2) If the University does not hold the course to which the student registered in the given semester, the Study Department shall delete it from the ESRS and the students' mark books.
- (3) The students shall be notified of such deletion of a registered course in writing.
- (4) In case of cancellation of an announced course, the students shall be entitled to supplementary course registration in order to have the possibility to complete the credit points attributed to the cancelled course. Such supplementary course registration shall take place after the consultation between the University and the student, by the last working day of the week following the registration period the latest.

Preferential study schedule

42. Article

- (1) In exceptional cases, upon the request of the student and considering the written opinions of the competent department(s) and instructor(s), the Education and Study Committee may permit the performance of academic requirements according to special terms and conditions (hereinafter referred to as preferential study schedule).
- (2) The request shall be submitted on the form dedicated to this purpose and available from the website of the University, by the last day of the registration period.

Changing instructors

43. Article

- (1) The student may submit request to the Study Department for the replacement of the instructor of his/her main subject; the request shall be submitted in the form prescribed by the Study Department.
- (2) The request for the replacement of the instructor of the student's main subject may be submitted by the day of the school closing ceremony, while the replacement of the instructors of other subjects may be requested by the last working day of the first week of the autumn semester's registration period. The submission of such request at any time other than those defined hereinabove may take place in exceptional cases only; the student shall detail in his/her request the exceptional reasons for submitting the request out of the permitted periods.

- (3) The head of the affected department shall decide on the request in the possession of the opinions of the concerned instructors, by the beginning of the upcoming class period.
- (4) The replacement of instructor may be requested by the concerned instructor as well; the adoption of a decision on the request shall be the competence of the head of the department, who shall ask for the opinion of the student as well.

Participation in the classes

44. Article

- (1) The student shall be obliged to attend the classes and participate in other activities and performances prescribed by the University. The records registering the attendance of the students shall be kept by the instructor responsible for the given activity or performance.
- (2) If the number of classes missed by the student exceeds three times the number of weekly contact hours prescribed in the curriculum, the instructor shall be entitled to reject to grant the certifying signature.
- (3) The department responsible for the course may define stricter rules on the consequences of the absence of the student from the classes compared to those included in paragraph (2) hereinabove. These specific rules shall be disclosed to the student in line with Article 10 (3). If the instructor rejects to grant the certifying signature, the course shall be deemed as uncompleted in the given study period.
- (4) If the student missed more classes than defined in paragraph (2), but the reason of the absence is an unavoidable, material circumstance that is not attributable to him/her, the student may request the Education and Study Committee to increase the maximum threshold of absence applicable to him/her. The request shall detail the reasons of the student absence from the classes and a document certifying the existence of such reasons shall be enclosed thereto.
- (5) The following event do not qualify as absence:
 - a) exceptional non-attendance of the class permitted by the Education and Study Committee in line with paragraph (6) herein,
 - b) non-attendance of the class due to specific academic purposes (e.g. extraordinary choir or orchestra rehearsals, performances, concerts abroad) permitted by the President.
- (6) With respect to the case defined in point (a) of paragraph (5), the Education and Study Committee (upon the proposal of the head of the concerned department and the instructor of the student's main subject) may permit the exceptional non-attendance of the classes for the purposes of the artistic, professional development of the student or for other, exceptional reasons (e.g. music competitions and the preparation thereto). The related request of the student shall be submitted 15 days prior the start of the period of absence at the latest. In connection with such exceptional absence, the affected departments shall be entitled to determine the student's obligation to make up the missed courses and to perform the missed requirements. The term of the exceptional non-attendance permitted by the Education and Study Committee shall not qualify as absence.

- (7) The President or the Vice-President shall inform the affected instructors on the non-attendance of the student permitted in line with point (b) of paragraph (5); the term of such permitted non-attendance shall not qualify as absence.
- (8) The rules of participation in music classes and other regulations applicable to the orchestra are included in the Orchestra Rules.

The mark book

45. Article

- (1) The mark book used by the University is a printed, standard form, the pages of which are equipped with continuous numbering and is inseparably bounded.
- (2) The mark book shall include the following information:
 - a) the name, address and identification code of the University,
 - b) the student identification code and administrative number of the student;
 - c) the personal identification data of the student (name, maiden name, place and date of birth, nationality, mother's maiden name), a photo of and the signature of the student;
 - d) the data pertaining to the establishment and termination of student status;
 - e) the data pertaining to the student's studies, divided by study programmes;
 - f) the registration data for each study period;
 - g) the data of courses and study units for which the student registered (divided by study periods), the credit point values attributed thereto, the data of performance assessments and the signatures of the instructors;
 - h) the data of the closed study period;
 - i) the data related to credit points recognized on the basis of former studies, work experience and other performances;
 - j) the data pertaining to the simultaneous (parallel) or guest studies pursued either at the University or in another higher educational facility;
 - k) the pre-degree certificate;
 - l) the data of the dissertation, thesis paper / graduation concert and the certificate of proper performance/completion thereof;
 - m) the parts and results of final teaching (if any);
 - n) the parts and results of the final examination;
 - o) the qualification of the degree certificate;
 - p) the data of decisions affecting the studies of the student;
 - q) the data of performance of foreign language requirements;
 - r) the data of field practice;
 - s) the authentication of the entries and remarks.

- (3) The Study Department shall record in the mark book the data of the courses for which the student has registered, the fact of course registration and the name of the instructor on the basis of the data of ESRS.
- (4) The following data of the mark book shall be authenticated with the signature of the entitled person, the stamp of the University and by adding a date thereto: the personal data of the student, the data of his/her studies and the part referring to the establishment of student relationship at the date of opening of the mark book; the data related to the registered courses and study units by 14 October (autumn semester) and by 14 March (spring semester); the part comprising the certification of the completion and performance of academic requirements of the courses and study units in accordance with the form of the related examination, by the tenth day following the closing of the examination period the latest; the part certifying the closing of the study period in the given semester, by the tenth day following the last day of the examination period the latest. Otherwise, the content of the mark book shall be authenticated by adding thereto the entitled person's signature and the date of signing.
- (5) The admission, enrolment and registration of the student, the course registration, the termination of the student status and the qualification of the degree certificate shall be authenticated in the mark book by the head of the Study Department.
- (6) The study and registration data, the recognition of former studies, the data of the language exam(s) shall be authenticated by the head of the Study Department or the study administrator appointed by him/her.
- (7) The performance of the course requirements with respect to the class period shall be certified by the signature of the instructor (certifying signature).
- (8) The assessment of the student's performance shall be authenticated in the mark book by the instructor of the given course (in extraordinary cases, if the instructor is hindered for any reason, by the head of the Study Department), or, in case of a comprehensive examination, final examination part taken before a committee, by the chairperson of the committee, by adding thereto the practical course mark or the grade received in the examination (comprehensive examination), the signature of the authenticating person and the date of authentication.
- (9) The courses for which the student registered, the completed credit points, the credit index and the academic average shall be indicated in the mark book after the closing of the study period; such data shall be authenticated by the Vice-President of Education.
- (10) Corrections in the mark book may only be made by the person who is entitled to record therein the entry to be corrected. The correction shall be marked as 'corr.' and the signature of the correcting person and the date of such correction shall be added thereto.
- (11) The mark books shall be handled by the Study Department.
- (12) During the class period, the Study Department shall store the mark books, which shall be handed over to the students only for the term of the examination period. The handing over of mark books shall be properly documented. The student shall certify the receipt of his/her mark book by signing the respective form.
- (13) The student shall return the mark book to the Study Department after the end of the examination period, or within 7 days of the occurrence of the event that gave rise to the necessity of returning thereof. If the student misses the above deadline, the return of the mark book is possible only against the payment of extra administration fee.

- (14) The fact of being barred from the continuance of studies, of being expelled from the University or the unsuccessful closing of studies shall be recorded in the mark book with reference to the related provision of the Academic and Examination Rules.
- (15) The mark book shall be handed over to the student at the date of termination of his/her student status (except for the case defined in Article 33 (2) herein). If the mark book is completely filled up with entries, the student shall be provided with a new mark book in a way that it shall be inseparably bound to the original one, and each mark book shall indicate the number of other mark books that are bound to it.
- (16) The mark book register is the template that serves the purposes of certification of the handing over of the mark book, which shall comprise the following data:
 - (a) the name, identification code and administrative number of the student,
 - (b) the name and identification code of the University,
 - (c) the serial number of the form required to the issuance of the handed over mark book,
 - (d) the date of handing over, the name, address and signature of the receiver person.

Guest student mark book

46. Article

- (1) In general, no separate mark book may be issued for a guest student.
- (2) The general prohibition defined in paragraph (1) shall not apply to students pursuing studies in a foreign higher educational facility, who may be supplied with a guest student mark book upon a written request. Such guest student mark book shall comprise the following data:
 - a) the personal data of the student,
 - b) the data related to the student status and the administrative number of the student,
 - c) the registered courses arranged by study periods, the credit point values attributed to the courses and the data of assessment methods,
 - d) the reference number of decisions affecting the studies of the student.

Evaluation and assessment of the student's performance

47. Article

- (1) The student's performance shall be assessed by the University in the class period and in the examination period as well.
- (2) There are the following different forms and methods of recognition of the completion of a given course in the semester and the evaluation of the student's performance:
 - a) Certifying signature,
 - b) Signature (in case of a criterion requirement)
 - c) Practical course mark (on three- or five point scale),

- d) Examination (five point scale),
- e) Comprehensive examination,
- f) Complex comprehensive examination,
- g) Pedagogy-psychology complex comprehensive examination,
- h) Professional cumulative examination,
- i) Final comprehensive examination,
- j) Degree examination.

- (3) The certifying signature (indicated in the mark book with the abbreviation of 'S') attests that the student has performed the minimum course requirements prescribed for the given class period. No credit point value is attributed to the acquisition of the certifying signature, but it is a precondition for the successful completion with respect to all courses for which the student registered in the given semester. The certifying signature shall be obtained by the date of the examination or (if the given course is completed without examination) by the last day of the examination period. If the student failed to perform the requirements defined in Article 10 (3) or if his/her unjustified absence from the class (activity) during the semester exceeded the volume of three times the weekly number of contact hours prescribed in the curriculum, granting of the certifying signature may be rejected. The rejection to grant the certifying signature shall be recorded in the mark book.
- (4) The instructor's signature certifies the performance of a criterion requirement to which no credit point value is attributed.
- (5) The student's performance in a given course during the class period shall be qualified by the practical course mark (indicated in the mark book with the abbreviation 'P'). The requirements of the course to be evaluated by a practical course mark shall be performed in the class period primarily.
- (6) The method of assessment of the student's (theoretical and practical) knowledge gained in the course of the semester shall be the examination to be taken in the examination period.
- (7) The examination (indicated in the mark book with the abbreviation 'E') means a form of assessment to verify and evaluate the acquisition of knowledge of a given course in a given semester. The examination may be taken (according to the decision of the head of department) before one instructor or a committee. The examination in the main subject shall be taken before a committee (except for the examination in the main subject of musicology).
- (8) The comprehensive examination (indicted in the mark book with the abbreviation 'cc') is an examination that checks and assesses the acquisition of knowledge with respect to all study units (semester) of a given subject.
- (9) The complex comprehensive examination (abbreviated as 'cce') is a comprehensive examination that checks and assesses the acquisition of a complete knowledge in two or more subjects in the same time.
- (10) The pedagogy-psychology complex examination is a comprehensive examination to check and assess the knowledge acquired in the pedagogy-psychology module. This

examination shall be taken in each study programme of the master-level teacher training (except for the two-semester long trainings that provide an additional teacher qualification) in the semester preceding the commencement of the uninterrupted field practice.

- (11) The professional cumulative examination is a comprehensive examination to check and assess the knowledge acquired in the main subjects in the study programmes of master-level teacher training providing teacher qualification, while in the study programmes ‘teacher of music performance (church music - choral conducting)’, ‘teacher of music performance (church music - organ)’, ‘teacher of general music studies’ and ‘classroom music teacher’ the knowledge acquired in the subjects defined in the curriculum. The form of the professional cumulative examination is a public concert, while in the study programmes providing the qualification of ‘teacher of general music studies’ and ‘classroom music teacher’ an oral examination, in study programmes providing the qualification of ‘teacher of music performance (church music - choral conducting)’, ‘teacher of music performance (church music - organ)’ a public concert plus written and oral examination, in accordance with the provisions of the curriculum. The departments may prescribe that the professional cumulative examination shall comprise other examination parts besides the public concert. The professional cumulative examination shall be taken in the semester preceding the uninterrupted field practice (in two-semester long master-level teacher trainings at the end of the second semester).
- (12) The final comprehensive examination (abbreviated as ‘fce’) is an examination to check and assess the knowledge acquired in certain theoretical subjects in one-one-tier teacher training programmes.
- (13) The degree examination (abbreviated as ‘de’) is to check and assess the knowledge acquired in the last semester of the main subject in one-tier teacher training. The form of degree examination shall be a public concert. The departments may prescribe that the degree examination shall comprise other examination parts besides the public concert.
- (14) The comprehensive examination, the complex comprehensive examination, the pedagogy-psychology complex examination shall be taken before a committee consisting of minimum two members, while the professional cumulative examination and the final comprehensive examination shall be taken before a committee of three members.
- (15) The assessment of the student’s performance may be carried out according to a three-grade scale or a five-grade scale (in case of use of a practical course mark). The assessment of the student’s performance in an examination shall take place according to a five-grade scale. The grades of the three-grade scale are: excellent (5), satisfactory (3), failed (1). The grades of the five-grade scale are: excellent (5), good (4), satisfactory (3), pass (2), failed (1).
- (16) The absence from the examination shall not hinder the assessment of the student’s knowledge. If the student failed to attend the examination, his/her knowledge cannot be assessed; however, the University may oblige the absent student to bear the costs and expenses occurred in connection with the missed examination (except if the student is able to justify his/her absence). If the student is able to justify his/her absence from the examination organized in the main subject (or, in exceptional cases, in other subject), the head of department may permit the student to take the missed examination (as a postponed examination) after the closing of the examination period, by the end of the first calendar month of the upcoming semester the latest. Such permit may be granted

upon the request of the student, against the payment of extra administration fee. The student may register for the courses of the next semester only after passing the postponed examination. The head of department shall be entitled to decide on the acceptance of the justification of absence.

- (17) The requirements of and the method of assessment and evaluation of the student's performance in the compulsory field practice shall be regulated in the field practice regulation, set forth by the Vice-President of Education.
- (18) In the context of the provisions of Articles 47 (15)-(16) and 48-52 herein, the term of 'examination' shall mean any type of comprehensive examination as well.

Examination period

48. Article

- (1) The University shall organize the examination period in a way that enables the students to perform their examination obligations.
- (2) The University shall publish the different forms and methods of assessment of knowledge in the given study period, the time schedule of examinations and the rules of examination period by the first day of the class period the latest.
- (3) Minimum three weeks prior to the end of the class period, the University shall publish the dates of, as well as the method and time of registration for the examinations, the names of the persons participating in the examinations, the date of disclosure of examination results and the possibility of examination retake. No examination may be scheduled to the last week of the examination period (except for make-up or retaken examinations). With the permission of the President, the examination may be scheduled to a date out of the examination period, considering the specific features of the given subject and the assessment (this shall apply in particular to examinations that take place in the form of public on-stage performance).
- (4) With respect to chamber music examinations, the examination grade may be obtained on the basis of the student's mid-semester concert performance as well, in line with the related regulations published by the Chamber Music Department. In such a case, no examination event shall be added to the examination schedule.
- (5) The University shall ensure for the students the possibility to retake the failed examination (hereinafter referred to as the make-up examination).
- (6) Upon a separate request, the University may permit the student to retake the examination he/she failed to pass two times already (hereinafter referred to as the second make-up examination). Adoption of the respective decision shall be the competence of the Education and Study Committee. If the examiner was the same person in the examination and the make-up examination, upon the request of the student the University shall ensure the possibility to take the second make-up examination before another examiner or an examination committee.
- (7) Upon the request of the student, in exceptional cases the University may allow the student to take the make-up or the second make-up examination after the closing of the examination period, by the end of the first calendar month of the upcoming semester the

latest. In such a case, the student shall register for the courses of the next semester only after the successful completion of the make-up examination. Adoption of the respective decision shall be the competence of the Education and Study Committee.

- (8) The grade received in the second make-up examination shall be recorded in the mark book with the remark '2nd make-up exam'.

The examination schedule

49. Article

- (1) The examination-related facts and circumstances defined herein shall be recorded on the grading sheet.
- (2) The grading sheet shall include the indication of the given semester of the academic year, the name and code of the course / study unit, the date of the examination, the name, identification code and signature of the examiner instructor, the name and identification code of the student applied for the examination, the grade received and the date. The head of department may decide on the enclosure of the subject of the examination or the syllabus of the given semester to the grading sheet. Grading sheets shall also be made out about grades received outside of examinations.

50. Article

- (1) The examination may only be taken in the possession of the certifying signature in the given subject.
- (2) The examination may not be taken without the mark book of the student. To the student who appeared at the examination without his/her mark book the provisions on the absent student shall apply accordingly.
- (3) The student may justify his/her absence from the examination within three working days from the date of the missed examination (if the reason for absence is an unavoidable circumstance beyond the student's control, the deadline for justification of absence shall start on the day when this circumstance ceased to exist). The justification shall be submitted to the competent study administrator of the Study Department.
- (4) The student may withdraw his/her application for the examination three calendar days before the date of the examination at the latest.
- (5) In case of unjustified absence from the examination, the University shall not be obliged to ensure another date for the retake of the examination.

Retaking an unsuccessful examination

51. Article

- (1) If the student failed to pass the examination, the examiner shall record the grade 'failed' in the mark book of the examination.

- (2) The University shall ensure one additional date in the examination period to retake the examination in which the student received a 'failed' practical course mark. The requirement of such make-up examination shall be determined by the instructor of the given subject.
- (3) The student may attempt to pass the failed examination in a given subject once in the examination period, on the day appointed for the make-up examination. If the payment of extra administration fee is also required, the examination may be retaken only after the payment thereof.
- (4) Minimum three calendar days shall lapse between the date of the failed and the date of the retaken examination.
- (5) The grade received in the make-up examination shall be recorded in the mark book with the remark 'make-up exam'.

Remedy of a successful examination

52. Article

- (1) If the student intends to improve the grade received in the first examination, he/she may take a remedy examination once in a given examination period, on the day appointed for such purposes in the examination schedule. The grade received in the remedy examination may not be further improved; however, if the grade received in the remedy examination is 'failed', the examination may be retaken according to the rules applicable to failed examinations.
- (2) Before the start of the remedy examination, the student shall be notified of the fact that the grade received in the remedy examination may be even worse than that intended to improve.
- (3) The grade received in the remedy examination shall be recorded to and marked in the mark book as 'remedy exam.'

Calculation of the general average of grades

53. Article

- (1) The following indicators are used for the qualitative and quantitative assessment of a student's performance in a given semester:
 - a) weighted (cumulative) academic average
 - b) adjusted weighted (cumulative) academic average
 - c) credit index,
 - d) adjusted credit index.
- (2) The weighted academic average is calculated as follows: the credit value of the subjects completed during the given period multiplied by the grades and divided by the overall number of completed credits.

$$WA = \frac{\Sigma (\text{credits obtained} \times \text{grade})}{\Sigma (\text{credits obtained})}$$

- (3) The adjusted weighted (cumulative) academic average shall be calculated as follows: the credit value of the subjects completed during the given period multiplied by the grades and divided by the overall number of credits attributed to the courses for which the student registered.

$$Wa_{adj} = \frac{\Sigma (\text{credits obtained} \times \text{grade})}{\Sigma (\text{credits taken})}$$

The Study Department shall calculate the adjusted weighted academic average of the student within 15 days of the submission of the mark book. The calculated average shall be recorded in the mark book of the student.

- (4) The credit index is calculated as follows: the sum of the multiplication of the credit value of the subjects completed during the semester and the grades earned divided by 30, which is the average number of credits accrued by a student in one semester.

$$CI = \frac{\Sigma (\text{credits obtained} \times \text{grade})}{30}$$

- (5) The adjusted credit index shall be calculated with a multiplier corresponding to the ratio of credits taken and accrued by the student in his/her individual study schedule.

$$CI_{adj} = CI \times \frac{\text{credits obtained}}{\text{credits taken}}$$

The adjusted credit index of the given semester shall be calculated and recorded in the mark book of the student by the Study Department, within 15 calendar days from the submission of the mark book.

54. Article

- (1) The cumulative weighted academic average or the total adjusted credit index shall serve the purposes of monitoring of the student's performance in a period longer than one semester (or for the entire term of studies).
- (2) The calculation method of the cumulative weighted academic average shall be identical with the calculation of the weighted academic average.
- (3) The calculation method of the total adjusted credit index is identical with the calculation method of the adjusted credit index, with the difference that thirty credits per semester and all the credits accrued during the whole period must be taken into consideration.

The Study Department shall calculate the total adjusted credit index of the student within 15 days of the submission of the mark book. The calculated credit index shall be recorded in the mark book of the student.

- (4) The Study Department shall keep separate records of the averages and indices defined in Articles 53 and 54 hereinabove. The rules of keeping such records shall be established by a joint order of the President and the Chancellor.

Uninterrupted field practice in teacher training

55. Article

- (1) The continuous individual field practice shall take place in the last semester of the study programme of the master-level teacher training. The field practice may only be started if the student has performed all academic requirements of the master's programme in education (except for the dissertation including the portfolio) and completed the required credit points.
- (2) In the two-semester long master-level teacher training providing additional teacher qualification the field practice may only be started if all requirements prescribed for the first semester are completed by the student.
- (3) The uninterrupted individual teaching (field) practice shall take place in the music teacher study programme and in the one-tier training of teachers of music performance in the last two semesters of the training, while in the multi-tier training of teachers of music performance in the last semester.
- (4) The commencement of the field practice defined in paragraph (3) hereinabove shall be subject to
 - a) in the one-tier music teacher training: the successful completion of the academic and examination requirements prescribed in the model curriculum for the 1-8 semesters (including the completion of the optional courses),
 - b) in the one-tier teacher of music performance training: the successful completion of the academic and examination requirements prescribed in the model curriculum for the 1-10 semesters (including the completion of the optional courses),
 - c) in the multi-tier teacher of music performance training: the successful completion of the academic and examination requirements prescribed in the model curriculum for the first semester, furthermore, in case of pursuing teacher training parallel with the corresponding master-level study programme that does not provide teacher qualification, the successful completion of the academic and examination requirements of such parallel studies.
- (5) The field practice may be started in the semester following the successful completion of the preconditions defined in paragraphs (1) -(3) hereinabove.

Completion of studies

56. Article

- (1) The University shall issue a pre-degree certificate to students who have completed the academic and examination requirements prescribed in the curriculum – with the exception of passing the language exam and preparation of dissertation/holding of the graduation concert – and obtained the credits prescribed.
- (2) The pre-degree certificate shall be a hard copy instrument, issued and authenticated by the University. The student shall be notified of the issuance of the pre-degree certificate simultaneously with the issuance thereof.
- (3) The student shall finish the studies in the bachelor's and master's programme and in the postgraduate specialist training by passing the final examination.

Final examination

57. Article

- (1) The general rules of final examination, applicable to each study programme and principal study shall be established by the President within the frames of this Regulation, upon the respective proposal of the Meeting of Heads of Departments.
- (2) With respect to students who have started their studies in the academic year of 2016/2017 the latest, the final examination:
 - (a) in bachelor's programme
 - (aa) in each principal study of the music performance bachelor's programme (except for 'church music- choral conducting' and 'church music - organ' principal studies) as well as in the principal studies 'composing', 'composing of applied music', 'electronic music media art' and 'jazz composer' of the creative art and musicology bachelor's programme shall take place in the form of a graduation concert as prescribed in the curriculum,
 - (ab) in the principal studies 'church music - choral conducting' and 'church music - organ' of the music performance bachelor's programme shall take place in the form of liturgical music service;
 - (ac) in the principal studies 'musicology', 'music theory' and 'general music studies' of the creative art and musicology bachelor's programme shall take place in the form the dissertation defending;
 - (b) in each principal study of the one-tier teacher training as well as in each programme pair of the two-subject music performance teacher training shall take place in the form of dissertation defending, portfolio defending and a complex comprehensive teaching examination;
 - (c) on master level
 - (ca) in each principal study of master's programmes 'classical instrumental music performer', 'early music instrumental performer', 'classical singer', 'church musician', 'choral conductor', 'conductor' and 'music composer' shall take place in the form of a graduation concert and the complex oral examination,

- (cb) in the master's programmes 'music theoretician', 'musicologist' and 'expert of Kodály music pedagogy' shall take place in the form of preparation and defending of the dissertation and a complex oral examination,
 - (cc) in the master-level teacher training shall take place in the form of preparation and defending the dissertation (including the portfolio) and a complex teaching examination,
 - (cd) in each principal study of the multi-tier music performance teacher training shall take place in the form of portfolio defending and a complex comprehensive teaching examination;
- (d) in postgraduate specialist training
- (da) in the postgraduate specialist training 'soloist piano performer' shall take place in the form of a graduation concert,
 - (db) in the postgraduate specialist training 'music mentor and trainer, preparatory course to pedagogical professional examination' shall take place in the form of dissertation defending (including the thesis and the portfolio).
- (3) With respect to students who have started their studies in the academic year of 2017/2018 or later, the final examination:
- (a) in bachelor's programme
- (aa) in each principal study of the music performance bachelor's programme (except for 'church music- choral conducting' and 'church music - organ' principal studies) as well as in the principal studies 'composing', 'composing of applied music', 'electronic music media art' and 'jazz composer' of the creative art and musicology bachelor's programme shall take place in the form of a graduation concert as prescribed in the curriculum,
 - (ab) in the principal studies 'church music - choral conducting' and 'church music - organ' of the music performance bachelor's programme shall take place in the form of a graduation concert (liturgical music service) and a complex oral examination;
 - (ac) in the principal studies 'musicology', and 'general music studies' of the creative art and musicology bachelor's programme shall take place in the form the dissertation defending;
- (b) in each principal study of the one-tier teacher training as well as in each programme pair of the two-subject music performance teacher training shall take place in the form of dissertation defending, portfolio defending and a complex comprehensive teaching examination;
- (c) on master level
- (ca) in each principal study of master's programmes 'classical instrumental music performer', 'classical singer', 'choral conductor', 'conductor' and 'music composer' shall take place in the form of a graduation concert and the complex oral examination,
 - (cb) in the principal studies 'church music - choral conductor' and 'church music - organ' of the church music performer master's programme shall take place in the form of graduation concert, preparation and defending of dissertation;
 - (cc) in the master-level teacher trainings 'musicologist' and 'expert in Kodály music pedagogy' shall take place in the form of preparation and defending the dissertation and a complex oral examination,

- (cd) in the master-level teacher training shall take place in the form of preparation and defending the dissertation (including the portfolio) and a complex teaching examination,
- (ce) in each principal study of the multi-tier music performance teacher training shall take place in the form of portfolio defending and a complex comprehensive teaching examination;
- (d) in postgraduate specialist training
 - (da) in the postgraduate specialist training ‘soloist piano performer’, ‘chamber music performer - piano’, ‘chamber music performer - violin’, ‘chamber music performer - viola’ and ‘chamber music performer - cello’ shall take place in the form of graduation concert;
 - (db) in the postgraduate specialist training ‘music mentor and trainer, preparatory course to pedagogical professional examination’ shall take place in the form of dissertation defending (including the thesis and the portfolio).
- (4) The final examination may only be taken if the student has obtained the pre-degree certificate, the credit attributed to the preparation to the graduation concert and/or the submission of the dissertation / thesis paper and the portfolio within the respective deadline. The pre-degree certificate shall be recorded in the mark book by the Study Department.
- (5) In teacher training programmes, the students may not take the final examination prior to the completion of the uninterrupted individual field practice.
- (6) The final examination (and any parts thereof) may be taken during the term of the student status, in the first final examination period following the obtainment of the pre-degree certificate, or in any final examination period in the next five years following the termination of the student status, in line with the prevailing provisions on final examinations. Following the expiry of two years after the obtainment of the pre-degree certificate the University may set additional conditions for the taking of the final examination; such conditions may be established by the Education and Study Committee upon the proposal of the head of department.
- (7) The graduation concert may be organized by the University in the academic year of the (expected) obtainment of the pre-degree certificate or in the period following the school closing ceremony, during or out of the final examination period. The graduation concert held at a date preceding the obtainment of the pre-degree certificate shall be deemed properly completed on the day following the obtainment of the pre-degree certificate (if the pre-degree certificate was obtained on the last day of the examination period, on the last day of the final examination period), with the proviso, that if the student fails to obtain the pre-degree certificate until the end of the fourth semester following the expiry of the ideal length of studies (as determined in the model curriculum) the completion of the graduation concert shall be deemed null and void. To the graduation concert repeated due to the student’s absence from the first concert the legal consequences set forth in the first two sentences of Article 47 (17) shall apply accordingly.
- (8) Only the student who has already obtained or who will expectedly obtain the pre-degree certificate latest by the date of the final examination may be allowed to register for the final examination. The student may register for the graduation concert in the academic year when he/she will expectedly obtain the pre-degree certificate.

- (9) The registration for the final examination shall be submitted to the Study Department in writing, by using the standard form introduced for that purpose.
- (10) The student who failed to perform his/her overdue payment obligations towards the University is not allowed to register for the final examination.
- (11) The final examination (the complex oral examination, the complex teaching examination, the graduation concert and the defending of the dissertation) shall take place before an examination committee, consisting of the chairperson and at least two additional members. At least one member of the final examination committee shall be a university or college professor, or university or college associate professor, and at least one of its members shall have no employment relationship with the University or he/she shall be the professor of another study programme / principal study of the University.
- (12) Final examinations shall be recorded in the form of minutes. The final examination minutes shall include the following data (in each case adjusted to the specific final examination requirements of the given study programme):
 - (a) the name of the student,
 - (a) the identification code of the student,
 - (c) the name of study programme and principal study (in master-level teacher training the name of the qualification provided),
 - (d) the date of the final examination, a description and the evaluation of the different parts thereof,
 - (e) the names, instructor identification codes and the signatures of the final examination committee members,
 - (f) the title of the dissertation (graduation concert), and, in case of a graduation concert, the repertoire thereof,
 - (g) the names and instructor identification codes of the dissertation's (thesis paper's) supervisor and opponent and the date of defending of the dissertation (thesis paper),
 - (h) the questions raised,
 - (i) the final assessment and the qualification of the final examination.
- (13) Upon the decision of the final examination committee (or the chairperson(s) of the final examination committee(s) of the different parts of the examination) video- or audio records may also be prepared of the final examination and enclosed to the minutes. The preparation of such records require in each case the consent of the student as well.
- (14) The chairperson and the members of the final examination committees shall be appointed by the President, upon the proposal of the concerned head of department, with due regard to the detailed rules of appointment defined herein.
- (15) The chairperson and the members of the final examination committees shall be appointed by the President, upon the proposal of the concerned head of department, with due regard to the detailed rules of appointment defined herein.
- (16) Th different parts of the final examination shall be assessed by the committee(s) separately, each on a five-grade scale. The final examination shall be successful if each part thereof is assessed with the grade 'pass' at least. The result of the final examination

shall be the arithmetic average of the grades awarded to the different parts thereof rounded up to a whole number.

- (17) The grades of the parts of the final examination shall be recorded in the mark book by the Study Department.

The graduation concert

58. Article

- (1) The graduation concert shall be organized (including the appointment of the date and the preparation of the repertoire thereof) by the Study Department, in accordance with the professional instructions of the concerned head of department.
- (2) The graduation concert shall be public.
- (3) The head of the Study Department shall determine and publish the deadline for registration for the graduation concert.
- (4) The general rules of the graduation concert shall be determined by the President, while the specific rules applicable to the single principal studies shall be determined by the competent head of department.

Complex oral examination

59. Article

- (1) The complex oral examination is the detailed assessment of the most significant theoretical knowledge of the student acquired in the master's programme.
- (2) The head of the Study Department shall determine and publish the deadline for registration for the complex oral examination.
- (3) Upon the request of the student pursuing studies in the study programme defined in point (a) of Article 57 (4) herein, the competent head of department may allow the completion of the complex oral examination by the preparation of a thesis paper and the defending thereof in the complex oral examination.
- (4) The programme of the complex oral examination shall be announced by the Study Department, in accordance with the professional instructions of the concerned head of department.

Complex examination of the teacher's training

60. Article

- (1) The complex examination of the teacher's training is the detailed assessment of the most significant theoretical knowledge of the student acquired in the master's programme.
- (2) The head of the Study Department shall be entitled to determine the deadline for the registration for the complex examination of the teacher's training.

- (3) The programme of the complex examination of the teacher's training shall be announced by the Study Department, in accordance with the professional instructions of the concerned head of department.

The dissertation

61. Article

- (1) The dissertation is an independent, theoretical work of the student, prepared in compliance with the requirements set forth in the curriculum.
- (2) The Vice-President of Education shall issue a guide on the rules of preparation and the substantial and formal requirements of the dissertation, which rules shall be strictly complied with by the student.
- (3) The student shall prepare and submit separate dissertations in each study programme (which is closed with the obtainment of degree certificate) the successful completion of whose final examination requires the preparation of a dissertation.
- (4) The head of the Study Department shall be entitled to determine the deadline for announcement of the selected subject, for the submission of the dissertation and the referee's report.
- (5) The student is assisted in the preparation of the dissertation by a supervisor. The supervisor may be the professor of the University or (if permitted by the concerned head of department) an external expert of the selected subject as well.
- (6) The subject of the dissertation and the person of the supervisor shall be approved by the head of the competent department. The submission of a dissertation prepared in a foreign language shall be subject to the consent of the head of department thereto.
- (7) The student's obligation to prepare a dissertation shall be deemed properly completed if the dissertation is submitted to the Study Department within the respective deadline. Upon the reasonable request of the student, in exceptional cases, the head of the Study Department may grant prolong the deadline for the submission of the dissertation, provided that the term of such prolongation may not exceed 10 calendar days. The timely submission of the dissertation shall be a precondition for the defending thereof.
- (8) In the master-level teacher training the dissertation shall include the teacher's portfolio as well. In this case, the final result of dissertation shall be calculated as the arithmetic average of the grades awarded to the dissertation and the portfolio, rounded to a whole number.
- (9) The dissertation defined in paragraph (8) hereinabove shall be evaluated by the supervisor and the opponent appointed by the head of the competent department. The teacher's dissertation shall be evaluated by the supervisor and an opponent appointed by the head of department responsible for the given qualification, while the portfolio shall be evaluated by a professor responsible for the teacher qualification.

The portfolio

62. Article

- (1) In the master-level teacher trainings (with the exception of the two-semester long trainings providing an additional teacher qualification) the portfolio (which shall form part of the dissertation) shall mean a regular, written summary of the practical experiences of the student gained in the course of his/her teaching practice, aimed at the familiarization with a pedagogical career and carried out with the aid of a mentor teacher, in the course of the continuous individual professional practice and in the seminars attended during the teaching and professional practice.
- (2) In the master-level, two-semester long teacher trainings providing an additional teacher qualification the portfolio shall mean a regular, written summary of the practical experiences of the student gained in the course of his/her teaching practice, aimed at the familiarization with a pedagogical career and carried out with the aid of a mentor teacher, in the course of the continuous individual professional practice and in the seminars attended during the teaching and professional practice.
- (3) In the music teacher and teacher of music performance study programmes the portfolio (the defending of which shall form part of the final examination) shall mean a written summary of and collection of documents related to the training and professional progress of the student (including the evaluation of the practical experiences gained), presenting, analyzing and evaluating of the student's knowledge and experiences from pedagogical point of view, with scientific thoroughness. The portfolio shall attest that the student has the ability of self-reflection, is able to integrate and apply the knowledge acquired in the different fields of study, to evaluate the academic and professional achievements and results that have relevance from the point of view of his/her work and to assess the successfulness of the teaching practice or pedagogical challenge.
- (4) In the postgraduate specialist training 'music mentor and trainer, preparatory course to pedagogical professional examination' the portfolio (the defending of which shall form part of the final examination) shall mean a written summary and overview of the knowledge acquired during the studies and the related practical experience gained during the teaching practice, fieldwork or other personal praxis of the student, to be prepared and submitted in the form of a thematic multimedia portfolio.
- (5) The rules set forth in Articles 60 and 61 herein shall be applicable to the portfolios which do not form a part of the dissertation.

63. Article

- (1) The defending of the dissertation shall be public. The supervisor and the opponent may attend the defending of the dissertation (if they are not members of the committee) with consultation rights.
- (2) The report and the proposal on the assessment of the supervisor and the opponent shall be attached to the dissertation; the said documents shall be made available for the student at the Study Department minimum eight working days prior to the scheduled date of the defending.
- (3) The dissertation shall be assessed by the committee upon the report of the supervisor and the opponent and the student's performance in the course of the defending. If the

members of the committee disagree in the question of the assessment of the dissertation, the chairperson has a decisive vote.

- (4) The assessment of the dissertation shall be 'failed' if it infringes intellectual property rights. If any one assessment of the dissertation is 'failed', it may not be allowed to defending.

The final teaching

64. Article

- (1) In the teacher training, the final teaching shall mean the assessment of the student's theoretical and practical knowledge acquired in the study programme, his/her pedagogical skills and abilities and the complex application thereof in practice.
- (2) The final teaching is a precondition for the obtainment of the pre-degree certificate.
- (3) The final teaching may take place in the class period and in the examination period as well.
- (4) In the master-level teacher trainings and in the teacher of music performance study programme the final teaching shall consist of two parts (elementary and secondary level). Both parts of the final teaching shall be assessed separately; the overall result of the final teaching shall be calculated as the arithmetic average of the two grades, rounded to whole number.
- (5) In the music teacher study programme the final teaching shall consist of only one part (elementary level).
- (6) The date of the final teaching shall be determined by the demonstrator teacher, in agreement with the Study Department and the University professor responsible for the teacher qualification / of the given principal study.

The rules applicable in case of absence from the final examination and in case of failed final examination

65. Article

- (1) To the absence from the final examination and to the retake of the failed parts of the final examination the rules applicable to the absence from and to the retake of examinations herein shall apply accordingly.
- (2) The successful (part of) final examination may not be remedied.
- (3) The final examination may be retaken in the next final examination period at the earliest. The unsuccessful (part of) final examination may be retaken once. The unsuccessful (part of) final examination may be retaken within two years from the date of obtainment of the pre-degree certificate.
- (4) The dissertation assessed as 'failed' may be resubmitted once.

Language exam requirements

66. Article

- (1) The degree certificate may only be issued if the student certifies the possession of minimum one intermediate language exam of type 'C' or one state-accredited or equivalent complex intermediate (level B2) language exam or presents his/her secondary school-leaving certificate or other certificate that is equivalent with the required language exam. The University may further specify with respect to the study programmes the languages from which the language examination is accepted.
- (2) The provisions of paragraph (1) herein shall not apply if the study is pursued in a foreign language.

The degree

67. Article

- (1) The University shall issue a degree to certify the qualification acquired in the higher education programme.
- (2) The issuance of the degree shall be subject to the successful completion of the final examination and the certification of passing the required language examination.
- (3) The degree shall be issued and delivered to the student within thirty days of the date of the successful final examination, provided that the student has presented the certificate about the required language examination already prior to the date of the final examination. Otherwise, the degree shall be issued and delivered to the student who passed successfully the final examination within thirty days of presenting the certificate about the required language examination already prior to the date of the final examination.
- (4) If the degree cannot be issued due to the lack of the required language examination, the University shall issue for the student a certificate. This certificate shall attest the successful completion of the final examination, but it does not testify the degree and the qualification attained. The certificates issued by the University shall be recorded in a central register.
- (5) The degree is a certificate bearing the coat of arms of Hungary, the name of the University, the institution's registration number, the degree serial number, the name, date and place of birth of its holder, education level, as well as the degree awarded and the name of the study programme, qualification, principal study, the place, year, month and day of issue, classification of the degree attested by the certificate in the Hungarian Qualifications Framework and the European Qualifications Framework. In addition, the degree shall bear the signature of the President and the stamp of the University. Degrees issued shall be registered in a central database.
- (6) The degree shall be issued in the Hungarian and English languages.

The qualification of the degree

68. Article

- (1) In bachelor's programmes and in master's programmes that do not provide teacher qualification, the qualification of the degree shall be calculated as the weighted average of the following grades:
 - a) three times the grade of the graduation concert or the dissertation,
 - b) in master's programme, one time the grade(s) of other part(s) of the final examination,
 - c) one time the average of the grades of comprehensive examinations (rounded to two decimals).
- (2) In teacher trainings, the qualification of the degree shall be calculated as follows:
 - a) in master-level teacher trainings (except for the two-semester long trainings providing an additional teacher qualification) the arithmetic average of the average (rounded to two decimals) of the grades of final teaching (1), dissertation (2), complex examination of the teacher's training (3), the comprehensive examinations (4) and the grades of the teaching / activities performed within the frames of individual teaching practice (5);
 - b) in master-level, two-semester long teacher trainings providing an additional teacher qualification the arithmetic average of the grades of final teaching (1), portfolio (2), complex examination of the teacher's training (3), professional cumulative examination (4) and the average of the grades of the teaching practice / activities performed within the frames of individual teaching practice (5);
 - c) in one-tier music teacher and teacher or music performance study programmes the arithmetic average of the average of grades of final teaching, degree examination / final examination, the dissertation and the portfolio the complex examination of the teacher's training;
 - d) in the multi-tier teacher of music performance study programme, the arithmetic average of the grades of final teaching, the portfolio and the complex examination of the teacher's training.
- (3) In postgraduate specialist trainings, the qualification of the degree shall be calculated as follows:
 - a) in the postgraduate specialist training 'soloist piano performer', 'chamber music performer - piano', 'chamber music performer - violin', 'chamber music performer - viola' and 'chamber music performer - cello' the grade of the graduation concert;
 - b) in the postgraduate specialist training 'music mentor and trainer, preparatory course to pedagogical professional examination' the grade of the dissertation (consisting of the thesis paper and the portfolio).
- (4) Based on the average calculated according to the methods described in paragraphs (1)-(3) hereinabove, the qualification of the degree may be:
 - a) Outstanding: 4,8-5,00
 - b) Excellent: 4,5-4,79

- c) Good: 3,5-4,49
 - d) Average: 2,5-3,49
 - e) Sufficient: 2,00-2,49
- (5) Degree with honours ay be awarded to the student
- a) who started his/her studies latest in the academic year of 2016/2017 and received ‘excellent’ grades on each main subject, on each final examination and comprehensive examination and has no grade worse than ‘good’;
 - b) who started his/her studies in the academic year of 2017/2018 or thereafter and all of his/her grades are ‘excellent’ (including the final examination and each part thereof).

Diploma annex

69. Article

- (1) The diploma annex defined by the European Commission and the Council of Europe shall be issued in the Hungarian and English languages as well as an enclosure to the degree. The diploma annex shall qualify as a public document.
- (2) The diploma annex shall be authenticated by the Vice-President of Education.

The bodies proceeding in student affairs and the related rules of procedures

70. Article

- (1) Student affair shall mean all affairs directly and expressly related to the university studies and performance of study requirements, but excluding other affairs arising from the student status.
- (2) In student affairs the Education and Study Committee shall act as the authority of first instance.
- (3) The student may submit appeal against the decision of first instance adopted in his/her case in line with the provisions of the Rules on Academic Appeals.
- (4) The provisions of the Rules on Academic Appeals – (except for the rules on decisions that may be adopted in the procedure) – shall apply accordingly to the procedure of first instance as well.
- (5) The bodies entitled to proceed in student affairs on first instance may adopt the following decisions in cases initiated by the submission of a respective request:
 - a) they may entirely or partially accept the request,
 - b) they may entirely or partially reject the request.
- (6) The bodies entitled to proceed on first instance in student affairs initiated by the submission of a respective request may call the requesting party to submit additional information or documents, if these are considered necessary to adopt a decision on the merits of the case. In the call for submission of missing documents, the proceeding body

shall indicate the deadline for submission and specify the scope of the missing documents and information. The call for submission of missing documents shall be delivered to the student as ESRS message or in an electronic letter sent to the official e-mail address of the student. The deadline for the submission of missing documents shall not count into the administration deadline.

- (7) The decision adopted by the body proceeding as a first instance authority in student affairs shall be formulated as an order. The order shall include the following data:
 - a) the name of the proceeding body and the case number,
 - b) the name, address, notification address, mother's maiden name, study programme and principal study of the student,
 - c) in the operative part, the decision of the proceeding body and, if the decision imposes obligation on somebody, the deadline for the performance of such obligation, as well as warning to and information on the possibility to appeal against the decision,
 - d) in the explanatory part, the established facts and a list of the accepted, underlying evidences on which the decision is based; furthermore, if the proceeding body refused and dismissed evidences offered by the student, a list and the reasons for refusal thereof,
 - e) the provisions of laws and internal regulations on which the decision is based,
 - f) the date of the decision, the signature of the chairperson of the proceeding body and the seal of the University.
- (8) In the case of a decision of the President based on equity, the explanatory part shall include a description of the aspects and facts that were considered in the course of exercise of the right of equity.
- (9) If the body proceeding on first instance in a student affair-related case initiated by the submission of a respective request – (except for decisions adopted upon a request for equity) – accepts the request entirely, the explanatory part and the warning to the possibility of appeal may be omitted. In such a case, only the fact of and the reason for such omission shall be included in the decision.
- (10) The decision shall be final and binding
 - a) if the deadline for appeal expires without the submission of an appeal;
 - b) if the student waives of his/her right to appeal against the decision following the adoption thereof, but before the expiry of the deadline for appeal.
- (11) The decision shall be delivered to the student in a verifiable way.

Special rules applicable to the one-tier programmes

71. Article

- (1) The study programmes of the University for which the students were enrolled before the academic year of 2007/2008 shall qualify as one-tier programmes.
- (2) The students who were enrolled as described in paragraph (1) hereinabove may finish their studies according to the former study requirements and obtain a certificate of

college-level degree or a certificate of university-level degree, in line with the provisions of Act LXXX of 1993.

The system of education

72. Article

- (1) In the one-tier education programme providing university-level degree, the students shall obtain minimum three hundred and maximum three hundred and sixty credit points; the length of studies shall be minimum ten and maximum twelve semesters.
- (2) In the one-tier education programme providing college-level degree, the students shall obtain minimum two hundred and forty credit points; the length of studies shall be minimum eight and maximum ten semesters.
- (3) To education forms that differ from those described in paragraphs (1)-(2) hereinabove the provisions of Government Decree No. 105/1998 (V.23.) and the related internal regulations shall apply.
- (4) Both the university- and college-level one-tier education programmes (except for the study programmes of ‘piano accompanist and repetitor’ and ‘conductor’) grant for the students a so-called double qualification (qualification in music and teaching).

Academic levels

73. Article

The academic levels of the one-tier education programmes shall be the following:

- a) higher education vocational training,
- b) college-level bachelor's programme,
- c) university-level bachelor's programme,
- d) doctoral (PhD, DLA) programme.

Temporary suspension of student status in one-tier programme

74. Article

- (1) The maximum, consecutive term of temporary suspension of the student's student status shall be one or two academic years.
- (2) The total length of temporary suspension of the student status may not exceed four semesters (two academic years).

Course registration

75. Article

- (1) Course registration shall take place by recording the taken courses in the student's mark book. The recorded course shall be authenticated by the Study Department following the last day of the registration period, on the basis of course registration data pertaining to the student.
- (2) To the deadline for course registration and to the failure of the student to meet this deadline the general rules and provisions shall apply.
- (3) If the student does not intend to complete a course taken, it may be deleted from his/her mark book until the last day of the course registration period.

Completion of studies

76. Article

- (1) The final examination subjects in the teacher training of the musicology education programme are the following:
 - a) examination in music history (oral),
 - b) preparation and defending of a dissertation.
- (2) The teaching qualification final examination subjects in the teacher training of the musicology education programme are the following:
 - a) oral examination,
 - b) teaching practice and final teaching.
- (3) The final examination subject in the study programmes of 'conductor' and 'piano accompanist and repetitor' are the following:
 - a) graduation concert,
 - b) in the conductor study programme: Examination in music history (oral), in piano accompanist and repetitor study programme: practical examination
 - c) preparation and defending of a dissertation.
- (4) The final examination subjects in the study programmes of 'music theory teacher' and 'Solfège teacher' are the following:
 - a) oral examination,
 - b) preparation and defending of a dissertation,
 - c) teaching practice and final teaching.
- (5) The final examination subjects in any other study programme not listed hereinabove are the following:
 - a) graduation concert,
 - b) preparation and defending of a dissertation.

- (6) The teaching qualification final examination subjects in any other study programme not listed hereinabove are the following:
 - a) oral examination
 - b) teaching practice and final teaching.
- (7) The term and conditions of the completion of the final examination shall be included in separate regulation.

Teaching practice and final teaching

77. Article

- (1) Teaching practice shall consist of three parts: observing classes, practical teaching and uninterrupted field practice.
- (2) In the course of the final teaching, the students shall demonstrate their ability to apply in practice their theoretical and practical knowledge in the public school designated for this purpose. The minutes taken of the final teaching shall include a literal assessment of and a grade awarded on the basis of the performance of the student.

Oral examination in music history

78. Article

In the course of the oral examination in music history, the student shall demonstrate his/her knowledge in the field of musicology and music history.

Oral examination

79. Article

In the course of the oral examination, the student shall demonstrate his/her knowledge in the field of pedagogical, educational and methodological problems and experiences and his/her ability to apply this knowledge in practice.

Practical examination

80. Article

In the course of the practical examination, the student shall demonstrate his/her knowledge and abilities in the field of teaching of instrumental music performance and singing.

Language exam requirements

81. Article

The presentation of the language exam certificate may be a pre-requisite for the issuance of the degree if and when such requirement was set by the University already at the date of launching the given study programme.

The degree and the qualification thereof

82. Article

- (1) The students who participate in college-level one-tier programme shall receive a degree certifying college-level qualification; while the student who participates in university-level one-tier programme shall received a degree certifying university-level qualification.
- (2) The further term and conditions applicable to the degree and the qualification thereof shall be included in the university regulation prevailing at the date of the pre-degree certificate.

Handling of student affairs on the grounds of specific equity

83. Article

- (1) The student may request specific exemption from certain academic requirements or from the legal consequences related thereto once during the entire term of his/her studies. No exemption may be requested from the legal consequence of dismissal, defined in Article 9 (13) herein.
- (2) The decision on the request for exemption on the grounds of equity shall be adopted by the President, within ten working days from the submission thereof. Against this decision of the President no appeal may be submitted.
- (3) No exemption may be requested or granted even on the ground of equity from academic requirements which are required or prescribed by the laws or the curriculum.

PART III

Regulation on Fees and Allowances

Definitions

1. Article

For the purposes of the present Regulation, the following terms shall have the following meanings attributed to them:

1. Preference Act: Act LXII of 2001 on Hungarian People Living in Neighbouring Countries
2. Student residence: an administrative unit of the University, operated to ensure housing possibility for the University's students.
3. State subsidy: state-granted subsidy provided to supplement the student allowances in an amount defined in each year in the state budget act. The possible forms of state subsidy are the following:
 - a) state support (normative) available for study stipends subsidy,
 - b) state support (normative) available for student residence subsidy,
 - c) state support (normative) available for housing subsidy,
 - d) state support (normative) available for stipends for doctoral candidates,
 - e) state support (normative) available for textbook grants and sports and cultural activities,
 - f) state support (normative) available for national higher education scholarship (scholarship of the Republic of Hungary).
4. A person having the right of free movement and residence: in line with Act I of 2007 on the Admission and Residence of Persons with the Right of Free Movement and Residence
 - a) a citizen of an EEA Member Country,
 - b) relatives of the citizen of an EEA Member Country,
 - c) relatives of a Hungarian citizen who do not have Hungarian citizenship, accompanying or joining the Hungarian citizen, and
 - d) any persons accompanying or joining an EEA national or a Hungarian citizen, who
 - (da) are dependents or members of the household of a Hungarian citizen, or who require the personal care of a Hungarian citizen due to serious health grounds;
 - (db) had been dependents or members of the household of an EEA national in the country from which they arrived for one year at least, or who require the personal care of an EEA national due to serious health reasons and whose entry and residence has been authorized by the authority on grounds of being a family member.
5. College for advanced studies: a student residence or dormitory based on the principle of autonomy and the individual activities of the students admitted to the college for advanced studies, established to ensure the personal and material requirements for the education of extraordinarily talented students.

6. Students' group: a group of students admitted to the same study programme or principal study, who are entitled to academic scholarship in the system established by the Students' Union (disclosed on the University's website) according to the same average limit level.
7. Students entitled to receive social allowances: those students participating in full time post-graduate specialist training programme, bachelor's or master's programme or one-tier study programme, who
 - (a) participate in state-financed study programme or who receive (partial) scholarship from the Hungarian state, or
 - (b) started their studies in state-financed study programme, and who would be entitled to participate in state-financed form of education based on the number of semesters they commenced in the given programme, principal study or training.
8. Tuition fee: the consideration payable by the student participating in either (partially) state-financed or in self-financed form of education for the use of services defined in the present Regulation.
9. Term of subsidy: the length of studies spent in the higher education system in a (partially) state-financed study programme.

The forms of financing of higher education studies

2. Article

- (1) According to the form of financing of studies, the student in the higher education may be:
 - a) in case of a student who started his/her studies under the scope of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Higher Education Act)
 - (aa) a student financed through a state scholarship;
 - (ab) a student partially financed through a state scholarship (hereinafter the students defined in point (aa) and (ab) herein shall be referred to as state-financed students)
 - (ac) a self-financed student.
 - b) in case of a student who started his/her studies under the scope of Act CXXXIX of 2005:
 - (ba) a student financed through a state scholarship,
 - (bb) a self-financed student.

(Partially) state-financed study programmes

3. Article

- (1) The cost of studies (to be determined in a separate law) of students at state funded places and half of the cost of studies of students receiving partial state scholarship shall be borne by the state.

- (2) Observing the frames of these Regulations, those students may participate in the (partially) state-financed study programmes (hereinafter referred to as state-financed study programme) who hasn't used up yet the available term of subsidy.
- (3) Holding a higher education degree and qualification shall not constitute an exclusion for enrolment in a programme fully or partially financed through state scholarships, providing that if students enrolled in a degree programme fully or partially financed by the state enrol in additional, fully or partially state funded programmes within the same cycle, the number of semesters undertaken in the additional programmes shall be deducted in each semester from the financing period. The same provision shall apply with respect to the post-graduate specialist training programmes as well.
- (4) If the student's status at the University is based on the his/her transfer from another state-financed study programme of another higher educational facility, the student may be admitted to a state-financed study programme only, provided that there is available place in the programme fell vacant according to Article 8 (1) herein.
- (5) Is the student of the University participating in a state-financed study programme requests his/her transfer to another study programme / principal study of the University, his/her participation in a state-financed study programme shall be deemed continuous.

Self-financed study programme

4. Article

- (1) In self-financed study programme, the costs of education (tuition fee) shall be borne by the student.
- (2) The student participating in self-financed study programme shall be obliged to pay tuition fee for the services of the University and training contribution in cases defined in the present Regulation.
- (3) In self-financed study programme an unlimited number of semesters may be taken by the student. However, the student shall lose the entitlement to any allowances, benefits and services if his/her the number of semesters started at the University (including the term of state-financed studies, if any) exceeds sixteen semesters. This provision shall not apply to those who start a new student status following the lapse of five years after the termination of his/her previous student status.
- (4) Another higher educational facility's state-financed student may be admitted (transferred) to the self-financed study programme of the University, provided that the University has free capacities to accept such student.

The state-financed student's admission declaration and the study contract to be concluded with the self-financed students

5. Article

- (1) At the date of registration, the students enrolled for state-financed study programmes shall sign a declaration of acknowledgement and undertaking of the criteria of participation in this form of education, which is a part of the registration sheet.

- (2) The same provision shall apply to the registration to the first semester after being reallocated to a state-financed study programme.
- (3) With self-financed students a study contract shall be concluded. The contract shall be put in writing. The study contract shall be attached to the registration sheet.
- (4) The study contract between the self-financed student and the University shall contain the following information:
 - (a) the name of the study programme,
 - (b) the amount of tuition fee payable by the student,
 - (c) a provision declaring that the amount defined in point (b) may not be amended during the term of student status with respect to the study programme defined in point (a),
 - d) the consent of the student to the processing of his/her data.
- (5) The study contracts shall be recorded in a register by the University.

Term of subsidy

6. Article

- (1) One person may pursue state-financed higher educational studies for maximum twelve semesters in total (including the term of bachelor's programme, master's programme and post-graduate specialist training programme). The term of subsidy may be extended to maximum fourteen semesters, if the student participates in one-tier programme and the length of studies (according to the respective academic requirements) exceeds ten semesters. The term of subsidy provided for disabled student may be extended by four semesters upon the request of the student. The Vice-President of Education shall have the competence to decide on the request for such extension of the subsidy term.
- (2) Each semester to which the student has properly registered (provided that his/her registration has not been withdrawn within one month from the start of the given semester but latest by 14 October or 14 March, accordingly) shall qualify as a state-financed semester used up by the student from the available number of semesters.
- (3) The following do not need to be taken into consideration when calculating the term of subsidy:
 - a) the semester which the student did not manage to finish because of child-birth, illness or any other reasons beyond the student's control;
 - b) the semester completed in the term of subsidy, if the higher education institution ceased to operate without allowing the student to complete their programme on condition that the student was unable to continue the programme at another higher education institution;
 - c) the semester completed at the dissolved institution, not recognized by the higher education institution the student was transferred to.
- (4) If the student exceeds the available term of subsidy available, he/she may only continue to study in higher education in a self-financed form.
- (5) The term of subsidy available for the obtaining of a certain degree (qualification) may only exceed by two semesters of the total length of studies in the given study programme. The term of subsidy used up earlier in an identical study programme / principal study

shall be included in the term of subsidy of the given study programme / principal study. If the student is unable to obtain the given degree (diploma) throughout the term of subsidy defined hereinabove, he/she shall be entitled to continue his/her studies in the same study programme / principal study only in a self-financed form (provided that the institution has free capacities) even if he/she has not run out of the available term of subsidy.

The process of reallocation of the student from state-financed to self-financed study programme form

7. Article

- (1) The University shall reallocate the the student from state-financed to self-financed study form
 - a) who did not complete minimum 18 credit points or whose adjusted grade point average was under 2,50 in the last two semesters when his/her student status was not temporarily suspended;
 - b) who has used up the available term of subsidy;
 - c) who was enrolled in the admission procedure for a state-financed study programme but refused to undertake the requirements thereof,
 - d) who withdrew his/her statement on the undertaking of the requirements and conditions of the state-financed study programme,
 - e) who requested to be enrolled for a self-financed study programme.
- (2) In exceptional cases, upon the request of the concerned student, the University may omit the reallocation defined in point (a) of paragraph (1) hereinabove.
- (3) A state-financed student who is enrolled for semester(s) abroad in a study programme of a higher educational facility residing in an EEA Member State may not be reallocated to a self-financed study programme in the case defined in point (a) of paragraph (1) hereinabove, if his/her foreign studies may be recognized by the Hungarian higher educational facility and provided that the semester(s) abroad was/were permitted by the University.
- (4) If the student is enrolled for more state-financed study programmes / principal studies at the University, and there is only one state-financed semester remained, the student may determine in his/her own discretion the study programme / principal study for which he/she intends to use the remaining term of subsidy. Should the student fail to notify the University of his/her decision in this regard by the last day of the registration period, the University shall maintain the state-financed status of the student for the study programme / principal study for which the student has been enrolled earlier; with respect to the further study programmes / principal studies, the University shall reallocate the student to the self-financed form of education.

The process of reallocation of the student from self-financed to state-financed study programme form

8. Article

- (1) If the student status of a (partially) state-financed student terminates before completing the study programme, or the student, for whatever reason, decides to continue his/her studies in a self-financed form, this student may be replaced (upon the respective request) by another student pursuing self-financed studies in the same study programme of the same higher educational facility. The so reallocated student may use up the remaining term of subsidy of the student who left the state-financed study programme (provided that there are no circumstances that would disqualify this student from participating in the state-financed programme).
- (2) The higher education institution shall adopt its decision on the reallocation of the self-financed student to the state-financed category on the grounds of the following criteria:
 - a) the student has already completed minimum two active semesters at the University in the given study programme (in case of a two-semester long programme, the completion of one semester is required); and
 - b) in the last two active semesters (in case of a two-semester long programme, in the last active semester) directly preceding the requested date of reallocation, the student has successfully completed in average a minimum of 40% of the credit points attributed to the compulsory courses and elective module courses included in the model curriculum, provided that a main subject or a course of main subject quality was also among the completed courses (this requirement shall not apply to the two-semester long study programmes of the teacher of music performance training),
 - c) and most of the qualifications obtained in the subjects defined hereinabove (with special regard to main subjects and courses of main subject quality) were excellent.
- (3) In order to specify the number of students who may be reallocated to state-financed study programmes for the upcoming semester, the University shall determine upon the academic performance of the student
 - a) the number of state-financed students whose student status has been terminated in the given semester,
 - b) the number of state-financed students who have been reallocated to self-financed study programmes,
 - c) the number of students who has already used up the available term of state subsidy in the given study programme.
- (4) The self-financed student who has already used up (partially) state-financed semesters, the number of which exceeds by two (in case of student with disabilities, by four) the total number of semesters (the length of studies) of the given study programme, may not be reallocated to state-financed form of education.

The common rules of the processes of reallocation of the student from state-financed to self-financed, and from self-financed to state-financed study programme form

9. Article

- (1) If not provided otherwise herein, the decision on reallocation shall be adopted in the end of the semester, following the closing of the examination period but latest by the end of the following course registration period, or in the end of the academic year by 31 July the latest.
- (2) The students who pursued studies at the University for maximum one semester and those who couldn't complete the semester due to the birth of a child, illness or for other reason beyond their reasonable control may not be taken into consideration when adopting the decision on reallocation.
- (3) Separate decision shall be adopted on reallocation with respect to each training in the post-graduate specialist training programme, and each study programme, branch or study field in the bachelor's, master's and one-tier programmes. With respect to students having the same credit index, the decision shall be identical.
- (4) The students who were not reallocated shall continue their studies in the same financing form in the upcoming semester.
- (5) The Vice-President of Education shall be responsible for the performance of duties defined in Articles 7-9 herein. The Vice-President of Education shall formulate his/her decision as an order. To the referred procedure of the Vice-President of Education and his/her decisions adopted in such a procedure, the provisions of Article 70 of the Academic and Examination Rules shall apply.

The method of determination of students' group and the number of students who shall be taken into consideration when deciding on the state support (normative) available for study stipends subsidy

10. Article

- (1) The student allowances regulated herein shall be financed from the state support (normative) available for study stipends subsidy and the University's own incomes.
- (2) When calculating the sum of the institutional subsidy
 - a) the arithmetic mean of the number of students eligible for allowances based on statistical data from March and October shall be taken into account in the cases of
 - (aa) student stipend's subsidies,
 - (ab) student residence subsidies,
 - (ac) housing subsidies,
 - (ad) funds available for textbook grants and sports and cultural activities,
 - b) one-twelfth of the actual number of months for which students are entitled to payments shall be taken into account in the case of doctorate stipends;
 - c) one-tenth of the actual number of months for which students are entitled to payments shall be taken into account in the case of the higher education scholarship (Scholarship of the Republic of Hungary),

- d) the actual payable sum shall be taken into account in the cases of the foreign students' Ministerial Scholarship and the institutional part of Bursa Hungarica Local Government Scholarship for Higher Education.
- (3) Statistical data from March shall mean the data as of 15 March, while statistical data from October shall mean the data as 15 October, reported by the University in the course of performance of its statistical data provision obligation.
 - (4) In case of a mid-semester change of a normative, the determination of the number of students eligible for payment shall follow the order of the academic semesters.
 - (5) In the case of student stipend subsidies, the quota of entitled students shall correspond to the number of students participating in state-financed full-time bachelor's, master's or one-tier programmes.
 - (6) In the case of student residence subsidies, the quota of entitled students shall correspond to the number of students participating in a state-financed, full-time education programme and who are placed in
 - a) the student residence of the University,
 - b) a residence rented by the University meeting the criteria of a student residence or a dormitory.
 - (7) In the case of housing subsidies, the quota of entitled students shall correspond to the number of students participating in state-financed full-time education programmes, minus 95% of the students who participate in state-financed full-time programmes and have a registered place of residence at the location of the training, minus the number of students defined in paragraph (6) herein.
 - (8) In the case of doctoral candidates' stipends, the quota of entitled students shall correspond to the number of students participating in state-financed full-time doctoral programme of the University.
 - (9) In the case of subsidies available for textbook grants and sports and cultural activities, the quota of entitled students shall correspond to the sum of the number of students eligible for grants pursuant to the paragraphs (5) and (8) herein.
 - (10) In the case of the higher education scholarship (Scholarship of the Republic of Hungary), the quota of entitled students shall correspond to the actual number of students awarded the scholarship.

The structure of student allowances

11. Article

- (1) The student shall be entitled to receive allowances in cash and allowances in kind with regard to his/her financial and income situation and academic performance.
- (2) The students shall be eligible for allowances on the following legal grounds:
 - a) scholarships related to performance,
 - b) allowances based on social criteria,
 - c) other forms of scholarships.

- (3) The allowances defined in paragraph (2) hereinabove shall be financed from the state subsidies and the own incomes of the University.
- (4) The student who is entitled to receive any form of allowance shall notify the Vice President of Financial Issues of the Students' Union of any significant circumstances, including the failure or any change in the provision of allowance in writing, within the shortest possible deadline (but in any case, within 15 working days). Should the student fail to perform his/her notification obligation, he/she may be excluded for the provision of the allowance.

Performance-based scholarship

12. Article

- (1) The students shall be eligible for performance-based allowances on the following legal grounds:
 - a) academic scholarship;
 - b) national higher education scholarship (scholarship of the Republic of Hungary).
 - c) institutional professional, scientific (artistic) scholarship.
- (2) The students shall be eligible for public service scholarship on the basis of their public activities.

Academic scholarship

13. Article

- (1) Academic scholarship may be granted for one semester for students properly registered for the given semester and participating in state-financed bachelor's, master's or one-tier programme.
- (2) The student shall be eligible for an academic scholarship if he/she
 - a) completed properly the course registration and mark book handing in obligations within the respective deadlines,
 - b) completed successfully in his/her last closed semester directly preceding the course registration sixty percent of the credit points prescribed in the model curriculum.
- (3) The students who registered to the University for the first time (including the students who have already pursued academic studies in and who are taken over from another higher educational facility) may be eligible for academic scholarship in their first semester at the University only in the case defined in paragraph (4) herein.
- (4) The student starting his/her studies in a master's programme at the University may be eligible for academic scholarship in the first semester following the registration on the basis of his/her academic performance in the last closed semester of the bachelor's programme that served as a basis for his/her master level studies, provided that he/she submits a copy of his/her mark book to the Study Department in the registration period.
- (5) In any semester when the student receives basic stipend, he/she may not be eligible for academic scholarship.

- (6) The student shall not be eligible for academic scholarship in the semesters exceeding the length of studies if he/she did not complete minimum 18 credit points in his/her last semester.
- (7) The student may submit application for and be awarded an academic scholarship at the University even if he/she has an active student status at another higher education facility as well.
- (8) Academic scholarship may be granted to maximum 50% of the students participating in the full-time study programme. The eligibility for academic scholarship shall be based on the overperformance of the academic average, published for each branches by the presidency of the Students' Union on the Students' Union webpage. The monthly amount of the academic scholarship allocated to individual students shall reach the amount corresponding to five percent of the normative funding per student.
- (9) The maximum amount that may be allocated for the purposes of payment of academic scholarship shall be equal to 79% of normative funding minus the overall amount of public service and research (art) scholarships regulated in Article 15 herein.
- (10) The academic scholarship shall be determined on the basis of the weighted academic average of the last closed semester.
- (11) The amount of the academic scholarship shall be calculated by the presidency of the Students' Union; the calculations shall be submitted to the competent financial department of the University for approval.
- (12) During the allocation of the academic scholarship it shall be ensured that the achievements realized based on identical or similar academic requirements may be comparable, and thus, the amounts allocated upon the same achievements shall be equal.

National higher education scholarship (scholarship of the Republic of Hungary)

14. Article

- (1) Those students who participate in bachelor's, master's or one-tier programmes and who - during their present or previous studies - were registered to at least two semesters and obtained at least 55 credits may be awarded the higher education scholarship (Scholarship of the Republic of Hungary).
- (2) The Scholarship of the Republic of Hungary may be awarded for a whole academic year (10 months). The monthly amount of the Scholarship shall correspond to one-tenth of the amount specified under this title in the State Budget Act.
- (3) The Scholarship of the Republic of Hungary awarded for the given academic year may only be paid in the given academic year.
- (4) The number of students entitled to receive the Scholarship of the Republic of Hungary shall correspond to 0.8% of the total number of students participating in state-financed full-time bachelor's, master's or one-tier programmes based on the statistical data of 15 October of the previous year, but at least one person per institution.
- (5) The Scholarship of the Republic of Hungary may be awarded on the basis of application. The call for application - including the principles of assessment - shall be published by the University on the University's website, latest by 10 June each year. In the call for

application the University shall specify those activities and achievements that serve as a basis for the institutional ranking of the applicants (to be submitted to the minister responsible for education) and the criteria that will be considered in the assessment and ranking of applications and the weight attributed to each. The deadline for submission of applications shall be 30 days. Applications shall be submitted to the Study Department of the University.

- (6) After the receipt of the opinion of the Meeting of the Heads of Departments, the Senate shall evaluate the applications and set up the rank of student. Separate orders of rank shall be established with respect to students participating in bachelor's programmes, master's programmes and one-tier programmes.
- (7) The results of application shall be published by the Study Department on the website of the University. The student may exercise his/her right to appeal within 15 days of the disclosure of result to the public. The reasoned, written appeal shall be addressed to the President and submitted to the Study Department. After the receipt and assessment of the appeals, the University shall set up the final ranking list, which shall be sent to the minister responsible for education on a standard form dedicated solely for this purpose by 1 August each year. This ranking list sent by the University shall qualify as the University's proposal on the awarding of higher education scholarship.
- (8) If the student status of the student is terminated or suspended for any reason, he/she may not be allowed to receive the higher education scholarship either. The student's entitlement to the higher education scholarship shall not be terminated in case of a study that is finished in an odd academic semester, if the student continues his/her studies in the second semester of the given academic year.
- (9) The student for whom higher education scholarship is awarded may not be excluded from the academic scholarship subsidy.
- (10) One student may receive higher education scholarship in one higher education facility. If the same person is proposed for higher education scholarship by several facilities, the scholarship shall be awarded to the student in the higher education facility with which he/she established a student relationship the earliest.

Research (art) and public service scholarship

15. Article

- (1) The University may award research (art) scholarship to students who participate in full-time bachelor's, master's or one-tier programme and demonstrate exceptional academic, research and artistic activities.
- (2) The University may award public service scholarship to students who participate in full-time bachelor's, master's or one-tier programme and demonstrate exceptional dedication to the performance of public services.
- (3) The research (art) and public service scholarship may either be a regular grant paid on monthly basis for one year or a singular payment. The students may qualify for the scholarship upon submitting application therefor (except for the public service scholarship that may be awarded to the servants of the Students' Union on the grounds of their public service performed in this capacity). The call for application - including the principles of assessment thereof - shall be published by the presidency of the Students'

Union on the organization's website. To the public service scholarship that may be awarded to the servants of the Students' Union on the grounds of their public service performed in this capacity the provisions of the Constitution of the Students' Union (approved by the Senate) shall apply.

- (4) The maximum amount available for the purposes of the research (art) and public service scholarship shall be determined on yearly basis by the Senate, upon the respective proposal of the Students' Union.
- (5) The applications for the scholarship shall be assessed and approved by the presidency of the Students' Union. The results of the applications for the scholarship shall be published by the presidency of the Students' Union on the organization's website.

Scholarship awarded on the grounds of application

16. Article

- (1) The University may award scholarship to its students on the grounds of submission of application therefor (hereinafter referred to as the scholarship awarded on the grounds of application).
- (2) The scholarship awarded on the grounds of application is a monetary grant paid by the University on monthly basis and may be granted for the term of one semester.
- (3) The scope of students who may be eligible for this scholarship, the total number of students to whom the scholarship may be awarded, the monthly amount of scholarship and the date of payment of the first instalment shall be determined in the call for application.
- (4) The competitions organized by the University exclusively for its students shall qualify as application procedures, hence, the prizes of such competitions shall be paid to the students in the form a scholarship awarded on the grounds of application.
- (5) The scholarship awarded on the grounds of application may only be financed from the own income of the University.
- (6) Otherwise, to the scholarship awarded on the grounds of application the present Regulation, the Higher Education Act and the Government Decree on Allowances Due to and Fees Payable by the Students of Higher Education Facilities shall apply.

Allowances based on social criteria

17. Article

- (1) The student enrolled for state-financed study programme shall be entitled to the following allowances on the basis of social criteria:
 - a) regular social stipend,
 - b) extraordinary social stipend,
 - c) the institutional part of the Bursa Hungarica Local Government Scholarship for Higher Education,
 - d) basic financial support,

- e) housing support.
- (2) Social allowances may be granted upon request, strictly on the basis of social criteria, for students who are in need of such support. On the grant of the allowances the Student Welfare Committee (hereinafter referred to as the SWC) shall be entitled to decide, considering all circumstances of the case. The request for social allowance shall be submitted through the free Application Manager surface operated by the Students' Union until the deadline determined by the SWC but latest by 30 September and 1 March each year. To the referred procedure of the SWC and its decisions adopted in such a procedure, the provisions of Article 70 of the Academic and Examination Rules shall apply.
- (3) In the course of investigation of the social conditions of the student, the following aspects shall be considered:
- a) the number of persons who live together, share the same address of residence or address of temporary residence with the student and their financial status,
 - b) the distance between the place of education and address of residence, the term and costs of travelling,
 - c) if the student does not maintain a common household (as defined in the Act on Entitlement to the Services of Social Security and Private Pension and on the Funds of such Services) during the length of studies, the costs and expenses of household,
 - d) the amount that the disabled person shall spend on the purchase and maintenance of special tools and equipment, on special travelling needs, on the services of personal assistant or sign language interpreter,
 - e) the regular amount of expenses arising from the health condition of his/her relative living in the same household with the student,
 - f) the number of dependent relative living together, in the same household with the student (with special regard to the children),
 - g) the costs related to the provision of medical attendance for the student's relative in need of personal care.
- (4) When calculating the income, with respect to regular, monthly incomes, the average amount received in the last three months, while with respect to other incomes, one-twelfth of the amount received in the last year shall be taken into account. Upon the request of the student, any proven future change in his/her income shall also be considered.

Regular social stipend

18. Article

- (1) The regular social stipend is a financial allowance granted for one semester on the grounds of application, paid on monthly basis.
- (2) The students participating in bachelor's, master's or one-tier programme may be eligible for regular social stipend on the grounds of their social circumstances.
- (3) The terms and conditions of the application procedure and the application criteria of regular social stipend shall be published by the Students' Union on the organization's website within one month from the start of the academic year.

- (4) Upon the applications received the SWC shall classify the students into 'A', 'B' and 'C' categories depending on their social need.
- (5) A student shall be ranked to category 'A' by the SWC, if he/she
 - a) lives with disabilities or is in financial need due to his/her health condition,
 - b) is severely disadvantaged,
 - c) is a bread-winner,
 - d) has three or more children,
 - e) is an orphan.
- (6) A student shall be ranked to category 'B' by the SWC, if he/she
 - a) is disadvantaged,
 - b) is no longer under legal guardianship because he/she has come of age, or
 - c) is a half-orphan.
- (7) A student shall be ranked to category 'C' by the SWC in any other case that is considered by the SWC as making the student eligible for regular social stipend.
- (8) The amount of regular social stipend
 - a) may not be less than 20% of the annual normative funding per student, if the student is ranked to category 'A',
 - b) may not be less than 10% of the annual normative funding per student, if the student is ranked to category 'B' or is a foreign student who receives subsidy from the minister awarded with respect to his/her studies in Hungary, not allocated for the duration of the programme,
 - c) may not be less than 5% of the annual normative funding per student, if the student is ranked to category 'C',
- (9) Within the frames of regular social stipend, the SWC may award to the students whose permanent address of residence is out of Budapest and Pest county regular housing subsidy in line with the provisions of this Article.

Extraordinary social stipend

19. Article

- (1) The extraordinary social stipend is a one-time allowance paid in order to support students whose social conditions have suddenly deteriorated and to provide financial course support.
- (2) The extraordinary social stipend may be granted upon request. The requests shall be submitted through the free web-based Application Management surface operated by the University; thereafter, the originals of the enclosures to the request shall be presented and a copy thereof shall be submitted by the deadline defined by the SWC.
- (3) The request for extraordinary social stipend may be submitted during the student status, at any time.
- (4) SWC shall decide on the submitted requests within 30 days of the receipt thereof. The payment shall be settled by the University within eight working days of the date of the SWC's decision.

- (5) The application for course support may be submitted through the free web-base Application Management surface operated by the University by 31 May each year.

Bursa Hungarica Local Government Scholarship for Higher Education

20. Article

- (1) The Bursa Hungarica Local Government Scholarship for Higher Education is a financial fund that consists of two parts: a social grant provided for the student by the local municipalities that joined the given year's programme of Bursa Hungarica Local Government Scholarship System for Higher Education (hereinafter referred to as the Scholarship System) and a social scholarship that is provided by the student's higher educational facility, and the amount of which is determined on the basis of the financial fund provided by the local municipalities, in line with the Government Decree on the Allowances Due to and Fees Payable by the Students in Higher Education (hereinafter referred to as the Institutional Grant).
- (2) The institutional grant may be awarded to students who receive subsidy from the Scholarship System paid by the local municipality of their permanent residence and who are entitled to social allowances and participate in full-time bachelor's, master's or one-tier programme or in higher education vocational training.
- (3) The amount of the institutional grant shall be equal to the amount paid by the local municipality, but it may not exceed the maximum monthly amount of the institutional grant payable to one student, as determined by the minister responsible for education in each year and published in the official gazette of the ministry. The institutional share is independent from all other benefits granted in the institution.
- (4) Otherwise, to the payment, suspension and refunding of the institutional grant the provisions of the Government Decree on Allowances Due to and Fees Payable by the Students of Higher Education Facilities shall apply.

Basic financial support

21. Article

- (1) The basic financial support is a one-time allowance payable on the basis of the student's social need, for the first academic semester.
- (2) The student who establishes a student status for the first time in a state-financed, full-time bachelor's or one-tier programme or in higher education vocational training may be awarded - upon his/her request, at the first registration - a basic financial support corresponding to 50% of the normative funding per student, provided that the student is ranked into category 'A' or 'B' upon his/her social needs (as defined in Article 17 herein).
- (3) The student who establishes a student status for the first time in a state-financed, full-time master's programme may be awarded - upon his/her request, at the first registration - a basic financial support corresponding to 75% of the normative funding per student,

provided that the student is ranked into category 'A' or 'B' upon his/her social needs (as defined in Article 17 herein).

- (4) The request for the basic financial support shall be submitted on the form dedicated to this purpose, through the free, web-based Application Management surface operated by the University, in line with the rules applicable to the submission of a request for regular social stipend.
- (5) The SWC shall be entitled to decide on the request and (in case of positive decision) the payment shall be settled by the financial department of the University.

FEES AAND CONTRIBUTIONS

The scholarship of students pursuing guest studies in an EEA Member Country

22. Article

- (1) If the state-financed student pursues guest studies in any EEA Member Country, which studies may be recognized in his/her studies at the University, the student may be eligible for a scholarship during the term of his/her studies abroad. The maximum amount of scholarship shall be proposed by the President; the proposal shall be approved by the Senate as a part of the budget.
- (2) The student shall be entitled to this scholarship if he/she started the guest studies with the approval of the University. The detailed rules on granting this approval are included in the Academic and Examination Rules. The student participating in a bachelor's programme may only be allowed to receive the scholarship if he/she has already completed minimum 60% of the credit points prescribed for the given study programme.
- (3) The University shall insert into the calculation of its budget the maximum amount available for the payment of the scholarship. The yearly amount of the scholarship may not be less than three times the amount of the state fund granted to the student's studies.
- (4) The scholarship may be awarded on the basis of public application. The call for application shall be published in a way how the similar calls are published at the University. The students may submit their application within thirty days of the public announcement of the call for application. The rules and principles of the awarding procedure, the conditions of granting the scholarship shall be determined by the SWC in agreement with the Students' Union.
- (5) The SWC is entitled to decide on the assessment of the applications.
- (6) The scholarship shall be paid by the University within thirty days from the assessment of the applications.
- (7) If the student fails to complete his/her guest studies, he/she shall refund half of the amount of scholarship upon the written letter of notice of the Study Department, within thirty days of the receipt of such letter. The detailed rules of refunding of the scholarship are included in the President' order on the enforcement of the Regulation on Fees and Allowances.

The system of the fees and contributions payable by the student

23. Article

- (1) The student shall only be obliged to perform payments towards the University in cases defined in the present Regulation, in case of his/her failure to perform or delay in the performance of a certain obligation. The payment obligations are regulated in the Academic and Examination Rules and the present Regulation.
- (2) State-financed students shall pay training contribution in line with the provisions of the present Regulation.
- (3) No tuition fee may be requested from state-financed students.
- (4) As long as the student has payment arrears (rental fees of instruments or the related late interests, library fees etc.) towards or has outstanding obligations to return rented instruments, books, other tools and assets in excellent condition to the University (or, if he/she is unable to perform this latter obligation, as long as he/she does not fulfil the obligations arising therefrom as legal consequences) his/her degree may not be issued.

Rules applicable to state-financed students

24. Article

- (1) Services available to students pursuing state-financed studies shall be the following:
 - a) registration for courses, seminars, consultations, practical courses required to the completion of academic and study requirements defined in the rules and requirements of the study programme and to the obtainment of the degree or certificate, the possibility to take and (if necessary) to retake the examinations, the possibility to take the final examination,
 - b) to participate in the classes of college for advanced studies,
 - c) to use the facilities (library and the basic services thereof, the laboratory, IT-, sport and leisure facilities) and the equipment of the University related to the free services,
 - d) student consultation,
 - e) the first issuance of all documents related to the studies,
 - f) the attendance at closing ceremony, other ceremonies or memorials organized by the University,
 - g) the use of the University's administration services,
 - h) the attendance at the concerts and other performance organized in the University's facilities (in compliance with the rules on the application for special tickets to the University's events).

Training contribution

25. Article

- (1) The services available for students participating in state-financed study programmes against the payment of a certain contribution are the following:

- a) renting out the University's musical instruments,
 - b) teaching of a body of knowledge in any language other than Hungarian as chosen by the student, which is defined in the curricula of the bachelor and master programmes in Hungarian and is taught in Hungarian otherwise,
 - c) objects produced with the tools and equipment of the higher education institution, supplied for the student by the higher education institution, becoming the property of the student (e.g. reproduced materials),
 - d) use of the facilities, including library, laboratories, computer, sport and recreational facilities, and the equipment of the higher education institution outside the scope of free services,
 - e) the placement in student residence or in a college for advanced studies, including the use of the student residence's tools and equipment (IT-, sport- and leisure-tolls and facilities),
 - f) to take courses awarding credits in excess of the compulsory number of credits or the number of credits the University is required to offer,
 - g) to attend the concerts and other performances organized in the facilities of the University with student tickets available for the payment of a certain price (in addition to the possibility of attendance at the mentioned events for free, as regulated in point (h) of Article 24 (1) herein),
 - h) other services defined in the respective laws and regulations.
- (2) If the student fails to pay the training contribution within the respective deadline, the University shall arrange for the collection thereof. The detailed rules of collecting the training contributions are included in the President' order on the enforcement of the Regulation on Fees and Allowances.

Extra administration fees

26. Article

- (1) The students who breach their obligations arising from their student status (but without the commitment of a disciplinary offence) shall be obliged to pay extra administration fee.

Rules concerning the student participating in self-financed study programme

27. Article

- (1) The students who participate in self-financed study programmes shall pay tuition fee and training contribution in the cases defined in this Regulation.
- (2) The tuition fee is the fee paid by the student in consideration for the studies.
- (3) The student who is enrolled for a self-financed study programme shall pay tuition fee for the services defined in Article 24 and training contribution for the services defined in Article 25 herein.
- (4) The higher education institution may agree with any person to grant a student status to the person appointed by the contracting party. On the basis of such agreements, student

status may be granted to persons who otherwise satisfy all criteria specified in the Higher Education Act. The agreement shall stipulate that all costs relating to the student's studies shall be borne by the contracting party.

The method of establishment of the tuition fee and the training contribution

28. Article

- (1) The terms and conditions of payment and the amount of tuition fee and training contribution shall be determined and published in compliance with the provisions hereof.
- (2) The calculation method of the tuition fee shall be decided by the Senate upon the joint proposal of the heads of departments responsible for the given study programme and the Director of Finance of the University. The Director of Finance shall inform of the proposal the Meeting of Heads of Departments and the presidency of the Students' Union as well.
- (3) The Senate shall determine the amount of the tuition fee per semester for one academic year with respect to each study programme and study form separately, in line with the provisions hereof, considering all costs and expenses of the education, by 30 September each year the latest. Within the frames of the respective legal provisions, the amount of the tuition fee may not be less than 50% of the total professional expenses per student. The amount of the tuition fee shall be published on the website of the University and in the Student Guidebook; furthermore, it shall be included in the Higher Education Admission Guidebook as well (with respect to the study programmes that are announced available in the given admission procedure).
- (4) The amount of the tuition fee payable by the student for the given semester may also be determined on the basis of credits, in line with the content of the study contract. In this case, the amount of tuition fee payable for 1 credit shall be 1/30 portion of the tuition fee determined for the given study programme and the give semester.
- (5) In the case defined in paragraph (4), if the University recognizes the credit value of the student's previous studies or work experience (hereinafter referred to as credit transfer), in the calculation of the amount of the tuition fee only the credits attributed to the taken courses and study units shall be taken into account. This provision shall not apply to the ERASMUS and ERASMUS+ programmes, in case of which the tuition fee determined in the second sentence of paragraph (4) hereinabove shall be paid also after the credits completed in the course of guest studies and recognized by the University. In case of a field practice performed within the frames of ERASMUS+ programme, if the student requests for the recognition of credits or exemption from study requirements on the basis of the completed field practice, the tuition fee determined in the second sentence of paragraph (4) hereinabove shall be paid also after the credits that are recognized by the University or on the grounds of which the student is exempted from certain requirements.
- (6) The self-financed student shall be entitled to repeatedly register once for a previously failed course without the obligation of extra payment.
- (7) The self-financed student who participated in self-financed study programme in the last semester of his/her term of studies, provided that and the tuition fee wasn't calculated on credit-basis, shall be obliged to pay administration fee for each semester with respect to

his/her over-term studies. The amount of administration fee shall be established by the Director of Finance.

- (8) In case of reallocation as per Article 7 (1) herein, the tuition fee of the student shall be equal to the amount of the tuition fee determined for the semester in which the reallocation takes place.
- (9) In special cases **the differ** from the regulation specified herein, the obligation of tuition fee payment shall be established by the Director of Finance.
- (10) If the student is not eligible for allowances, grants or services provided by the University because the number of his/her started semesters at the University exceed sixteen (including also the state-financed semesters), the tuition fee may not be less than the amount of ongoing professional expenses per student. This provision shall not apply to the case, if the student established new student status following the expiry of five years after the termination of his/her previous student status.
- (11) The amount of training contributions shall be determined by the Senate upon the proposal of the Director of Finance and the Chancellor, by 30 June each year. The respective decision of the Senate shall be disclosed to the public on the website of the University.

The rules of payment and refunding of the tuition fee

29. Article

- (1) The student shall pay the tuition fee for the given semester within 50 calendar days from the last day of the registration period at the latest.
- (2) If the student fails to pay the tuition fee by the due date thereof (in case of being allowed to pay a reduced fee, by the deadline determined in the respective decision of the University) despite the written letter of notice of the Study Department, after the investigation of the student's social circumstances with the involvement of the Student Welfare Committee, the University may terminate the student status.
- (3) The Study Department shall report to the President the termination procedures defined in paragraph (2) hereinabove by the end of each semester, including a list of the concerned students and the data of their payment arrears. The President shall be entitled to terminate the student status.
- (4) 90% of the tuition fee shall be refunded if the student announces his/her intention to termination or suspension of student status prior to start of the given semester.
- (5) A proportionate amount of the tuition fee (to be calculated in line with Article 28 (4) hereof) shall be refunded if the student requested credit transfer and it couldn't have been taken into consideration in the calculation of the tuition fee or the student did not request the consideration of transferred credits.
- (6) Otherwise, there is no refund of the tuition fee is possible, even if the student interrupts his/her studies before the end of the given semester.

The terms and conditions of the payment facility granted for the student

30. Article

- (1) Upon the request of the student, in exceptional cases, considering the financial and income positions as well as the study performance of the requesting student, exemption from the payment obligation, the benefit of payment in instalments or the postponement of the payment obligation (hereinafter jointly referred to as payment assistance) may be allowed.
- (2) On social grounds, the student may be allowed to pay in instalments and the postponement of payment obligation may be allowed with respect to the following payment obligations only:
 - a) training contribution,
 - b) student residence fee.
- (3) The following students may be granted exemption from the obligation to pay the student residence fee due to their social conditions: disadvantaged students, orphan students, those who are bread-winners or who are no longer under guardianship because they have reached the age of majority. The University may reduce the student residence fee or may grant full exemption from the payment thereof for students who work in student residence.
- (4) The student may be exempted from the payment obligation on the grounds of his/her study performance only with respect to the fee payable for the services listed in Article 82 of the Higher Education Act.
- (5) The student may request payment assistance in connection with the obligation to pay the tuition fee latest by the 21st calendar day following the last day of the registration period. With respect to other payment obligations, the student may request payment assistance within 15 days of the receipt of the payment notice. The request for payment assistance shall be submitted in writing to the Study Department. The deadlines specified herein are final limitation periods; no excuse request may be submitted if these deadlines are missed.
- (6) The President shall decide on first instance in the question of the payment assistance. The President shall adopt the decision within 21 days from the expiry of the deadline available for the submission of the request. To the referred procedure of the President and his/her decisions adopted in such a procedure, the provisions of Article 70 of the Academic and Examination Rules shall apply with the proviso, that the decision on granting the requested payment assistance shall specify the performance deadline and the due date of the payment instalments as well as the legal consequences of any failure in the performance of the obligations defined in the decision.
- (7) The Student Appeals Board shall decide in the question of appeal against the decision of the President rejecting the request for payment assistance. The appeal shall be submitted to the Director of Legal Affairs within 15 days of the receipt of the decision.
- (8) No payment assistance may be granted in the following cases:
 - a) if the present Regulation provides that a certain amount shall be paid for the failure or delay in the performance of any obligation defined in the University's Academic and Examination Rules, with respect to this payment obligation;

- b) with respect to the obligation of payment of extra administration fee;
- c) on the basis of participation in public / community activities.

Closing provisions

31. Article

- (1) For the purposes of this Regulation, to students who started their state-subsidized studies prior to the effective date of Act CCIV of 2011 (hereinafter referred to as state-financed students) the provisions concerning the students participating in state-financed study programmes shall apply (with regard to the provisions defined in paragraphs (3) and (4) hereunder), except for
 - a) the provisions in Article 5 (1) and (2), and
 - b) the provisions in points (b) and (d) of Article 7 (1) and Article 7 (2).
- (2) For the purposes of this Regulation, to students who started their self-financed studies prior to the effective date of Act CCIV of 2011 (hereinafter referred to as self-financed students) the provisions concerning the students participating in state-financed study programmes shall apply except for the provisions in points (b) and (d) of Article 7 (1) herein.

To the tuition fee payable by self-financed students the provisions of this Regulation on the payment of tuition fee shall apply.

- (3) A state-financed student may only be transferred to state-financed study programme, a tuition-paying student may only be transferred to a tuition-paying study programme, a state-subsidized student may only be transferred to a state-subsidized study programme, a self-financed student may only be transferred to a self-financed study programme.
- (4) A state-financed student may only be reallocated to a tuition-paying study programme, a tuition-paying student may only be reallocated to a state-financed study programme, a state-subsidized student may only be reallocated to a self-financed study programme and a self-financed student may only be reallocated to a state-subsidized study programme.
- (5) This Regulation shall apply to the students participating in the doctoral programme with the differences regulated in the University the Doctoral Programme Regulations and the Academic and Examination Rules of the Doctoral Programme.
- (6) The student vested with the right of free movement and residence shall have the same rights and obligations with respect to the fees and allowances as the students of Hungarian citizenship.

PART IV

Students' Disciplinary and Indemnification Rules

General provisions

1. Article

- (1) The personal scope of the present Students' Disciplinary and Indemnification Rules (hereinafter referred to as the Rules) shall cover all students who have student status at the University, regardless of the form of education and the programme cycle in which he/she is pursuing studies.
- (2) The attributable and material breach of the obligations arising from the student status shall qualify as a disciplinary offence.
- (3) The breach of obligations sanctioned by the Academic and Examination Rules does not qualify as disciplinary offence.
- (4) The following types of disciplinary punishment may be applied against the students found guilty in the commission of disciplinary offence:
 - a) reprimand,
 - b) serious reprimand,
 - c) except for social allowances, the decrease of allowances and benefits specified in the Regulation on Fees and Allowances for a maximum duration of 6 months, or, eventually, the suspension thereof;
 - d) barring of the student from studying for a definite period, for a maximum duration of two semesters;
 - e) expelling the student from the University.
- (5) Imposition of any of the punishments defined in points (d)-(e) of paragraph (4) herein shall automatically result in the temporary or final withdrawal of allowances and benefits granted in relation to the student status. The student status shall be suspended throughout the duration of disciplinary punishment defined in point (d) of paragraph (4) herein.
- (6) The disciplinary punishment shall be imposed with due regard to all circumstances of the disciplinary offence, in particular to the group of concerned persons, the consequences of the act, the repeated nature of the breach of obligations and the significance thereof.
- (7) The student's performance shall not interfere with or influence the launch of the disciplinary procedure or imposing a penalty against the student.

The bodies involved in disciplinary issues

2. Article

- (1) In disciplinary procedures, the Disciplinary Committee (hereinafter referred to as the DC) shall be the proceeding authority of first instance. The committee shall consist of three members.
- (2) The chairperson and one member of the DC shall be elected by the Senate for three years. Both the chairperson and the member may be re-elected any number of times. The chairperson of the DC shall be a leader, while one member thereof shall be an instructor of the University. Another member of the DC shall be a delegate of students to be appointed by the presidency of the Students' Union. Any member of the Senate may make a proposal on the person of the chairperson and the member of the DC. The Secretary of the DC shall be the Director of Legal Affairs or the person appointed by him/her.
- (3) The Director of Legal Affairs, the head of the Study Department and other persons invited by the chairperson of the DC may attend the meetings of the body vested with consultation rights.
- (4) The Student Appeals Board (hereinafter referred to as the SAB) shall have the competence to proceed in disciplinary cases as second instance authority.

Disciplinary procedure

3. Article

- (1) A disciplinary procedure may be initiated by the President of the University.
- (2) No disciplinary procedure may be launched if a period of more than one month has lapsed since gaining knowledge of the disciplinary act committed, or the act itself was committed over five months earlier. The date of gaining knowledge of the disciplinary act shall be the date when the President gains knowledge of the circumstance or fact that gives rise to the disciplinary procedure.
- (3) Also the student may initiate a disciplinary procedure against himself/herself. In this case, the procedure shall be launched and carried out. The disciplinary procedure shall be closed within 60 days of the commencement thereof.
- (4) The student shall be notified of the start of the disciplinary procedure in writing. the notification shall be delivered to and handed over by the student personally or in a registered mail with return receipt. The notification shall clearly indicate the disciplinary offence the student is charged with.
- (5) Meeting shall be held in the course of the disciplinary procedure in order to establish the facts and ensure the possibility of personal hearing of the student.
- (6) The student or his/her representative shall be summoned in writing. The summons shall be delivered to and handed over by the student personally or in a registered mail with

return receipt. The summons shall be delivered to the student or his/her representative minimum five working days prior to the date of hearing. In the course of the disciplinary procedure the possibility shall be ensured for the student to present his/her standpoint and defence. The hearing may be held even in the absence of the student or his/her representative, provided that they were properly and repeatedly notified of the hearing. In addition, the meeting may be held also if the student or his/her representative has announced in advance their lack of intention to attend. The student or his/her representative shall be warned of the above legal consequence of their absence.

- (7) In case of proper reasons, the scheduled hearing may be postponed by the chairperson once. The concerned parties shall be notified of such postponement.
- (8) If the student is represented by a representative, the original copy of the respective power of attorney shall be enclosed to the case documentation. The power of attorney may also be given verbally, in the course of the hearing; in this case, the verbal power shall be recorded in the minutes.
- (9) The disciplinary procedure of the DC shall be closed by the DC's decision. The disciplinary decision shall include the following data:
 - a) the name of the DC and the registration number of the case,
 - b) the name, place and date of birth, mother's maiden name, address and notification address of the student,
 - c) in the ruling part the decision of the DC and information on the possibility to request legal remedy from the court,
 - d) if the ruling of the DC entails the obligation of a certain person to do something, the deadline for the performance of this obligation,
 - e) in the explanatory part the facts established and the underlying evidences accepted by the DC,
 - f) the evidences proposed by the student but disregarded by the DC, including the reasons of disregarding,
 - g) the legal provisions and internal University rules on which the decision of the DC is based,
 - h) the date of the decision, the signature of the chairperson of the DC and the seal of the University.
- (10) If the DC establishes that the student has committed no disciplinary offence, the explanatory part may be omitted.
- (11) The written disciplinary decision shall be delivered to the student or his/her representative personally, or in registered mail with return receipt within 15 days of the adoption thereof.

The procedure of second instance

4. Article

- (1) The student may submit an appeal against the first instance decision within 15 days of the receipt thereof. The appeal shall be submitted in writing, to the Director of Legal Affairs in person or via post.

The committee of second instance may adopt the following decisions:

- a) it may reject the appeal and confirm the first instance decision,
 - b) it may amend the first instance decision,
 - c) it may repeal the decision and instruct the DC to repeat the first instance procedure.
- (3) Otherwise, to the disciplinary procedure of second instance the provisions of the Students' Rules on Academic Appeals shall apply accordingly.

Enforcement

5. Article

- (1) Only the final and binding disciplinary decision may be enforced
- (2) The disciplinary decision shall be final and binding:
 - a) if the deadline for appeal expires without the submission of an appeal;
 - b) if the student has waived the right of appeal after the adoption of the decision of first instance,
 - c) if the deadline for submission to the competent court of a request for judicial review of the decision of the SAB expires without the submission of such a request,
 - d) if the student has waived of the right to submit such request for judicial supervision after the adoption of the SAB's decision.
- (3) The President may exempt the student from the disciplinary punishment prior to the expiry of the term thereof in equity or for other reason. The decision on exemption shall be properly reasoned. Against this decision of the President no appeal may be submitted. To the referred procedure of the President and his/her decision adopted in such a procedure, the provisions of Article 70 of the Academic and Examination Rules shall apply.

Indemnification obligation of the student

6. Article

- (1) The student shall be responsible for unlawful damages caused to the University, to the institutions of the University, to the institution or organization providing the possibility of professional practice (hereinafter referred to as the training location) in connection with the performance of his/her academic obligations. To the responsibility of the student the provisions of Act V of 2013 on the Civil Code shall apply, with the differences outlined in Act CCIV of 2011 on National Higher Education.
- (2) In case of damages caused by negligence, the student's responsibility shall be limited to 50% of the lowest monthly amount of compulsory wage (minimum wage) applicable on the day of causing the damage.
- (3) In case of wilful damages, the student shall pay full indemnification.

- (4) For the covering of damage to, or loss of, something that a student is liable to return or account for, or something for which a student enjoys exclusive access or use, he/she shall be fully responsible. The student shall be exempted of this responsibility if the loss has been caused by an unavoidable cause beyond his/her control.
- (5) If no disciplinary offence has been committed in connection with the damage, the President shall proceed in the case of indemnification; otherwise, the DC shall be entitled to act against the student.
- (6) In the procedure referred to in paragraph (5) herein, the President shall oblige the student to pay indemnification in a formal decision, including a proper explanation of the reasons of adoption of such decision. To the referred procedure of the President and his/her decision adopted in such a procedure, the provisions of Article 70 of the Academic and Examination Rules shall apply.
- (7) The student may submit an appeal against the decision of the President within 15 days of the receipt thereof. The appeal shall be submitted to the SAB.
- (8) The enforcement of the final and binding decision shall be the responsibility of the Director of Legal Affairs.
- (9) If the student fails to comply voluntarily with the obligations imposed on him/her in the final and binding decision, besides the legal consequences of such failure, he/she may not register to the following semester and may not start his/her final examination period.
- (10) For the purposes of the present Article, professional training shall mean all kinds of teaching practices and pedagogical trainings performed in the course of each teacher training.

PART V

Students' Rules on Academic Appeals

General provisions

1. Article

- (1) The personal scope of the present Students' Rules on Academic Appeals (hereinafter referred to as the Rules) shall cover all students who have student status at the University, regardless of the form of education and the programme cycle in which he/she is pursuing studies. The personal scope of these Rules shall cover the student whose student status is temporarily suspended, provided that a decision, action or omission (hereinafter jointly referred to as the decision) made in his/her case violates the provisions applicable to his/her student status.
- (2) The provisions of the present Rules shall apply accordingly to the decisions, actions and omissions affecting applicants for the University's study programmes, the students whose student status was terminated in the meanwhile and doctoral candidates as well.
- (3) The material scope of these Rules shall cover the following types of cases:
 - a) the decisions of the Education and Study Committee, the Credit Transfer Committee and the Student Welfare Committee,
 - b) the decisions of the Study Department,
 - c) the decisions of the educational administrative units and the instructors thereof (except for decisions on the assessment of performance of the academic requirements),
 - d) the decisions of the Student Residence General Assembly, the Student Residence Committee and the head of the student residence,
 - e) the decisions of the doctoral boards and the head of the Doctoral School concerning the student status of doctoral candidates,
 - f) the decisions concerning the students' disciplinary and indemnification cases,
 - g) the admission decisions of the University's Entrance Examination Committee,
 - h) the decisions of the management of the university related to student relationships (except for decisions adopted on the basis of equity or free consideration, with respect to which the Academic Regulations for Students exclude the possibility of appeal).
- (4) The provisions of the present Rules shall apply to decisions concerning the assessment of the performance of academic requirements in the following cases only:
 - a) if the decision was based on requirements not accepted by the University,
 - b) in the decision is against the internal regulations of the University,
 - c) if the rules of organization of the examination were violated.
- (5) The Admissions Appeals Committee shall have the competence to proceed in case of appeal against the admission-related decision of the Entrance Examination Committee.

The student's right to appeal

2. Article

The student may, in case of violation of his/her rights,

- (a) turn to the Students' Union for legal aid,
- (b) use the services of the education mediation service,
- (c) submit a request for legal remedy that shall be judged by the University in line with the provisions of the present Rules,
- (d) initiate the procedure of the educational ombudsman, provided that there are no further possibilities of legal remedy available to him/her.

Student Appeals Board

3. Article

- (1) The Student Appeals Board (hereinafter referred to as the SAB) shall have the competence to decide on the requests for legal remedy submitted against the decisions defined in Article 1 herein.
- (2) SAB shall consist of three persons: the chairperson shall be a head of the university, while the members thereof shall be the head (deputy head) of the department of the study programme / principal study affected by the request and a student delegated by the chairperson of the Students' Union. The Secretary of the SAB shall be the Director of Legal Affairs or the person appointed by him/her.
- (3) The chairperson of the SAB shall be appointed by the Senate for three years.
- (4) The Director of Legal Affairs, the head of the Study Department and other persons invited by the chairperson of the SAB may attend the meetings of the body, vested with consultation rights.
- (5) One member of the SAB shall be a professor of the University; this person shall act upon the ad-hoc appointment of the President. The appointment letter shall be prepared by the Director of Legal Affairs, in line with the instructions of the President.
- (6) The following persons may not participate in the work of the SAB:
 - a person who participated in the adoption of challenged decision or who failed to adopt a decision and close relatives of such person;
 - who has interest in the settlement of the case, or from whom the objective assessment of the case may not be expected for any reason.
- (7) On the question of exclusion of a member due to a conflict of interest, defined in paragraph (6) herein, the chairperson shall be entitled to decide. The President shall appoint a new member to replace the excluded person. If the chairperson is affected by the reason for exclusion, the President shall be entitled to decide in the question and appoint a member of the board who shall replace the chairperson and perform his/her duties and obligations.
- (8) The meetings of the SAB shall be prepared by the Director of Legal Affairs.

- (9) The meetings of the SAB shall be convened by the chairperson. SAB shall have a quorum if all three members thereof are present.
- (10) The decisions of the SAB shall be adopted by open ballot, with the simple majority of the members' votes.
- (11) Minutes shall be drawn up of the meetings of the SAB, indicating the names of the participants, the agenda and the resolutions adopted. The participants may request the recording of their standpoints in the minutes.
- (12) If requested so, the hearing of the student who submitted the request for legal remedy shall be recorded in minutes word-for-word.

Commencement of the legal remedy procedure

4. Article

- (1) The student shall be entitled to submit a request for legal remedy against the decisions referred to in Article 1, except for a decision on evaluation of his/her performance of academic requirements.
- (2) The request for legal remedy shall be submitted to the Director of Legal Affairs in writing, within 15 days of the disclosure of the decision or (in lack of formal disclosure) from the date of becoming aware thereof.
- (3) The request for legal remedy may be submitted in person or via post. In case of sending via post, the date of submission shall be the date of posting of the request.
- (4) The first day shall not count into the deadline defined in paragraph (2) herein. If the last day of the deadline is not a working day, the deadline shall expire on the next working day.
- (5) In case of missing the deadline specified in paragraph (2) herein, the student may submit an excuse request. The excuse request shall contain a justification of the missed deadline, proving that such default did not happen out of the student's own fault.
- (6) No excuse request may be submitted after 30 days of the expiry of the deadline specified in paragraph (2).
- (7) The decision of first instance of the University shall be final and binding with respect to the student if no request for legal remedy is submitted within the above deadline, or is the student has waived the right to legal remedy
- (8) The request for legal remedy, defined in paragraph (1) herein, shall comprise the following information:
 - a) the name, address, notification address, mother's maiden name, study programme and principal study of the student,
 - b) the decision (listed in article 1) against which the legal remedy is submitted,
 - c) the indication of the legal provision or the internal rule of the University the violation of which is a basis of the legal remedy,
 - d) the facts supporting the legal remedy and the underlying evidences.
 - e) the date of the request and the signature of the student.

- (9) The student shall be entitled to participate in the procedure in person or through a representative.
- (10) An attorney-at-law, law office or any natural person of full legal capacity may act as the student's representative in the procedure. The power of attorney, if not granted to an attorney-at-law or law office, shall be valid if
 - a) the student has personally written and signed it,
 - b) two witnesses confirm with their signatures that the power of attorney has been signed by the student in their presence, or that the student has recognized the signature on the document as his/her own,
 - c) it has been endorsed by a public notary.
- (11) The original copy of the power of attorney shall be attached to the request.

Procedure of the SAB

5. Article

- (1) The request for legal remedy shall be evaluated according to the substance thereof; no rejection of such a request is allowed only on the grounds of eventual difference between the title and the content thereof.
- (2) The final, substantial decision of the SAB shall be adopted within 30 days of the submission of the request. If reasonable, this deadline may be extended by the chairperson of the SAB once, by 30 days. The student shall be notified of such extension by the Director of Legal Affairs in writing, together with the adoption of a decision in the merits of the case at the latest.
- (3) The student shall be questioned personally, at least once during the procedure. The summons to the personal hearing shall be received by the student minimum 5 working days prior to the date scheduled for his/her hearing. The summons shall include a warning to the legal consequences defined in paragraph (4) herein.
- (4) If the student fails to attend the personal hearing convened according to paragraph (3) despite of being properly summoned thereto and without notifying the SAB of his/her absence, the personal hearing may be omitted.
- (5) Upon request, full access shall be granted for the student to all documents of the procedure. The student may comment any of the documents in writing.
- (6) In the procedure, the SAB may adopt the following decisions:
 - a) it may reject the request for legal remedy,
 - b) it may instruct the decision-maker who failed to adopt a decision to remedy such failure,
 - c) it may annul the decision and instruct the decision-maker to conduct a new procedure,
 - d) it may amend the decision.
- (7) The decision shall include the following data:
 - a) the name of the SAB and the registration number of the case,
 - b) the name, address, notification address, mother's maiden name, study programme and

principal study of the student,

c) in the ruling the decision of the SAB and information on the possibility to request legal remedy from the court,

d) if the ruling of the SAB entails the obligation of a certain person to do something, the deadline for the performance of this obligation,

e) in the explanatory part the facts established and the underlying evidences accepted by the DC,

f) the evidences proposed by the student but disregarded by the DC, including the reasons of disregarding,

g) the legal provisions and internal University rules on which the decision of the SAB is based,

h) the date of the decision, the signature of the chairperson of the SAB and the seal of the University.

- (8) The Secretary of the SAB shall prepare the decision, have it signed by the chairperson and provide for the disclosure thereof to all concerned parties. In the absence of the chairperson, the decision may be issued by the Director of Legal Affairs.
- (9) To the establishment of facts, the calculation of deadlines, the excuse request, the form, content and disclosure of the decision, the correction, replacement, supplementation, amendment or withdrawal of the decision upon request or *ex officio* the provisions of Act CXL of 2004 on the General Rules of Administrative Proceedings and Services shall apply accordingly.

Legal remedies

6. Article

- (1) With reference to the violation of laws or the infringement of the rules on student status, the student may request the judicial supervision of the decision defined in Article 5 (7) herein, within 30 days of the receipt of the decision of second instance. The enforcement of the decision of second instance shall be suspended until the adoption of the court's substantial decision in the case.
- (2) The request for judicial supervision, defined in paragraph (1) herein, shall be addressed to the Budapest-Capital Administrative and Labour Court and submitted in writing to the University in person or via post.
- (3) If the SAB establishes that the challenged decision (which has not been revised by the court) violates the provisions of law or the internal rules of the University, it may amend or withdraw such decision in its own discretion. The SAB shall have the right to amend or withdraw the decision as described hereinabove within one year from the disclosure thereof.
- (4) The SAB may correct or replace the decision in case of an error in the names, figures or calculations or in case of any similar errata in the text.
- (5) The SAB may supplement the decision upon the request of the student if it failed to decide in any question in the merits of the case. The supplementation of the decision may not affect other provisions thereof.

- (6) In case the SAB does not exercise the rights and take the measures defined in paragraphs (3)-(5) herein, it shall forward the request for judicial review together with the University's statement thereon to the Budapest-Capital Administrative and Labour Court within 15 days of the receipt thereof. The Director of Legal Affairs shall be responsible for the submission of the University's statement on the request for legal remedy.

PART VI

Doctoral Regulations

General provisions

1. Article

- (1) In the multi-cycle higher educational system, doctoral education, which constitutes the third cycle, prepares the students for obtaining the highest academic qualification. The University is entitled to offer doctoral programmes and award doctorates in the academic and artistic disciplines and fields specified by the prevailing laws and regulations and the decisions of the Hungarian Accreditation Committee (hereinafter referred to as the HAC).
- (2) A doctoral programme must be launched and operated by a doctoral school. The Doctoral School of the University (hereinafter referred to as the DS) offers programmes in two disciplines (fine arts and humanities), and in two artistic and academic fields (music and the history of art and culture) within these disciplines. With its accredited DS, the University is entitled to award DLA (Doctor Liberalium Artium, Doctor of Liberal Arts) and PhD (Doctor Philosophiæ, Doctor of Philosophy) degrees in the disciplines and fields mentioned above, and is entitled to naturalise foreign doctorates in these disciplines and fields.
- (3) The DS has two sections: music (DLA) and musicology (PhD).
- (4) The operation of the DS is approved by the HAC.
- (5) The University Doctoral Committee (hereinafter referred to as the UDC) is the main body responsible for organising the doctoral education of the DS and awarding doctoral degrees.
- (6) The UDC may delegate its duties and powers in relation to the organisation of doctoral education and the awarding of degrees to the Doctoral Committees of the respective sections.

The Doctoral School (DS)

2. Article

- (1) The establishment of a DS may be initiated by at least seven core members. The majority of the core members must be university professors. One person may be a core member of only one doctoral school at a time. A DS that offers programmes in two disciplines shall have at least eleven core members, four core members per discipline. The majority of the core members must be university professors who do their research in the respective discipline.
- (2) One DS (in the disciplines of fine art and humanities) is established at the University. The DS is headed by the Director. The Director of the DS shall be a university professor member of the DS whose academic/artistic work is widely recognised. He/she shall be elected by the UDC at the proposal of the majority of the core members, and shall be officially appointed by the President of the University for a definite term of maximum five years. The term of the appointment may be extended any number of times.

- (3) The instructors of the DS shall be selected at the proposal of the Director of the DS from among instructors and researchers who have degrees in a relevant field and are considered by the UDC qualified for teaching, research and dissertation supervision in the DS.
- (4) The announcer of a doctoral thesis topic must be an instructor or researcher with an academic degree who has the approval of the UDC to announce the thesis topic. The supervisor of a doctoral thesis must be an instructor or researcher with a degree in a relevant field who has, at the proposal of the competent programme director, obtained the approval of the UDC to announce the thesis topic. The supervisor is responsible for supervising doctoral students who work on the given topic, and for supporting them in their studies, their research and their preparation for obtaining a doctoral degree. With the approval of the UDC, a doctoral student may have two supervisors at a time. A supervisor shall have at least 10 years of professional experience. One supervisor may supervise the work of maximum 5 doctoral students at a time. In exceptional cases, the competent Doctoral Committee may grant exemption from the above conditions.
- (5) The DS shall provide regular, detailed and public information on its website about the following particulars of the operation of the DS:
 - a) the classification of the DS according to disciplines and fields,
 - b) the master's programmes on which the doctoral programmes are based,
 - c) the title of doctorates to be awarded,
 - d) the core members and instructors, and their CVs,
 - e) international relations,
 - f) the study plan,
 - g) the rules of operation.
- (6) The DS shall provide regular, detailed and public information on its website about the following particulars of the study programme:
 - a) the admission requirements,
 - b) the list of applicants admitted to the DS,
 - c) the courses offered.
- (7) The DS shall provide regular, detailed and public information on its website about the efficiency of the DS, in compliance with the prevailing laws and regulations, pursuant to the decision by the UDC.
- (8) The administrative duties of the DS shall be performed by the Secretariat of the Doctoral School (hereinafter referred to as the DS Secretariat), where there shall be at least one secretary employed by the University. The daily operation of the DS Secretariat shall be regulated by the Rules of Operation (Rules of Procedure) of the Doctoral School.

The governing bodies and persons participating in doctoral education

University Doctoral Committee

3. Article

- (1) The UDC, established by the Senate, is the highest managing and decision-making body of doctoral education and degree awarding. The UDC is responsible for developing and supervising the system of doctoral education and degree awarding at the university, for the international compatibility of the degrees awarded in the academic and artistic disciplines and fields specified in Article 1 (1) herein, and for ensuring the high quality of academic degrees. The same body is entitled to carry out habilitation procedures and to award habilitations. Habilitation procedures are governed by the Rules of Habilitation, as part of the Rules and Requirements of Employment.
- (2) The UDC shall have at least 9 members with voting rights. When the members of the UDC are selected, the academic fields in which the University is entitled to award doctoral degrees should be proportionally represented. One-third of the members, but minimum two members shall be persons who are not employed by the University. In this context, a Professor Emeritus of the University shall qualify as a person employed by the University. The doctoral students of the two sections elect, from among themselves, two representatives (one representative for each section) to become members of the UDC with consultation rights.
- (3) Except for the representatives of doctoral students, only persons who meet the requirements of core membership may become UDC members with voting rights.
- (4) The chairperson and the members of the UDC shall be elected by the Senate, at the proposal of the President. Prior to the submission of his/her proposal, the President shall seek the opinion of the core members. The chairperson of the UDC is appointed for 5 years; the term of the appointment may be extended any number of times. The chairperson of the UDC shall be a professor of the University. The chairperson of the UDC serves as an ex officio member of the Hungarian Doctoral Council.
- (5) The UDC meets as often as required by pending issues, but at least twice a year. The quorum for a meeting of the UDC shall be the presence of a majority of members with voting rights. In personnel issues, decisions shall be adopted by the UDC by secret ballot, and in other issues by an open vote with a simple majority. In case of a tie, the vote of the chairperson (deputy chairperson) shall be decisive. A report shall be drawn up of meetings and shall be authenticated by the presiding chairperson. The report shall include the names of those present, the items on the agenda, and the decisions adopted. The UDC shall notify the concerned persons of its decisions immediately, but no later than 30 days.
- (6) In the absence of the chairperson, the meeting shall be presided over by the Director of the Doctoral School.

4. Article

- (1) Duties and powers: the UDC
 - a) shall take a position in general questions of the operation of the DS and set up guidelines for its operation,

- b) shall regularly evaluate doctoral education and the practice of awarding degrees at the University,
 - c) shall, at the proposal of the Doctoral Committee competent in the given discipline, approve the launch of new doctoral programmes and sub-programmes, the amendment of existing programmes and sub-programmes, and shall select programme and sub-programme directors,
 - d) shall decide on initiating degree awarding procedures and defence procedures, on the temporary suspension of studies, on credit acceptance, on the subjects of PhD/DLA complex exams and dissertation proposal defences, on the awarding, naturalisation and withdrawal of doctorates,
 - e) shall appoint the members of the doctoral admission committee, the members of the defence committee and the official referees, shall set up the examination board of the PhD/DLA complex exam and the committee of the dissertation proposal defence, and shall approve the announcers of doctoral thesis topics, the supervisors and the instructors of the DS,
 - f) shall, regarding the foreign language requirements for awarding doctoral degrees, define the list of foreign languages accepted as the first foreign language (first foreign language examination),
 - g) shall, at the proposal of the defence committee, decide on the application by a doctoral student for a closed defence of the dissertation,
 - h) shall give its opinion to the Senate on the proposals of the President to award honorary doctorates and titles of honorary doctor and professor, and on the proposal of the President to terminate the Doctoral School,
 - i) shall express its opinion and give its approval, prior to the decision of the Senate, when the establishment of a doctoral school is initiated and amendments are proposed with respect to the already approved school,
 - j) shall develop the quality assurance system of doctoral education and the awarding of degrees,
 - k) shall elect the Director of the DS,
 - l) shall establish Doctoral Committees for artistic and academic disciplines under the name of the Doctoral Committee of Music (DLA-DC) and the Doctoral Committee of Musicology (PhD-DC),
 - m) shall, at the proposal of the DLA-DC and PhD-DC, decide on the announcement of admission possibilities to doctoral programmes and on the yearly distribution of the available Hungarian state scholarships among the sections,
 - n) shall carry out university habilitation procedures and award habilitations,
 - o) shall approve exceptional DLA degree awarding procedures,
 - p) shall make proposals to the Senate about the amount of tuition fee and the rules of use thereof,
 - q) shall devise internal rules on the operation of the DS and on doctoral education.
- (2) In issues requiring professional competence in a discipline, especially the duties set forth in points d) (excluding the powers to award, naturalise and withdraw doctorates), e) - g),

m) and o) herein, the UDC may delegate some of its powers to the Doctoral Committee of Music (DLA-DC) or to the Doctoral Committee of Musicology (PhD-DC).

The Doctoral Committee of Music (DLA-DC)

5. Article

- (1) The Doctoral Committee of Music (DLA-DC) is a body established by the UDC that organises education in the music section and awards DLA degrees, exercising powers delegated to it by the UDC.
- (2) The DLA-DC shall have at least 7 members with voting rights. Pursuant to Article 3 providing for the composition and personnel requirements of UDC, the DLA-DC shall be established in such a way that all study programmes and sub-programmes accredited in the artistic disciplines shall be represented. In case of programmes organised jointly with other universities, the cooperating university shall also be represented professionally. The doctoral students in the study programme elect, from among themselves, a representative to become a member of the DLA-DC with consultation rights.
- (3) Except for the representatives of doctoral students, only persons who meet the requirements of core membership may become DLA-DC members with voting rights. The majority of the members of the DLA-DC with voting rights shall be elected from among the professors and associate professors of the University. DLA-DC members with voting rights may include persons not employed by the University.
- (4) The chairperson and the members of the DLA-DC shall be appointed by the President at the proposal of the UDC, for a definite term of five years. The term of the appointment may be extended any number of times.
- (5) The chairperson of the DLA-DC shall be a professor or associate professor of the University. The chairperson of the DLA-DC shall be one of the core members, and he/she is also the head of the music section of the DS.

Duties and powers of the DLA-DC

6. Article

- (1) Duties and powers: the DLA-DC
 - a) can initiate the launch or amendment of study programmes and sub-programmes in music at the UDC,
 - b) shall, exercising powers delegated by the UDC, approve the instructors of the section, and the changes of instructors and researchers participating in training and in the study programmes,
 - c) shall, exercising powers delegated by the UDC, decide on the announcement of admission possibilities to the study programmes of the section, on admission to the study programmes, and on awarding Hungarian state scholarships,
 - d) shall, exercising powers delegated by the UDC, make decisions on the subjects of DLA complex exams and of dissertation proposal defences, and on initiating and

conducting degree awarding procedures and defence procedures (including authorising foreign language procedures and ordering closed defence procedures, upon application) in the section,

- e) shall make proposals to the UDC, based on the evaluation of the examination board of the DLA complex exam and the defence committee, to award DLA degrees, or to establish the failure of procedures, or to close procedures that have been suspended for other reasons in the section,
 - f) shall decide on proposals to award doctoral degrees with honours in the section,
 - g) shall make proposals to the UDC to naturalise DLA degrees,
 - h) shall decide on the topic announcements of doctoral dissertation supervisors and on the courses to be announced,
 - i) shall, exercising powers delegated by the UDC, appoint, in the section, the members of the admission committee, the members of the examination board of the DLA complex exam and the committee of the dissertation proposal defence, the chairperson and the members of the committee of the degree awarding and defence procedure, and the official referees of the doctoral dissertation,
 - j) shall, exercising powers delegated by the UDC, in exceptional cases, upon application and based on the evaluation of the admission committee, recognise the completion of a certain part of the full-time programme in the form of credit transfer,
 - k) shall set forth conditions for foreign citizens to take part in the study programme of the section and to obtain a degree,
 - l) shall, exercising powers delegated by the UDC, on application and based on a personal hearing, give permission to obtain a doctorate degree by individual preparation, and shall determine the programme of the preparation,
 - m) shall, exercising powers delegated by the UDC, on application and based on a personal hearing, give permission to conduct exceptional DLA degree awarding procedures,
 - n) shall continuously evaluate work in the section's study programmes,
 - o) shall revise, every 3 years, the requirements of the doctoral programme of the section and prepare it for approval by the UDC,
 - p) shall submit proposals to the UDC regarding the use of funding provided to the Doctoral School to subsidise training in the section,
 - q) shall approve the doctoral student's chosen dissertation topic,
 - r) shall carry out performance evaluation during the study programme.
- (2) The DLA-DC meets as often as required by pending issues, but at least twice a semester. The quorum for a meeting of the DLA-DC shall be the presence of the chair or the deputy chair and of the two-thirds of the members with voting rights (including the chair or the deputy chair). In personnel issues, decisions shall be adopted by the Committee by secret ballot, and in other issues by an open vote with a simple majority. In case of a tie, the vote of the chairperson (deputy chairperson) shall be decisive. A report shall be drawn up of meetings and shall be authenticated by the presiding chairperson. The report shall include the names of those present, the items on the agenda, and the decisions adopted.

The Doctoral Committee of Musicology (PhD-DC)

7. Article

- (1) The Doctoral Committee of Musicology (PhD-DC) is a body established by the UDC that organises education in the musicology section and awards PhD degrees, exercising powers delegated to it by the UDC.
- (2) The PhD-DC shall have at least 5 members with voting rights. Article 3 providing for the composition and personnel requirements of UDC provides for the composition of the PhD-DC. The doctoral students in the study programme elect, from among themselves, a representative to become a member of the PhD-DC with consultation rights.
- (3) Except for the representative of doctoral students, only persons who meet the requirements of core membership may become PhD-DC members with voting rights. The majority of the members of the PhD-DC with voting rights shall be elected from among the professors and associate professors of the University. PhD-DC members with voting rights may include persons not employed by the University.
- (4) The chairperson and the members of the PhD-DC shall be appointed by the President at the proposal of the UDC, for a definite term of five years. The term of the appointment may be extended any number of times.
- (5) The chairperson of the PhD-DC must be a professor or associate professor of the University. The chairperson of the PhD-DC shall be one of the core members, and he/she is also the head of the Musicology Section of the DS.

Duties and powers of the PhD-DC

8. Article

- (1) Duties and powers: the PhD-DC
 - a) can initiate the launch or amendment of study programmes and sub-programmes in musicology at the UDC,
 - b) shall, exercising powers delegated by the UDC, approve the instructors of the section, and the changes of instructors and researchers participating in training and in the study programmes,
 - c) shall, exercising powers delegated by the UDC, decide on the announcement of admission possibilities to the study programmes of the section, on admission to the study programmes, and on awarding Hungarian state scholarships,
 - d) shall, exercising powers delegated by the UDC, make decisions on the subjects of PhD complex exams and of dissertation proposal defences, and on initiating and conducting degree awarding procedures and defence procedures (including authorising foreign language procedures and ordering closed defence procedures, upon application) in the section,
 - e) shall make proposals to the UDC, based on the evaluation of the examination board of the PhD complex exam and the defence committee, to award PhD degrees, or to establish the failure of procedures, or to close procedures that have been suspended for other reasons in the section,

- f) shall decide on proposals to award doctoral degrees with honours in the section,
 - g) makes proposals to the UDC to naturalise PhD degrees,
 - h) shall decide on the topic announcements of doctoral dissertation supervisors and on the courses to be announced,
 - i) shall, exercising powers delegated by the UDC, appoint, in the section, the members of the admission committee, the members of the examination board of the PhD complex exam and the committee of the dissertation proposal defence, the chairperson and the members of the committee of the degree awarding and defence procedure, and the official referees of the doctoral dissertation,
 - j) shall, exercising powers delegated by the UDC, in exceptional cases, upon application and based on the evaluation of the admission committee, recognise the completion of a certain part of the full-time programme in the form of credit transfer,
 - k) shall set forth conditions for foreign citizens to take part in the study programme of the section and to obtain a degree,
 - l) shall, exercising powers delegated by the UDC, on application and based on a personal hearing, give permission to obtain a doctorate degree by individual preparation, and shall determine the programme of the preparation,
 - m) shall continuously evaluate work in the section's study programmes,
 - n) shall revise, every 3 years, the requirements of the doctoral programme of the section and prepare it for approval by the UDC,
 - o) shall submit proposals to the UDC regarding the use of funding provided to the Doctoral School to subsidise training in the section,
 - p) shall make proposals to the UDC to award doctoral degrees, based on an interdisciplinary procedure (which falls within the competence of more than one doctoral programme),
 - q) shall approve the doctoral student's chosen dissertation topic,
 - r) shall carry out performance evaluation during the study programme.
- (2) The PhD-DC meets as often as required by pending issues, but at least once a semester. The quorum for a meeting of the PhD-DC shall be the presence of the chair or the deputy chair and of the two-thirds of the members with voting rights (including the chair or the deputy chair). In personnel issues, decisions shall be adopted by the Committee by secret ballot, and in other issues by an open vote with a simple majority. In case of a tie, the vote of the chairperson (deputy chairperson) shall be decisive. A report shall be drawn up of meetings and shall be authenticated by the presiding chairperson. The report shall include the names of those present, the items on the agenda, and the decisions adopted.

Core members

9. Article

- (1) A core member shall be an instructor, artist or academic researcher who is employed by the University full-time as an employee or as a public servant, and who

- a) has a relevant degree in the academic or artistic discipline of the DS or has been awarded with an art award that is equivalent with such a degree according to the prevailing laws and regulations,
 - b) does continuous, high quality academic or artistic work in the academic or artistic discipline or research field of the DS, and
 - c) in case of habilitation based on works of art, creates artworks that are known and recognised nationally and internationally, which fact is confirmed by positive reviews by prestigious international art forums,
 - d) has proven his/her ability to supervise doctoral students by supervising at least one doctoral student who has been awarded a doctorate, or co-supervising at least two doctoral students who have been awarded a doctorate, and
 - e) has indicated the University for the establishment of funding provided from the central budget under the provisions of Article 26 (3) of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Higher Education Act).
- (2) With the approval of the UDC, a Professor Emeritus (as defined in Article 32 (1) of the Higher Education Act) may also become a core member, provided that he/she meets the criteria defined in points a)-d) of paragraph (1) and he/she became a professor emeritus at the University. With respect to core members, one Professor Emeritus may be taken into consideration in each academic field.
 - (3) If the University has made a relevant agreement with a research institute, research advisors and research professors who have the title of doctor of the Hungarian Academy of Sciences and who work for the research institute full time as employees or public servants may also become core members, provided that they meet the criteria defined in points a)-d) of paragraph (1). With respect to core members, one such person may be taken into consideration in each academic field.
 - (4) A core member shall meet the criteria defined in paragraphs (1)-(3) for the duration of the entire term of at least one programme cycle and of the related degree awarding procedure, and he/she shall also work as a supervisor in the DS.
 - (5) The majority of the core members must be university professors at all times.
 - (6) The secretary of the DS shall keep a registry of the core members. The rules of keeping such a registry shall be defined by the Director of the DS, in accordance with the prevailing laws and regulations and the decisions of the HAC.
 - (7) The Director of the Doctoral School shall ensure the compliance of core members.

Doctoral programme and preparation

Forms of preparation for obtaining a doctorate

10. Article

- (1) To obtain a doctorate, one may prepare
 - a) in a full-time doctoral programme or
 - b) individually.

- (2) A doctoral student is a person with a student status at the University who participates in a doctoral programme.

The full-time doctoral programme

11. Article

- (1) The full-time doctoral programme entails a study period of forty-eight months (four academic years). The full-time doctoral programme consists of individual and collective training, research and reporting adjusted to the individual needs of the doctoral students and the specificities of the given academic or artistic field, and it includes the following phases: training and research, and research and dissertation.
- (2) In the full-time doctoral programme, the fulfilment of academic requirements shall be measured in credit points. The Academic and Examination Rules of the Doctoral Programme provide for the calculation method of credit points and list other activities that may be taken into account.
- (3) The doctoral programme offered by the University helps candidates reach the level of knowledge and gain the experience as an academic researcher and/or artist required for a doctoral degree (DLA, PhD).
- (4) In the doctoral programme, the doctoral student shall
 - a) pursue advanced artistic and theoretical/academic studies, and
 - b) complete his/her individual artistic work schedule or perform individual academic research.
- (5) The content requirements of the advanced studies are determined by the doctoral programmes (and sub-programmes). The available programmes and sub-programmes are announced by the University each year, at the proposal of the administrative units participating in the training and of the programme and sub-programme directors concerned.
- (6) The recognition of new doctoral programmes or sub-programmes and the amendment of existing ones may be initiated before the competent Doctoral Committee (DLA-DC or PhD-DC), which shall submit these to the UDC for approval.
- (7) The programme director is responsible for the professional aspects of the training in the doctoral programme. In his/her work, the doctoral student is guided by the supervisor.
- (8) Programme directors shall prepare written, yearly reports for the Doctoral Committee competent in the given discipline (DLA-DC or PhD-DC) on the work performed in the academic year and on the individual tasks of doctoral students.
- (9) In the artwork programme or academic research defined in point b) of paragraph (4), the doctoral student (with guidance from the supervisor(s)) shall perform independent artistic work/academic research. The doctoral student's objectives are defined in the annual work plan, and he/she summarises his/her results in writing (in a progress report) every year and submits it to the programme director. A doctoral student in the art (DLA) programme may have a separate art and a separate academic supervisor.

- (10) The results achieved in the advanced courses and in the individual artistic-creative work schedule/academic research, together with the related credit points, shall be recorded in the study records of the doctoral student.
- (11) In the course of his/her studies, a doctoral student may perform teaching duties in bachelor programmes or in one-tier programmes to facilitate his/her professional development. Such duties shall be determined by the competent head of department, together with the programme director. The teaching activities of doctoral students at the University are regulated in Article 18.

Application and admission to the full-time doctoral programme

12. Article

- (1) Admission possibilities and admission requirements for doctoral programmes and sub-programmes are regularly announced by the competent Doctoral Committees, the DLA-DC and the PhD-DC.
- (2) Admission to the full-time doctoral programme is granted on the basis of an admission procedure. The general admission requirements of the doctoral programmes at the Doctoral School of the University are the following:
 - a) a master's degree obtained in the field of art in a music (or musicology) study programme
 - with an at least 'good' (or equivalent) assessment in the specialist subjects and in general performance, or
 - a degree in music obtained in higher education in a (previous) university-level programme, or
 - a degree obtained in any of the following teacher training programmes:

aa) study programmes listed in Government Decree 289/2005 (XII.22.) and OM Decree 15/2006 (IV.3.), previously in force

Teaching degree course - teacher of folk music (folk stringed instruments: violin, viola, double bass-cello-gardon [percussion cello])

Teaching degree course - teacher of folk music (folk stringed instruments: viola)

Teaching degree course - teacher of folk music (folk stringed instruments: double bass-cello-gardon [percussion cello])

Teaching degree course - teacher of folk music (plucked instruments: zither-tambura-koboz [historical Hungarian lute]-rotary lute [hurdy-gurdy])

Teaching degree course - teacher of folk music (folk wind instruments: furulya [folk flute]-bagpipe)

Teaching degree course - teacher of folk music (folk wind instruments: clarinet-tarogato [Hungarian folk clarinet])

Teaching degree course - teacher of folk music (folk cimbalom)

Teaching degree course - teacher of folk music (folk singing)

Teaching degree course - jazz piano teacher

Teaching degree course - jazz guitar teacher

Teaching degree course - jazz bass guitar teacher

Teaching degree course - jazz double bass teacher
Teaching degree course - jazz saxophone teacher
Teaching degree course - jazz trumpet teacher
Teaching degree course - jazz trombone teacher
Teaching degree course - jazz drums teacher
Teaching degree course - jazz singing teacher
Teaching degree course - teacher of general music studies

and

ab) study programmes/principal studies listed in Government Decree 283/2012 (X.4.) and EMMI Decree 8/2013 (I.30.)

Teacher of music performance degree course - teacher of music performance (church music – organ)

Teacher of music performance degree course - teacher of music performance (choral conducting)

Teacher of music performance degree course - teacher of music theory

Teacher of music performance degree course - classroom music teacher (primary and secondary level)

Teacher of music performance degree course - teacher of folk music performance (violin)

Teacher of music performance degree course - teacher of folk music performance (viola)

Teacher of music performance degree course - teacher of folk music performance (double bass-cello-gardon [percussion cello] tambur bass)

Teacher of music performance degree course - teacher of folk music performance (recorder)

Teacher of music performance degree course - teacher of folk music performance (clarinet-tarogato [Hungarian folk clarinet])

Teacher of music performance degree course - teacher of folk music performance (bagpipe)

Teacher of music performance degree course - teacher of folk music performance (cimbalom)

Teacher of music performance degree course - teacher of folk music performance (tambura)

Teacher of music performance degree course - teacher of folk music performance (zither-tambura-koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])

Teacher of music performance degree course - teacher of folk music performance (accordion)

Teacher of music performance degree course - teacher of folk music performance (folk singing)

Teacher of music performance degree course - teacher of folk music theory

b) Language requirements:

- intermediate (level B2) or higher level,
- type C (complex), state-accredited (or equivalent) language examination in at least one of the following languages: English, German, French, Italian, Russian or Spanish;

- c) comprehensive knowledge of the given professional field;
 - d) verified artistic-creative work and/or academic achievements;
 - e) proof of payment of the admission procedure fee.
- (3) Besides the general requirements, the specific study programmes may have additional requirements that shall be made public on the website of the DS when the study programme is announced.
 - (4) Foreign diplomas shall be submitted for recognition according to the provisions of Articles 13-16 herein.
 - (5) An applicant who has not yet passed the final examination in a one-tier university study programme or in a master's programme shall submit a copy of his/her mark book instead of the diploma defined in point a) of paragraph (2). However, the applicant shall, on the day of the admission examination at the latest, present the original diploma that attests the successful completion of his/her studies, or an authentic certificate declaring that the issuance of the diploma is in progress and the legal requirements thereof have been met. The certificate shall include the assessment of the diploma being issued.
 - (6) To apply for admission, applicants shall submit or send the duly filled and signed application form with the required documents to the DS Secretariat.
 - (7) Admission examinations are held by the entrance examination committees for the applicants at a pre-scheduled date. The detailed requirements and procedure of the admission examinations are described in the Academic and Examination Rules of the Doctoral Programme.
 - (8) The DLA-DC and the PhD-DC shall decide on the admission of applicants, taking into consideration the predetermined quotas and the state subsidy provided to the given section. Applicants shall be notified of the admission decision in writing within 30 days.
 - (9) Foreign citizens may be admitted to the doctoral programme if they meet the professional and other requirements set forth by the respective doctoral programmes and published on the website of the DS. Otherwise, citizens of the European Economic Area may participate in doctoral programmes under the same terms as Hungarian citizens.
 - (10) An appeal against the admission decision may only be lodged on grounds of infringement of laws or of the regulations of the University. Appeals shall be lodged within 15 days of the receipt of the admission decision. The Admissions Appeals Committee decides on the appeals. The Rules on Academic Appeals shall apply to this procedure, with the proviso that the chairperson of the Admissions Appeals Committee shall be the chairperson of the UDC, and the members of the Committee shall be an instructor asked by the UDC and a representative of the Students' Union of doctoral students.
 - (11) The DS Secretariat shall keep a registry of the admitted doctoral students. The Secretariat may, with the consent of the concerned persons and in line with Act CXII of 2011 on Informational Self-Determination and Freedom of Information, share the doctoral students' certain data listed in relevant laws with the Association of Hungarian PhD and DLA Students (hereinafter referred to as the NAHPDS) at the request of the latter.
 - (12) Admitted applicants receive Hungarian state scholarships according to the decision of the Doctoral Committee competent in the given discipline. Applicants who do not receive a

Hungarian state scholarship or who require no scholarship may be admitted to the study programme in a self-financed form.

Recognition of foreign diplomas

13. Article

- (1) If a person (hereinafter referred to as the applicant) with a foreign diploma applies for the doctoral programme of the University's Doctoral School, first he/she shall request the recognition of this diploma, for the purposes of enrolling in higher education, as a certificate attesting an academic qualification equivalent to that of a master's degree that may be obtained at a Hungarian higher educational facility (hereinafter referred to as a master's degree). Equivalence is recognised in a recognition procedure conducted by the University.
- (2) A foreign diploma may be recognised as being equivalent to a master's degree if
 - a) the foreign diploma
 - aa) certifies the completion of university-level studies of at least 4 years, or
 - ab) certifies the completion of a foreign higher education qualification (degree) that may be obtained in the second cycle lasting at least for one year, if the foreign higher education system is built up as a system of successive qualifications (degrees) and the total duration of higher education studies is not less than four years,
 - b) the comparability of academic qualifications can be established,
 - c) the foreign diploma entitles its holder to apply for an academic degree programme in the issuing country.

The recognition procedure

14. Article

- (1) The recognition procedure is started upon application by the applicant. The application shall be submitted in person or sent via mail to the DS Secretariat on the standard form available at the University's website, with handwritten signature.
- (2) The following shall be submitted with the application
 - a) a certified copy of the original diploma, or, in exceptional cases, a certified copy of a document identical to the original diploma (e.g. a duplicate),
 - b) a certified copy of a document (for example the mark book or diploma annex) issued by the foreign educational facility that satisfactorily certifies the duration of studies and the successful completion of all academic requirements (courses, examinations, degree theses, final examinations, etc.) of the certificate or diploma.
 - c) if the document defined in point b) does not contain the relevant information, a certificate from the foreign educational facility that issued the diploma, declaring that the foreign diploma entitles its holder to apply for an academic degree programme in the issuing country.

- d) a certified translation (in case of documents in English, German or Italian, a non-certified translation) of the documents defined in points a) and b).
- (3) In the recognition procedure, in case of a second cycle diploma obtained in a multi-cycle higher education system, the University may request a copy and certified translation of the first-cycle diploma, and, if this document does not contain the length of studies, an additional document or certificate with regards to this information.
 - (4) The University may request the applicant to present the originals of the documents defined in points *a)* and *b)* of paragraph (2) and in paragraph (3).
 - (5) The documents defined in point a), b) and d) of paragraph (2) and in paragraph (3) shall be submitted in hard copies. The certificate defined in point c) of paragraph 2) may be submitted either in hard copy or in an electronic format.
 - (6) On grounds of equity, the University may release the applicant from the obligation to submit the documents defined in paragraphs (2) and (3) if the applicant is a refugee or a person enjoying subsidiary or temporary protection, requests the recognition in order to enrol in higher education, and provides proof or valid presumption that his/her documents are missing for reasons beyond his/her control.
 - (7) Certified translation shall mean
 - a) a certified translation by the Hungarian Office for Translation and Attestation (Országos Fordító és Fordításhitelesítő Iroda, OFFI) and a translation with an attestation clause of OFFI,
 - b) a translation with the attestation clause of a diplomatic mission of Hungary,
 - c) a translation with the attestation clause of a Hungarian public notary,
 - d) a Hungarian translation that qualifies as certified translation under the laws and regulations of a member state.
 - (8) A non-certified translation is a translation by a translation office that is not certified.
 - (9) Certified copy shall mean
 - a) a copy that shall qualify as certified under the respective laws and regulations,
 - b) a copy of the original document prepared by the University , and
 - c) a copy that qualifies as certified copy under the laws and regulations of a member state.
 - (10) In the event of any doubt as to the authenticity of the documents submitted by the applicant, or if the applicant does not have the documents required for the recognition of the diploma and the University considers that it would be impossible or difficult for the applicant to obtain them, the University may send a request to the Educational Authority and to the competent foreign institution, organisation or authority. If the legal force of a foreign certificate or diploma is to be established that was issued in a country bound by the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (signed on 11 April 1997, ratified in Hungary by Act XCIX of 2001, hereinafter referred to as the Lisbon Convention), the University sends a request to the foreign information centre defined in Article IX.2. of the Lisbon Convention.

15. Article

- (1) The application shall be submitted at least 30 days prior to the admission application deadline.
- (2) The University examines the application within 15 days after it is submitted and, if necessary, requires missing information/documents, or, in line with Article 14 (3) and (4), additional information/documents within 21 days. If the applicant is unable to submit the missing or additional information/documents for a reason beyond his/her control (e.g. due to the length of the administrative procedure of the foreign higher educational facility), the deadline may be extended once, with 21 days.
- (3) In the event of any doubt as to the accuracy of a non-certified translation as specified in Article 14 (8) herein, the University requests the applicant to clarify the translation within 15 days. If the applicant fails to comply with such a request, or the new translation is still not suitable to serve as a basis for the decision, the University may arrange for the preparation of a certified translation, the costs of which shall be borne by the applicant.
- (4) If the applicant does not comply or complies only partially with the University's request to submit missing information/documents by the deadline, the University shall reject the application without substantive examination.
- (5) The University shall adopt a decision on the application within 45 days of its receipt. The time required for the submission of missing or additional information/documents and for the clarification of the translation is not included in the administration time.
- (6) The administration related to the submission of the missing or additional information/documents and to the clarification of the translation - except for the submission of documents other than those defined in Article 14 (2) c) herein - may take place in electronic form as well.

16. Article

- (1) The Director of the DS makes a decision in the recognition procedure at the first instance.
- (2) Appeals against the decision at first instance may be lodged at the minister responsible for education.
- (3) An applicant whose application is rejected may not take the admission examination, but may request the refund of 75% of the application fee.
- (4) If an applicant does not have, on the closing date of the admission application period, the diploma the recognition of which is required to participate in advanced studies, but is expected to obtain it before the start of the admission examination, he/she shall submit the application by the deadline specified in Article 15 (1) and shall submit the required documents on the date of the admission examination at the latest.
- (5) Applicants referred to in paragraph (4) may start the admission examination only after submitting all required documents.
- (6) Applicants referred to in paragraph (4) may not be admitted to the doctoral programme after passing the admission examination if their application for the recognition of their foreign diploma is rejected within 3 working days from the date of the admission

examination, or if the examination of the application is so time-consuming that no decision can be made by the same deadline. In such a case, applicants may request the refund of 50% of the application fee.

- (7) The recognition of a foreign diploma as equivalent with a master's degree only entitles the applicant to apply for the University's Doctoral School. If the equivalence of the applicant's diploma with a master's degree has already been recognised by the University, the procedure shall not be repeated.
- (8) For the purposes of Articles 13-16 herein, a diploma issued by a foreign higher educational facility with a permit to operate in Hungary shall qualify as a foreign diploma.
- (9) For the purposes of Articles 13-16 herein, the term 'member state' shall mean, with the exception of Hungary, a member state of the European Union, another state which is a party to the Agreement on the European Economic Area, and a state the citizens of which enjoy the same rights as those of a state which is a party to the Agreement on the European Economic Area with respect to the recognition of professional qualifications on the grounds of an international agreement between the European Community and the member states thereof and a state which is not a party to the Agreement on the European Economic Area.
- (10) To questions regarding the recognition procedure not regulated herein, the provisions of Act C of 2001 on the recognition of foreign certificates and degrees shall apply.

The legal status of doctoral students

17. Article

- (1) A doctoral student participating in a doctoral programme has a student status at the University.
- (2) Doctoral students not receiving Hungarian state scholarship participate in the doctoral programme in a self-financed form.
- (3) A doctoral student is entitled to a student identity card while he/she has a student status.
- (4) The fees payable by the doctoral students in the doctoral programme, the allowances and fees payable to them, and the amount of the tuition fee payable by candidates not receiving Hungarian state scholarship shall be determined by the UDC.
- (5) A doctoral student may spend a semester/semesters abroad. The candidate may spend a semester/semesters abroad based on a work programme proposed by the programme director that ensures this period is considered valid in the University's doctoral programme. The Doctoral Committee competent in the given discipline decides whether to approve the work programme of the given semester/semesters abroad. The semester/semesters abroad shall be counted in the length of the doctoral programme, and the student status of the doctoral student is not suspended for this period.
- (6) Academic requirements in the full-time doctoral programme shall be met within four years (8 semesters), and doctoral students receiving Hungarian state scholarship receive state scholarship for the same period of time. Academic requirements in the individual doctoral programme shall be met within two years (4 semesters). In exceptional cases, at the proposal of the programme director and on the application of the doctoral student, the

Doctoral Committee competent in the given discipline may grant exemption from part of the study programme.

- (7) The University may approve the interruption (suspension) of studies maximum twice, for no longer than two semesters at a time. Exceptions are allowed only in cases defined in the applicable laws and regulations. The first application for suspension of studies may not be rejected. During the temporary suspension of the student status, no Hungarian state scholarship shall be paid to the doctoral candidate.
- (8) Following the completion of the study programme (if all requirements defined in these regulations and in the Academic and Examination Rules of the Doctoral Programme are met), the doctoral student obtains a pre-degree certificate. A pre-degree certificate certifies that the doctoral student fulfilled all academic requirements of the study programme.

Teaching activity of doctoral students at the University

18. Article

- (1) A doctoral student participating in a doctoral programme may be requested by the University to perform teaching duties, up to 4 classes per week. Teaching duties performed under this paragraph are not a part of the obligatory academic requirements, but the Doctoral School may grant credit points for their performance (including the time used for preparation). The credit rules of the Doctoral School provide for the number and acceptance of credit points due on the basis of teaching duties performed under this paragraph.
- (2) A doctoral student may perform teaching duties - in bachelor programmes or in the first 3 years of one-tier programmes - to facilitate his/her professional development, in areas determined by the competent head of department, together with the programme director.
- (3) With respect to any teaching duty of a doctoral student in addition to that referred to in paragraph (1), the doctoral student and the University shall enter into a doctoral student's employment agreement. The time spent on teaching duties under such doctoral student's employment agreement may not exceed 8 classes per week, which is equal to a 40% part-time employment.
- (4) Under the doctoral student's employment agreement, the doctoral student is entitled to a fee defined in the agreement between the doctoral student and the University. In consideration of the payment of this fee, unless agreed otherwise, the proprietary rights of the things created under the doctoral student's employment agreement and intellectual property rights are transferred to the University.

Individual preparation

19. Article

- (1) Candidates may also prepare for a doctoral degree in an individual programme, without participating in the full-time doctoral programme. This possibility may be granted by the Doctoral Committee competent in the given discipline only to applicants over 35 years of age who already have significant artistic/academic accomplishments. This age limit may

only be disregarded in exceptional cases, in case of internationally recognised artists or musicologists. The precondition of application is compliance with the criteria defined in Article 12 (2). The Doctoral Committee competent in the given discipline may decide to accept a diploma with an assessment lower than specified therein only for applicants with exceptional professional achievements.

- (2) Candidates who intend to prepare for a doctorate individually shall submit an application to the chairperson of the Doctoral Committee competent in the given discipline, requesting that a permission to register for the PhD/DLA complex exam be issued. Documents certifying that the criteria defined in Article 12 (2) are met shall be submitted with the application.
- (3) The Doctoral Committee competent in the given discipline will interview applicants it finds eligible based on previously submitted audio records (CD, DVD, audio- or video files) or list of publications that present their artistic and/or academic work. In the course of this, the applicant presents documents to prove his/her considerable artistic/creative and/or academic accomplishments and his/her expertise in the field of research, and also proves that his/her professional knowledge is equivalent to that provided by the training and research phase of the full-time doctoral programme and that he/she meets the language requirements.
- (4) The permission to register for the PhD/DLA complex exam is valid for one year. The candidate preparing individually for the doctoral degree shall register for the PhD/DLA complex exam within one year from the issuance of the permission. The student status of the individually preparing candidate shall start in the registration period for the semester immediately following the date when the PhD/DLA complex exam was taken. By passing the PhD/DLA complex exam, individually preparing candidates start the four-semester research and dissertation phase of the doctoral programme. The PhD/DLA complex exam shall be considered a part of the first semester of the doctoral studies of the individually preparing candidate.
- (5) Individually preparing candidates may only participate in the doctoral programme in a self-financed form.

Conditions for obtaining a doctorate

20. Article

- (1) In the course of the doctoral programme, after the PhD/DLA complex exam, the doctoral student shall take part in the degree awarding procedure by completing the research and dissertation phase of the programme, the aim of which is to obtain a doctoral degree.
- (2) To obtain a doctoral degree, the doctoral student shall
 - a) fulfil the requirements defined herein for doctoral students and pass the PhD/DLA complex exam and the dissertation proposal defence,
 - b) provide proof of the knowledge of two foreign languages (as required for the study of the given artistic or academic discipline) according to paragraph (3),
 - c) present his/her individual creative artwork and academic achievements,

- d) independently solve an artistic or academic task that matches the requirements of the given degree; present the dissertation or artwork; defend the results in a public debate.
- (3) With their application for the doctoral programme, applicants shall submit a copy of an intermediate (B2) or higher level, state accredited, complex (written and oral) English, German, French, Italian, Russian or Spanish language examination certificate (or equivalent document) as the first foreign language; as a second foreign language, a copy of a basic (B1) or higher level, state accredited, complex (written and oral) language examination certificate (or equivalent document) of any language shall be submitted. As an alternative to the second, B1 level foreign language examination, a comprehensive language examination organised by the Doctoral School and taken at the University may be accepted. Candidates shall submit the document(s) certifying the second successful language examination, or pass the comprehensive language examination by the 14th day preceding the date of the dissertation defence. Deaf candidates may prove they meet the language requirements by providing proof of their knowledge of a sign language other than Hungarian.
- (4) The doctoral dissertation may only be defended after the doctoral candidate passed the PhD/DLA complex exam and the dissertation proposal defence.

PhD/DLA complex exam

21. Article

- (1) In the course of the doctoral programme, at the end of the fourth semester, as the closing of the training and research phase and as a prerequisite for starting the research and dissertation phase of the programme, doctoral candidates shall pass a PhD/DLA complex exam, which measures and evaluates their academic, research and artistic progress.
- (2) The PhD/DLA complex exam is public.
- (3) The examination board of the comprehensive exam shall consist of 3 members. The members of the examination board: the programme director of the candidate and two additional members appointed by the DC competent in the given discipline; one of the additional member shall have a doctorate in the relevant artistic/academic discipline or an equivalent art award, while in case of a candidate preparing for a DLA degree, one member shall be a musicologist. The chairperson of the board must be either a professor, a Professor Emeritus or a habilitated associate professor of the University, and is selected from among the three members by the chairperson of the competent DC. The supervisor of the candidate may not be a member of the board. If the programme director is the supervisor of the doctoral candidate, the competent DC, taking into consideration the composition of the board, shall appoint the director of another programme or another artist with a degree in the artistic discipline of the candidate (DLA) or an instructor/researcher in the same academic discipline as the candidate (PhD) to the board instead of the programme director.
- (4) In the full-time study programme, the supervisor evaluates the candidate's progress in writing before the PhD/DLA complex exam, according to the aspects defined in the PhD/DLA complex exam guide of the DS.
- (5) The PhD/DLA complex exam consists of two parts:
- a) theoretical or artistic part,

- b) dissertation part.
- (6) The theoretical or artistic part is completed by candidates in the music performer and church music DLA programmes with a 30-minute concert and a related, 15-minute presentation; by candidates in the composition and music theory DLA programmes with a 30-minute, analytical academic presentation; and by candidates in the musicology PhD programme with two 30-minute analytical academic presentations on two different subjects. The concert presentation may also be submitted in writing and it shall be based on the individual, analytic work of the candidate.
 - (7) The dissertation part shall be completed by a 20-minute presentation about the dissertation. The presentation shall cover the research plan, the research methodology used for the dissertation, and a detailed description of a part of a dissertation chapter.
 - (8) The DS shall publish the list of the materials to be submitted when registering for the PhD/DLA complex exam in the PhD/DLA complex exam guide.
 - (9) The two parts of the PhD/DLA complex exam shall be evaluated separately, by scoring each part. Each examination board member evaluates the performance of the doctoral candidate in each part of the examination separately on a scale of 0 to 100, then the point average is calculated for each part of the examination. If the point average of any part is under 61 points, the given part shall qualify as 'failed'. If at least two members of the board awarded less than 61 points for a given part, that part shall also qualify as failed. The candidate passes the PhD/DLA complex exam if both parts are successful. The assessment of the successful PhD/DLA complex exam is calculated as follows, based on the average of the total scores of the two parts: if the point average is between 61 and 100, the assessment is 'satisfied'. The assessment of the unsuccessful PhD/DLA complex exam is 'failed'.
 - (10) The candidate who failed one or both parts of the examination may retake the failed part(s) of the examination once in the same examination period. A board of five members shall be appointed for the re-take examination in consideration of Article 21 (3). The re-take examination shall be evaluated according to Article 21 (9), except that if at least three members of the board awarded less than 61 points for a given part, that part shall qualify as failed. In case of a failed re-take examination or if the doctoral student does not pass the PhD/DLA complex exam by the end of the fourth active semester of his/her student status, the student status is terminated.
 - (11) The result of the PhD/DLA complex exam shall be a part of the assessment of the doctoral degree.

Dissertation proposal defence

22. Article

- (1) The dissertation proposal of a doctoral student shall be discussed in the dissertation proposal defence, in the presence of an expert committee appointed by the DC competent in the given discipline. The aim of the dissertation proposal defence is to help the doctoral student with questions, critical comments and advice, so that the final, submitted version of the dissertation will meet professional requirements at the highest possible level, and, through the debate, to help improve the candidate's skills in professional debates.

- (2) The doctoral student shall submit a dissertation proposal for the dissertation proposal defence in advance, consisting of a research plan and a completed chapter of the dissertation. Each member of the committee shall formulate one comprehensive question for the candidate, based on the submitted dissertation proposal. These questions shall be shared with the candidate two weeks before the dissertation proposal defence.
- (3) The dissertation proposal defence starts with a presentation by the candidate, then he/she answers the questions of the committee; finally, the doctoral candidate takes part in the debate about the dissertation. Every person who is entitled to attend the dissertation proposal defence can take part in the debate.
- (4) The committee shall consist of at least three members. The members shall be appointed by the competent programme director, taking into consideration the opinion of the chairperson of the DC competent in the given discipline. Ideally, the supervisor of the candidate is also a member of the committee. The supervisor of the candidate may not be the chairperson of the committee. If the committee consists of more than three members, an external member shall also be assigned.
- (5) In a closed meeting after the dissertation proposal defence, the committee shall decide on the comments and recommendations shared in the course of the dissertation proposal defence and shall record its position in a report. The committee shall also make a decision whether to accept the dissertation proposal. The members of the committee shall decide on the result of the final assessment by majority vote. The result of the final assessment may be the following:
 - a) the committee recommends that the dissertation proposal be accepted without changes, or
 - b) the committee recommends that the dissertation proposal be accepted with the changes indicated in the report, or
 - c) the committee does not recommend that the dissertation proposal be accepted for reasons indicated in the report; the committee recommends that a new dissertation proposal be submitted.
- (6) A new dissertation proposal may be submitted only once; in case of a second failed dissertation proposal defence, the degree awarding procedure fails and the doctoral candidate's student status is terminated.
- (7) The student status of the doctoral student shall also be terminated if the dissertation proposal defence is not completed by the end of the 8th active semester.
- (8) The dissertation proposal defence is open to the members of the UDC, the members of Doctoral Committees of the given discipline and candidates with doctoral student status, except for the closed meeting of the committee. Doctoral candidates with student status in the research and dissertation phase of the study programme are expected to attend.
- (9) The successful completion of the dissertation proposal defence (with a result defined in Article 22 (5) a) or b)) is a pre-requisite to receiving the pre-degree certificate.
- (10) A report shall be drawn up of the dissertation proposal defence, in two parts. The first part shall include the opinions expressed in the dissertation proposal defence (indicating the contributors) while the second part shall summarise the closed meeting of the committee, including any recommended changes and the final assessment. The report

shall be made available to the members of the defence committee. An attendance sheet is annexed to the report.

- (11) The result of the dissertation proposal defence is not a part of the assessment of the doctoral degree.

Dissertation defence procedure

23. Article

- (1) A doctoral student may participate in the dissertation defence procedure if he/she has passed the PhD/DLA complex exam and the dissertation proposal defence, and, having met all requirements of the doctoral programme, has obtained a pre-degree certificate.
- (2) The application regarding the defence procedure shall be submitted within three years of the PhD/DLA complex exam and within one year of obtaining the pre-degree certificate. The application for the defence procedure may not be rejected by the University if the doctoral candidate has successfully completed the doctoral programme at the University.
- (3) In exceptional cases, if equitable (like in case of giving birth, accidents, or other unexpected events beyond the control of the doctoral student) the three-year deadline indicated in paragraph (2) may be extended by maximum one year.

24. Article

- (1) The doctoral student initiating the dissertation defence submits an application for the conduction of the defence procedure with the required documents in one full copy to the DS Secretariat, addressed to the chairperson of the Doctoral Committee competent in the given discipline. The DS Secretariat shall keep a registry of the submitted applications, which, following a formal examination, shall be forwarded to the chairperson of the DLA-DC or the PhD-DC. Incomplete applications shall be returned to the applicant within 15 days, who shall submit the missing information or documents.
- (2) The application shall contain the academic or artistic field, the specific area in that field, and the study programme in which the applicant wishes to obtain the doctorate.
- (3) The following shall be submitted with the application
 - a) a copy of the pre-degree certificate attesting the completion of the doctoral programme, certified by the DS Secretariat,
 - b) in a DLA degree awarding procedure, the masterwork and the written dissertation (or, if these are not submitted with the application, the title of the dissertation recommended by the competent supervisor for approval),
 - c) in a PhD degree awarding procedure, the doctoral dissertation (or the title thereof, recommended by the competent supervisor for approval),
 - d) a curriculum vitae,
 - e) a declaration by the doctoral student that he/she has not initiated and he/she does not have an ongoing doctoral degree awarding procedure in the same academic field, and

no application for a degree awarding procedure by the doctoral student has been rejected in the past two years,

- f) proof of payment of the administrative fee,
 - g) any request for the conduction of the procedure in a foreign language,
 - h) a declaration by the doctoral student that there is no ongoing procedure against him/her for the withdrawal of a doctoral degree, and no doctoral degree has been withdrawn from him/her in the past five years,
 - i) a declaration by the doctoral student that the masterwork or written dissertation is his/her own, individual work and does not raise any intellectual property concerns, and that the literary references are accurate and comprehensive.
- (4) The doctoral dissertation shall be submitted with the application for the defence procedure, but no later than three years after the PhD/DLA complex exam and within one year of obtaining the pre-degree certificate. In a defence procedure to obtain a DLA degree, the masterwork (composition) and the written dissertation may be submitted separately, but five copies of the programme of the masterwork (or the composition) shall be submitted within five days of the receipt of the opinions of the opponents of the dissertation.
- (5) The Doctoral Committee competent in the given discipline shall decide on the approval or rejection of the application for the conduction of the defence procedure with a simple majority vote. In case of a tie, the vote of the chairperson shall be decisive. The applicant shall be informed of the decision in writing and with proper reasoning immediately, but no later than 30 days after the decision is adopted.
- (6) If the conduction of the defence procedure is approved, the Doctoral Committee competent in the given discipline shall appoint the chairperson and the members of the defence committee, and the official referees of the dissertation.

Dissertation, masterwork

25. Article

- (1) The doctoral dissertation is a paper summarizing the new results and research methods of the doctoral student in an academic field or in art theory that proves the doctoral student's ability to perform the academic or theoretic work required by the doctorate. In a defence procedure to obtain a DLA degree, the masterwork shall also be a subject of the dissertation defence.
- (2) The dissertation shall be submitted in accordance with Article 24 (4). When submitting the doctoral dissertation, the doctoral student shall declare in writing that the same dissertation hasn't been submitted to or rejected by another institution.
- (3) With the dissertation, the doctoral student shall submit the doctoral theses in English and Hungarian, in five hard copies each, in a form determined by the DC competent in the given discipline, and one hard copy of the list of the doctoral student's concerts, compositions and academic publications.

26. Article

- (1) In the music section of the Doctoral School, the doctoral candidate shall meet artistic and academic requirements to obtain a doctoral (DLA) degree.
- (2) The masterwork shall either be a composition or a concert (as required in the given programme), which, besides the thesis, shall be the art subject of the dissertation defence.
- (3) The written dissertation is the academic criterion of the doctoral dissertation. The written dissertation is a theoretical study on a subject relevant to the given programme (focusing on music history, performing arts, musical analysis, theory of forms, etc.) in Hungarian, or in a language accepted by the DLA-DC.
- (4) The doctoral student may decide if he/she prioritises the written dissertation or the masterwork in the defence procedure. Accordingly, the doctoral candidate shall either hold a full concert (2x45 minutes) and submit a written dissertation of at least 50-100 pages, or shall hold a half concert (50 minutes) and submit a written dissertation of at least 80-150 pages. The notes, illustrations, scores and other annexes shall not count into the length of the written dissertation. One page shall consist of 1,800 characters.
- (5) The name of the author, the title of the dissertation, the supervisor, and the date and place of the preparation shall be indicated on the cover page of the written dissertation. The written dissertation shall be submitted with the countersignature of the supervisor to certify that the document was prepared after preliminary consultations and is submitted with the supervisor's knowledge. A table of contents shall be a part of the written dissertation. Appendixes like photos, collections of documents, scores, audio cassettes, video cassettes, CDs, CD-ROMs may also be added to the written dissertation. The written dissertation shall be published in line with Article 2 (7) and 28 (11) herein.
- (6) The masterwork (if it is a composition) shall be submitted in five copies, and the written dissertation shall be submitted in four bound hard copies and on two CDs. When the procedure is completed, one copy of the masterwork (if the masterwork is a composition then its musical score, if it is a concert then its recording; these are arranged for by the doctoral student), and one copy of the written dissertation shall be stored in the University's Central Library.

27. Article

- (1) In the musicology section of the DS, the doctoral student shall write a doctoral dissertation to obtain a doctoral (PhD) degree.
- (2) The doctoral dissertation is a paper of maximum 250 pages (1 page = 1,800 characters), summarizing the new academic results and research methods of the doctoral student in Hungarian or in another language accepted by the PhD-DC. The notes, illustrations, scores and other annexes shall not count into the 250 pages of the dissertation.
- (3) The name of the author, the title of the dissertation, the supervisor, and the date and place of the preparation shall be indicated on the cover page of the doctoral dissertation. A table of contents shall be a part of the doctoral dissertation. Appendixes like photos, collection of documents, scores, audio cassettes, video cassettes, CDs, CD-ROMs, etc. may also be added to the dissertation.

- (4) The dissertation shall be submitted in four bound copies. When the procedure is completed, one copy of the dissertation shall be stored in the National Széchényi Library (Országos Széchényi Könyvtár), one copy in the Institute for Musicology of the Hungarian Academy of Sciences (MTA Zenetudományi Intézet), and one copy in the University's Central Library. The doctoral dissertation shall be published in line with Article 2 (7) and 28 (11) herein.

Defending the dissertation, presenting the masterwork

28. Article

- (1) A doctoral dissertation may only be defended when the doctoral candidate has obtained a pre-degree certificate (i.e. has fulfilled the academic requirements and has passed the PhD/DLA complex exam and the dissertation proposal defence).
- (2) In a defence procedure to obtain a DLA degree, the masterwork shall be presented prior to the defence of the written dissertation, but the two events shall take place within two weeks.
- (3) In a defence procedure to obtain a DLA degree, after the masterwork was presented, the committee shall, in a closed meeting, make a decision whether to accept or reject it. Each member of the committee shall evaluate the performance on a scale of 0 to 100; the average is calculated from the total score according to the number of the members. In case the point average is under 61, the degree (DLA) awarding procedure is unsuccessful and the written dissertation may not be submitted for defence. The candidate also fails to defend the masterwork if the majority of the committee members awarded less than 61 points.
- (4) At the request of the Doctoral Committee competent in the given discipline, two official referees (opponents), one of whom cannot be employed by the University, shall write a report on the doctoral dissertation within two months it is submitted and declare if they recommend that a public defence be scheduled. The report shall be prepared in the class period defined in the Academic and Examination Rules. If one opponent gives a negative report, the competent Doctoral Committee shall ask a third referee. The dissertation may not be scheduled for defence if two of the two or three referees do not recommend that, and in the DLA degree awarding procedure the masterwork may not be presented and assessed either. In the DLA degree awarding procedure one of the referees shall be an expert of music history/music theory. If the recommendation of this referee is negative, an expert of the same field shall be asked as a third referee.
- (5) The dissertation shall be scheduled for public defence within two months of class period from the time the two positive reports are received. The doctoral student receives the referees' reports in advance and responds to them in writing two weeks before the public defence, then verbally, during the public debate in the defence procedure.
- (6) The candidate shall publicly defend the dissertation before a defence committee consisting of 5 members. The committee shall consist of the chairperson, the two official referees (opponents) and two additional members. If three referee's reports were required for the dissertation to be scheduled for public defence, the dissertation shall be defended before a defence committee of 7 members. The 7 members of the defence committee shall be the chairperson, the three official referees and three additional members. In a

defence procedure to obtain a DLA degree, the masterwork and the dissertation are assessed by the same committee. The chairperson and the members of the defence committee must be professionals with a DLA or PhD degree, or an equivalent art award. The supervisor of the doctoral student may not be a member of the committee.

- (7) In the public defence of the dissertation, the doctoral student presents/may present the theses of the dissertation, then, following the presentation of the referees' reports, reads out his/her written response to those. After that the opponents who recommended the dissertation for public defence shall declare whether they accept the response of the doctoral student or not. If the response is accepted by both opponents, the doctoral student responds to the questions and comments of the members of the committee and other persons present. If one of the opponents rejects the response, the doctoral student may attempt to provide a substantive response to the report in a later stage of the public defence. If two opponents reject the response, the defence procedure shall be suspended. In such a case, the defence procedure may be repeated if the doctoral student submits new responses to the referees' reports in writing within one month. The repeated defence procedure shall take place before the same committee, under the rules and regulations of the defence procedure, after at least two weeks from the submission of the new written responses. If the doctoral student misses the deadline for submitting the new written responses, or if, in the repeated defence procedure, the new written response of the doctoral student is rejected by any of the opponents who recommended the dissertation for public defence, the defence procedure shall be closed without any further dispute, and the dissertation shall be rejected.
- (8) After the debate, the committee shall make, in a closed meeting, a decision whether to accept or reject the dissertation. Each member of the committee shall evaluate the defence on a scale of 0 to 100; the average is calculated from the total score according to the number of the members. In case the point average is under 61, the procedure is unsuccessful. The candidate also fails to defend the dissertation if the majority of the committee members awarded less than 61 points. The chairperson shall publicly announce the acceptance or rejection of the dissertation, and the final result of the defence procedure.
- (9) In case of a DLA degree, the assessment of the doctoral degree shall be determined according to the arithmetic mean of the point averages awarded to the DLA complex exam, the masterwork and the dissertation; in case of a PhD degree, it is determined according to the arithmetic mean of the point averages awarded to the PhD complex exam and the dissertation. Accordingly, the assessment of the doctorate is 'rite' if the point average is between 61-80, 'cum laude' if the point average is between 81-93, and 'summa cum laude' if the point average is between 94-100.
- (10) The presentation of the masterwork, the defence of the dissertation and the decision of the committee shall be recorded in a report. Upon application by the doctoral student, the University shall issue a certificate of the result of the defence, noting that the certificate is not equal to awarding the doctorate, as the latter falls within the competence of the University Doctoral Committee.
- (11) The doctoral dissertation and the theses thereof shall be publicly available for anyone. The University is responsible for keeping records of the dissertation and its theses in electronic and printed form and for making the entire dissertation public by storing a hard copy and a copy on an electronic storage medium of the dissertation and its theses in the Central Library of the University and entering these in the catalogue, and by uploading an

electronic version to the online database of the Hungarian Doctoral Council and to the website of the University. The doctoral candidate shall be responsible for the publication of the dissertation in the Hungarian National Scientific Bibliography.

- (12) If a doctoral student submitted a dissertation but it was rejected by two referees, or if the degree awarding procedure (the masterwork and/or the dissertation defence) was unsuccessful, the doctoral student may request a new dissertation defence procedure once. The application for a new defence procedure may not be submitted sooner than two years after the date of the negative referee's report with the later date, or from the date of the failed dissertation defence. If a doctoral student requests a new defence procedure in the same doctoral topic, the referees requested shall examine if there is substantial difference between the rejected and the new dissertation. If there is no substantial difference, the new dissertation may not be scheduled for public defence. The DS provides a supervisor to the doctoral student applying for a repeated defence procedure only for a fee. The result of the masterwork successfully presented in the previous defence procedure may not be taken into account in the result of the new defence procedure.
- (13) The Doctoral Committee competent in the given discipline shall submit its proposal to the University Doctoral Committee on awarding doctorates, on the basis of the defence committees' reports.

Exceptional procedures

29. Article

- (1) In the music section of the DS, doctoral candidates preparing individually may also obtain a doctoral (DLA) degree in an exceptional degree awarding procedure. This possibility is available for colleagues who already have a valid university habilitation obtained at the University and intend to obtain a doctoral (DLA) degree.
- (2) Applications for an exceptional DLA degree awarding procedure shall be submitted to the DLA-DC. The following shall be submitted with the application
 - a) a copy of the certificate of the successful habilitation procedure conducted at the University,
 - b) a curriculum vitae,
 - c) a proposal regarding the masterwork and the topic of the written dissertation,
 - d) the copy of the certificate of at least one
 - intermediate (level B2) or higher level,
 - type C (complex), state-accredited (or equivalent) language examination (in one of the following languages: English, German, French, Italian, Russian or Spanish),
 - e) proof of payment of the application fee.
- (3) Following the interview with the applicant, the DLA-DC shall decide by the support of the four-fifth of the members with voting rights whether to grant the application, i.e. whether to give its permission to the applicant to start the degree awarding procedure and whether to allow the doctoral candidate to register for the DLA complex exam.

- (4) After the issuance of the permission, the candidate has one year to register for the DLA complex exam; within a year after the successful DLA complex exam, the doctoral candidate shall submit his/her doctoral dissertation.
- (5) There are the following differences between the exceptional degree awarding procedure and the regular procedure:
 - a) the candidate shall be exempt from the training and research, and the research and dissertation phases and from the requirements of the dissertation proposal defence,
 - b) the candidate shall prioritise the masterwork over the written dissertation, which means the candidate shall hold a full concert (2x45 minutes) and the length of the written dissertation is reduced (but it consists of at least 30 pages, excluding the illustrations, musical scores and other annexes).
- (6) Candidates in the exceptional degree awarding procedure may not be exempt from the language requirements defined in Article 20 of these Doctoral Regulations.
- (7) Otherwise, the rules of the regular doctoral procedure shall apply to the exceptional degree awarding procedure. Accordingly, the assessment of the doctoral degree shall be determined according to the regular doctoral procedure.

30. Article

- (1) A doctoral student in the DLA programme who shows intention and eligibility to obtain a PhD degree in the doctoral programme of the musicology section may transfer to this programme.
- (2) The procedure defined in paragraph (1) shall start with an application submitted to the chairperson of the PhD-DC. At the request of the chairperson of the PhD-DC, a member of the committee shall determine if the application is reasonable and make a recommendation concerning the substance of the decision. The adoption of the respective decision shall fall within the competence of the PhD-DC.
- (3) The decision granting the application may order the transfer of the doctoral candidate to the doctoral programme at the musicology section. The operative part of the decision shall clearly define the requirements (including the amount of tuition fee payable in the self-financing form), for the issuance of the pre-degree certificate.

31. Article

The PhD-DC may propose that a doctoral degree (PhD) be awarded to candidates it considers worthy on the basis of their academic achievements. Persons who have a doctoral (DLA) degree and have had significant academic publications or publications of academic value since obtaining their degree may apply for this procedure. To this procedure, the provisions of Article 23 and 24 herein shall apply.

Certification and conferment of the doctorate

32. Article

- (1) The University Doctoral Committee shall make a decision on awarding doctorates at the proposal of the Doctoral Committee competent in the given discipline, which proposal is based on the reports of the PhD/DLA complex exam committees and the defence committees.
- (2) The assessment of the doctorate (as per Article 28 (9) herein) shall be indicated in the diploma.
- (3) After the completion of the defence procedure, on the basis of the decision on awarding doctoral degrees entered into the doctoral register, the Secretariat of the University's Doctoral School shall issue a certificate in Hungarian and English, specifying the respective academic and artistic discipline and field, and the study programme in the given field, and shall notify the Educational Authority of the decision.
- (4) Candidates receive the diploma from the University in a doctoral conferment ceremony. At the doctoral conferment ceremony, doctoral candidates shall take an oath.

Conferment of doctorate with honours

33. Article

Following the proposal of the minister responsible for education and with the preliminary approval of the President of the Republic, the University shall confer doctorate with the honours 'Promotio sub auscipiis Praesidentis Rei Publicae' on the doctoral candidate who completed his/her secondary school, university and doctoral studies with outstanding results (as defined in the respective laws).

The title 'Doctor Honoris Causa'

34. Article

- (1) The University is entitled to confer the title of 'Doctor Honoris Causa' on Hungarian and foreign citizens who are considered worthy. This title may be earned by internationally recognised artistic and/or academic performance and achievements. The Senate of the University shall make a decision on the conferment of this title at the proposal of the President, obtaining the opinion of the UDC.
- (2) The conferment of this title may be initiated by the directors of the doctoral programmes and the educational units of the University.

Naturalisation of foreign doctoral degrees

35. Article

- (1) A person is entitled to have his/her academic degree naturalised if, when submitting the application, he/she proves his/her citizenship and personal data with an official document

that is suitable to certify citizenship and personal data, and his/her Hungarian address of residence with an official address card.

- (2) A person without Hungarian citizenship who is not a citizen of a member state and is not treated as equivalent thereto shall be entitled to have his/her academic degree recognised, if, in addition to meeting the requirements set forth in paragraph (1) herein, he/she has a residence permit in Hungary issued for the purpose of employment/gainful activity or family reunification.
- (3) An official document certifying personal data shall mean, with respect to Hungarian citizens, immigrants and persons resident in Hungary, the personal identity card, the passport or the driver's license; with respect to citizens of other member states a certificate recognised under the law of the member state as a document containing personal identification data; with respect to other persons, the residence permit and the temporary residence visa if it was issued for the purposes of employment, gainful activity, or family reunification.
- (4) In the course of the naturalisation procedure, the UDC may request additional information besides the obligatory documents and the documents that may be requested, like the detailed syllabus of the courses taken, an authentic summary of the programmes of field practices completed, or any other information necessary for a well-founded decision in the naturalisation procedure. The Doctoral Committee carrying out the procedure shall decide on requesting additional information within 30 days after the application for naturalisation is submitted. The DS Secretariat shall inform the applicant of its decision, and the applicant shall either submit the required information or notify the DS Secretariat of the expected delay of the submission within 30 days.

Conditions for the naturalisation of foreign academic degrees

36. Article

- (1) The UDC shall naturalise the foreign academic degree either as an academic degree certified by a diploma obtainable in a doctoral degree awarding procedure ('Doctor of Philosophy', PhD) or with a degree obtainable in an art programme ('Doctor of Liberal Arts', DLA), provided that
 - a) the foreign degree was awarded by a foreign educational facility that is authorised to award academic degrees under the prevailing laws and regulations of the foreign country, and
 - b) the requirements of the academic degree are equivalent with the requirements of the 'Doctor of Philosophy' or 'Doctor of Liberal Arts' degree set forth by the respective laws and regulations and the Doctoral Regulations of the University or their equivalence may be ensured by imposing additional requirements.
- (2) If the foreign study programme of the applicant differs substantially from the study programme required for the respective Hungarian qualification, the UDC may impose conditions (PhD/DLA complex exam, dissertation proposal defence, dissertation defence, etc.) on the naturalisation of the foreign academic degree.

Initiation of the naturalisation procedure

37. Article

- (1) For the initiation of the naturalisation procedure, the applicant shall submit the following:
 - a) a certified copy of the original diploma, or, in exceptional cases, a certified copy of a document identical to the original diploma (e.g. a copy),
 - b) a certified copy of a document (for example the mark book) issued by the foreign educational facility that satisfactorily certifies the duration of studies and the successful completion of all academic requirements of the degree,
 - c) a certified Hungarian translation of the documents defined in points a) and b) (if necessary), and
 - d) proof of payment of the administrative fee.
- (2) The Doctoral Committee carrying out the procedure may request the applicant to present the originals of the documents defined in points a) and b) of paragraph (1). The Doctoral Committee carrying out the procedure shall publish the list of languages for which it accepts non-certified translations.
- (3) In exceptional cases, on grounds of equity, the Doctoral Committee carrying out the procedure may release the applicant from the obligation to submit the documents defined in paragraph (1) if the applicant is a refugee or a person enjoying subsidiary or temporary protection in Hungary, and provides proof or valid presumption that his/her documents are missing for reasons beyond his/her control.
- (4) A certified translation shall mean a translation with the attestation clause of the Hungarian Office for Translation and Attestation (Országos Fordító és Fordításhitelesítő Iroda, OFFI) of a Hungarian diplomatic mission or of a Hungarian public notary.
- (5) Certified translation shall also mean a Hungarian translation that qualifies as certified under the laws and regulations of the sending member state of the European Union or the country of origin.
- (6) Certified copy shall mean a copy that qualifies as certified under the respective laws and regulations, or a copy of the original document prepared and certified by the University.
- (7) Besides the submission of the documents defined in paragraph (1) herein, in the naturalisation procedure the applicant may be requested
 - a) to present the copies of diplomas certifying his/her studies that preceded the academic programme in which he/she obtained the diploma, and
 - b) to submit a copy of a document issued by the foreign educational facility that describes the study schedules and curriculum of the given facility and study programmeif the documents submitted with the application for naturalisation do not provide satisfactory information for the evaluation of the application.
- (8) The Doctoral Committee carrying out the procedure may require that the applicant also submit a certified copy or a certified translation of the documents defined in paragraph (7). The Doctoral Committee carrying out the procedure shall publish the list of languages for which it accepts non-certified translations.
- (9) In the event of any doubt as to the authenticity of the documents submitted by the

applicant, or if the applicant does not have the documents required for the recognition or naturalisation of the diploma and the competent Doctoral Committee considers that it would be impossible or difficult for the applicant to obtain them, the Doctoral Committee carrying out the procedure may suspend the procedure and send a request to the competent foreign institution, organisation or authority.

- (10) The Doctoral Committee carries out the procedure upon application. If it is established in the evidentiary procedure that the conditions of naturalisation as described in the application are not met, but another method of naturalisation is available, the Doctoral Committee carrying out the procedure shall inform the applicant of the possibility of amending his/her application.
- (11) Besides the documents listed in paragraphs (1) and (7) herein, to initiate the naturalisation procedure the applicant shall submit
 - a) an application addressed to the UDC, indicating the discipline within which the applicant intends to have his/her academic degree naturalised, as well as including a declaration that the academic degree has not been submitted to any other Hungarian university for naturalisation in the past two years, and that the academic degree has not been naturalised by a Hungarian university,
 - b) the filled out standard form available on the website of the University,
 - c) the dissertation (or a copy thereof) based on which the degree was obtained, and the summary of the dissertation's theses in Hungarian and English,
 - d) in case of an art degree, a DVD or video recording of the performance of the masterwork (composition/concert) based on which the degree was obtained (in case of a composition, the musical scores shall also be submitted),
 - e) a curriculum vitae,
 - f) a list of academic/artistic publications,
 - g) a list of published or accepted papers in the indicated artistic/academic research field, as well as the reprints of at least 2 academic publications and the recordings of at least 2 pieces of art/concerts.
- (12) Applications for initiating naturalisation procedures and the required materials shall be submitted to the DS Secretariat.
- (13) The DS Secretariat checks if all required materials have been submitted with the application for naturalisation. If the application is not submitted in accordance with the regulations, the Secretariat requests the applicant to submit the missing documents/information within 22 working days. The applicant shall either submit the required information/documents or notify the DS Secretariat of the expected delay of the submission within 30 days.

Decision on naturalisation applications

38. Article

- (1) If the application complies with formal requirements, a decision on naturalisation shall be adopted within 60 days of the submission of the application.
This procedural time-limit shall not include
 - a) the parts of the year out of the class and examination periods,
 - b) the period for submitting missing documents and information.
- (2) The time-limit of the procedure may be extended once by the chairperson of the UDC at the proposal of the Doctoral Committee carrying out the procedure, by maximum 30 days.
- (3) The provisions of the Doctoral Regulations of the University on the dissertation defence procedure shall apply to the consideration of the application for naturalisation. Accordingly, the content of the application shall be evaluated in writing by (properly qualified) referees (opponents) at the request of the Doctoral Committee carrying out the procedure.
- (4) The Doctoral Committee carrying out the procedure shall adopt its decision on the application by a qualified majority, taking into consideration the reports of the opponents.
- (5) The Doctoral Committee carrying out the procedure may set forth further requirements for the naturalisation of the foreign degree (PhD/DLA complex exam, repeated defence of the dissertation, publication(s) in academic journals specified by the Doctoral Committee carrying out the procedure, audio recordings, etc.). In such a case, the applicant has 15 days after the receipt of the notice to declare if he/she is willing to meet the additional requirements.
- (6) If the conditions of naturalisation are not met, the application shall be rejected in a reasoned decision.
- (7) The UDC shall reject to conduct the naturalisation procedure if it becomes aware of a final decision of another university or authority in the subject of the naturalisation of the same degree.
- (8) With respect to the application for naturalisation, the Doctoral Committee may recommend the UDC
 - a) the naturalisation of the academic degree, or
 - b) the rejection of the application for naturalisation.
- (9) The UDC shall adopt a decision on the application for naturalisation.
- (10) The naturalised academic degree has no assessment.
- (11) In its decision granting the application for the naturalisation of an academic degree, the UDC authorises the applicant to use the academic title 'doctor'.
- (12) Naturalised degrees shall be entered into the register of academic degrees by the DS Secretariat, similarly to the academic degrees awarded by the University.

- (13) The applicant may appeal against the decision adopted in the subject of the application for naturalisation within 15 days of the receipt thereof at the minister responsible for education. No appeal shall lie against the decision of the minister responsible for education in an administrative procedure; however, the applicant may seek the revision of the decision by bringing an action before the Budapest-Capital Administrative and Labour Court within 30 days of the disclosure of the decision.

Fees of the naturalisation procedure

39. Article

- (1) When an application for the naturalisation of a foreign academic degree is submitted, an administrative fee shall be paid to the University's account.
- (2) The amount of the administrative fee shall be three times the one-fourth of the amount of the compulsory minimum wage established by the regulations in force at the time the application is submitted.

Rules of the withdrawal of a doctorate

40. Article

- (1) A doctorate may be withdrawn if its holder obtained it by presenting somebody else's intellectual work either partially or entirely as his/her own, or by using false or falsified data in his/her dissertation, thus misleading or deceiving the body or person carrying out the procedure. The procedure of the withdrawal of a doctorate may be conducted if the holder of the title is alive at the time the procedure is initiated.
- (2) There is no period of limitations with respect to the acts defined in paragraph (1) herein; liability may only be established with respect to the holder of the title.
- (3) The procedure of the withdrawal of a doctorate may be initiated before the chairperson of the UDC by a person who has a doctorate or equivalent academic degree in a field related to the topic of the disputed dissertation and provides proof or valid presumption of the facts in paragraph (1).
- (4) The UDC shall make a decision on the withdrawal of the doctorate. The withdrawal of the doctorate is proposed by the chairperson of the UDC, who shall seek the opinion of the Doctoral Committee competent in the academic field of the doctorate whether the facts in paragraph (1) can actually be established with respect to the holder of the degree.

41. Article

- (1) In the procedure of the withdrawal of a doctorate, the opinion(s) of expert(s) may be obtained and a personal hearing of the concerned person shall also be granted. If the concerned person fails to attend the hearing despite having been properly notified repeatedly, or requests not to have a hearing, the UDC may adopt a decision without a hearing. If in a procedure initiated by the original author, a final court decision already established the infringement of intellectual property rights before the commencement of

the procedure, the UDC shall not pursue further investigation in this regard; the final court decision gives sufficient grounds for the withdrawal of the doctorate.

- (2) In case of an appeal against the decision on the withdrawal of the doctorate, the UDC shall appoint an ad-hoc committee, the members of which shall be core members of the doctoral school, and at least 50% of them shall not be employed by the University. The Senate shall be entitled to decide on the appeal, based on the opinion of the ad-hoc committee.
- (3) The final decision on the withdrawal of the doctorate shall be publicly announced by the University. The substantive decisions of the University may not be challenged before a court or an administrative authority.
- (4) In case of the withdrawal of a doctorate, the concerned person may not apply for another degree awarding procedure for 5 years.

PART VII

Admission Rules

General provisions

Article 1

- (1) The aim of these Rules is to regulate the admission procedure to the study programmes of the University, in accordance with prevailing laws and regulations.
- (2) These Rules shall apply to Hungarian and foreign applicants who submit their application for a bachelor's programme, a one-tier programme, a master's programme or a higher vocational education programme of the University.
- (3) Admission rules to the doctoral programme of the University are provided for by the Academic and Examination Rules of the Doctoral Programme.
- (4) The rules of the transfer of students are provided for by the Academic and Examination Rules of the University.

The bodies of the university with competence in admission issues

Article 2

- (1) The bodies with competence in admission issues are the following:
 - a) the Admission Committee,
 - b) the Entrance Examination Committees,
 - c) the Admissions Appeals Committee,
 - d) the Study Department.
- (2) The powers of the Admission Committee are the following:
 - a) to prepare the rules of procedure of the Committee,
 - b) to approve the admission schedule,
 - c) to finalise admission scores,
 - d) to establish the minimum scores for admission.
- (3) The powers of the Entrance Examination Committees are the following:
 - a) to act as examiners at the competence and practical examinations,
 - b) to evaluate the performance of the applicants, to provisionally determine admission scores and to make relevant proposals to the Admission Committee.
- (4) The Admissions Appeals Committee has the power to make decisions on appeals submitted in relation to admission decisions. The detailed rules related to the Admissions Appeals Committee are included in the appeals chapter of these Regulations.

- (5) The Study Department shall manage the operational - administrative tasks related to the admission procedure.
- (6) The Admission Committee shall be chaired by the President, while the members of it shall be the vice-presidents, the heads of departments and the chairperson or a representative of the Students' Union.
- (7) The Entrance Examination Committees shall be chaired by the heads of departments; the members shall be instructors of the relevant departments appointed by the heads of departments. The members of the Entrance Examination Committees shall be officially appointed by the President by the date of the commencement of the admission examinations at the latest. Relatives of the applicants and other persons from whom an objective evaluation of the admission performance cannot be expected for other reasons may not be members of an Entrance Examination Committee.
- (8) The Admissions Appeals Committee shall consist of three members. The chairperson and the members shall be appointed by the President. The members of governing bodies defined in points a) and b) of paragraph (1) may not participate in the work of the committee.
- (9) The Students' Union may delegate one observer to each Entrance Examination Committee and to the Admissions Appeals Committee.

The obligations of the University in connection with data provision in the admission procedure

Article 3

- (1) The University has the obligation to provide data in relation to the compilation of the Higher Education Admission Guidebook (hereinafter referred to as the Guidebook), the procedures related to admission applications, and, within that, to the establishment of a central registry by the Educational Authority.
- (2) The deadline for data provision shall be the 31st of October of the year preceding the start of the given study programme. If the University decides to launch a study programme in February, the deadline for data provision shall be the 30th of September of the year preceding the start of the study programme.
- (3) The President shall be responsible for the timely performance of the data provision obligation.

ADMISSION PROCEDURE

Application for admission

Article 4

- (1) The applicant initiates the admission procedure by submitting the electronic form, filled out in the IT system provided for this purpose, to the Educational Authority.

- (2) The Educational Authority shall forward the admission applications to the Study Department of the University.
- (3) If the head of the Study Department assesses at the time of registration (by examining the originals of the plain copies of the application documents) that the applicant provided false data that affected the result of the admission procedure, the President shall refuse admission.

Admission requirements, rules of the admission examinations

Article 5

- (1) The admission examination shall consist of
 - a) a practical examination in bachelor's programmes,
 - b) a practical examination and a professional competence test in one-tier teacher education programmes,
 - c) a practical examination and (in case of certain teacher education programmes) a professional competence test in master's programmes.

The aim of the practical examinations is to select the professionally most eligible applicants, while the aim of the competence test is to examine the skills and abilities required for teaching.

- (2) The performance of applicants at the admission examinations shall be evaluated by the University by awarding points or by other means defined in respective laws and regulations.
- (3) The total admission score and the method of its calculation shall be the following at each study level:
 - a) In a bachelor's programme, the total admission score shall be calculated by doubling the points received at the practical examination (where 200 points are the maximum), without adding extra points.
 - b) In a one-tier teacher education programme, the total admission score shall be calculated by doubling the points received at the practical examination (where 200 points are the maximum), without adding extra points. In a one-tier teacher education programme, the assessment of the professional competence test shall be 'satisfied' or 'failed'. If the assessment is 'failed', the total score of the applicant shall be zero.
 - c) In a master's programme, the sum of the maximum number of points that can be awarded for the admission examination and for extra performance shall be no more than 100. The number of extra points for extra performance and the possible grounds for awarding them are regulated in Annex 7.
- (4) The entrance examination subjects, admission examination parts and the types, scoring and evaluation thereof determined by laws and regulations, the basic method of calculation of the total admission score, the conditions of qualifying for the next entrance examination subject or part, as well as further conditions of admission points calculation (by study programme) are included in Annex 7.

- (5) The entrance requirements of master's programmes and postgraduate specialist training programmes are regulated in Annex 8. In case of divided master's programmes, applicants from study programmes and principal studies that can be accepted with certain conditions for admission (and cannot be accepted at total credit value) (hereinafter: different preliminary studies) shall initiate a preliminary credit transfer procedure, as regulated in Article 4 of Annex 4. These applicants may take the admission examination only after the Credit Transfer Committee has declared that the different preliminary studies satisfy the entrance requirements of the given master's programme.
- (6) The Credit Transfer Committee is entitled to decide, in the preliminary credit transfer procedure, whether to accept (different) preliminary studies not listed in Annex 8 (mostly studies pursued in foreign education systems) as studies satisfying the entrance requirements. In other issues, Article 70 of the Academic and Examination Rules shall apply accordingly to the procedure conducted by the Credit Transfer Committee and to decisions adopted in such procedures.
- (7) Within the music performer bachelor's programme in classical instrumental, classical singing, church music-choral conducting and church music-organ principal studies, and within the music teacher (one-tier) programme in classical instrumental principal studies, entrance examination subjects 'Solfege-music theory' and 'Compulsory piano' shall also serve as placement test for the admitted students. Based on their results in these entrance examination subjects, admitted students may be required to meet bridging criterion requirements as provided for in the Academic and Examination Rules.
- (8) In bachelor's programmes and one-tier teacher education programmes, an applicant may be exempt of the admission examination of certain subjects (except for main subjects and subjects of similar nature), provided that he/she has successfully completed at the University (excluding its former teacher training institutes and sections),
 - a) an admission examination of the same or higher requirement level in the admission procedure of any study programme granting a degree, within 10 years of the year of the current admission examination, and, as a result of the successful admission procedure a student status was established and the applicant successfully completed at least one semester of the given subject at the University,
 - b) an admission examination of the same or higher requirement level in any study programme granting a degree farther back than 10 years of the year of the current admission examination, if, as a result of the successful admission procedure a student status was established and the applicant obtained a degree at the University.
- (9) If an applicant is exempt from an admission examination under paragraph (8), he/she shall be awarded the maximum score for the given entrance examination subject.
- (10) Applicants shall apply for the exemption defined in paragraph (8). The deadline for the submission of such applications is determined by the head of the Study Department. Documents substantiating the grounds for exemption (e.g. a copy of the mark book, a copy of the diploma) shall be submitted with the application.
- (11) The head of the educational administrative unit responsible for the given entrance examination subject or the head of the sub-department appointed by him/her shall evaluate, by examining the substantial equivalence of the current and the previously completed entrance examination subject, the application for exemption and make a decision in 15 days. The application may not be granted if it cannot be established that the applicant has actually completed the given entrance examination subject or another

entrance examination subject with substantial requirements of the same level or above. In other issues, Article 70 of the Academic and Examination Rules shall apply accordingly to the procedure conducted by the head of the educational administrative unit making a decision or by the head of the sub-department appointed by him/her and to decisions adopted in such procedures.

- (12) In addition to the conditions of the calculation of admission scores defined in Annex 7 for each study programme, a further general rule that applies to all study programmes is that an applicant may not be admitted if
 - a) he/she failed to participate in any of the admission examinations or any part thereof (except for exemptions under paragraph (8)) and thus his/her performance cannot be evaluated;
 - b) his/her total admission score is under the minimum threshold score determined for the given year in the respective law.
- (13) The admission examination requirements shall be established and published on the website of the University by the departments. Admission examination requirements may vary according to the admission procedure.
- (14) The chairpersons of the Entrance Examination Committees shall decide on the publicity of admission examinations.
- (15) Applicants shall be notified of the time schedule of the admission examinations by the Study Department.
- (16) The University shall not schedule dates for admission examinations other than those under paragraph (15).
- (17) If an applicant fails to appear at the admission examination due to unavoidable external reasons, in exceptional circumstances the President may approve a new date for the admission examination, upon application.
- (18) The application fee is not refundable in case of no show.

Ranking

Article 6

- (1) In the ranking decision, the Educational Authority shall establish the first study programme from the ranked list of study programmes the applicant has applied for where the applicant has successfully reached the minimum score. In the same admission procedure, an applicant may be ranked for one study programme only, based on the ranking of applications determined by the applicant.
- (2) In general admission procedures, the ranking decision shall be adopted by the Educational Authority by the 5th of August, and in additional admission procedures by the 28th of August of the year of the launch of the study programme.
- (3) For the ranking decision, the University shall rank the applicants, then forward its relevant recommendations, together with the results achieved by the applicants, to the Educational Authority by the deadline defined by the latter.

- (4) When preparing the ranking decision, based on the data available, the Educational Authority shall tentatively determine the value of the minimum scores for each study programme.
- (5) Based on this, the University may initiate the increase the maximum quota or the decrease of the minimum quota of the study programmes published in the Guidebook.
- (6) The Educational Authority shall prepare a revised draft on the basis of the decisions of the University and other higher educational facilities.
- (7) The Educational Authority shall decide on the ranking and inform applicants in the form of a decision (as regulated in the Act on the General Rules of Administrative Proceedings and Services), and deliver it in an electronic mail, or, in lack of an electronic mailing address, via post.
- (8) The reasoning of the decision shall include the total admission score achieved with respect to each application of the applicant.
- (9) The Educational Authority shall forward the ranking decision to the University as well.

Admission

Article 7

- (1) The University shall notify the applicant of its admission decision in the form of a written decision, by the 8th of August at the latest (in the general admission procedure) or by the 31st of August (in the additional admission procedure) of the year of the admission procedure.
- (2) The University may admit to the study programmes the applicants ranked for it.
- (3) The decision on the admission shall include
 - a) the name and identification code of the University,
 - b) the exact title of the study programme selected by the applicant,
 - c) the name, address and educational identification code (if available) of the applicant,
 - d) information on available appeal options,
 - e) a request to establish a student status, a warning on the consequences of missing the registration, and further information concerning the establishment of a student status,
 - f) the legal provisions on which the University's decision is based,
 - g) the place and date of adopting the decision, the name and position of the issuer of the decision.
- (4) The decision may also include
 - a) further information concerning the establishment of a student status,
 - b) an offer to admit foreign applicants to a preparatory year.
- (5) The decision shall be final and binding
 - a) if the deadline for appeal expires without the submission of an appeal;

- b) if the student waives, in writing, his/her right to appeal against the decision following the adoption of the decision but before the expiry of the deadline for appeal.
- (6) If the applicant has an electronic mailing address, the decision may be delivered electronically as well.

Electronic administration in the admission procedure

Article 8

- (1) Applicants can perform certain actions in the admission procedure electronically as well.
- (2) The University shall provide data required for the compilation of the Guidebook, and manage the entire process of the admission procedure electronically, through the IT system defined in the relevant laws.
- (3) The Study Department shall be responsible for the tasks related to data management and provision.
- (4) The Educational Authority shall set up and maintain the central registry of applicants in an electronic form.
- (5) The Study Department shall immediately notify the Educational Authority of any change in the data of the applicants announced to it, but within 8 days at the latest.

Appeals

Article 9

- (1) Applicants are entitled to file an appeal against the decisions made by the University during the admission procedure.
- (2) This right to file an appeal shall also cover acts in the admission procedure falling within institutional competence and the registration procedure.
- (3) The provisions of the Rules on Academic Appeals of the University shall apply accordingly to the appeal procedure.

Different provisions applicable to postgraduate specialist training programmes

Article 10

- (1) The provisions of these Rules shall apply to applications for postgraduate specialist training programmes with the exceptions defined hereunder.
- (2) The details of the postgraduate specialist trainings shall be published on the University's website.
- (3) The deadline for the submission of applications for the postgraduate specialist training programmes shall be determined by the Vice-President of Education of the University.
- (4) Concerning the applications for postgraduate specialist training programmes, the powers of the Admission Committee (except for that defined in paragraph (3) herein) shall be exercised by the President of the University.

- (5) Applications shall be submitted on the standard form provided by the University, either personally or via post. If the application is submitted via post, the date of submission shall be the date of posting the form.
- (6) The documents listed in the application form shall be submitted with the application, and, in case of the postgraduate specialist training programme preparing students for the teacher certification exam for music mentors and trainers, also a declaration by the applicant that he/she has at least 10 years of professional experience as a teacher. The term of the professional experience shall be calculated from the first day of the academic year (or semester) for which the applicant submits his/her application.
- (7) Applicants applying for a postgraduate specialist training programme shall pay an application fee. The amount and payment deadline for the application fee shall be determined and published on the website of the University by the Chancellor, at the proposal of the President.
- (8) The President of the University shall decide on the admission of applicants, upon the recommendations of the Entrance Examination Committee.
- (9) In the admission procedure for a postgraduate specialist training programme, the maximum number of admission points shall be 50. The entrance examination subjects, admission examination parts and the types, scoring and evaluation thereof, the basic method of calculation of the total admission score, the conditions of qualifying for the next entrance examination subject or part, as well as further conditions of admission score calculation (by study programme) are included in Annex 7. Ranking is based on admission scores, by determining minimum scores.
- (10) The University shall notify the applicant of its decision on admission in the form of a written decision, no later than 45 days from the date of the applicant's last admission examination.

Closing provisions

Article 11

- (1) The provisions of these Rules shall also apply to foreign applicants. Any special rules in this regard may be set forth by the President temporarily, for a maximum term of one year, in the form of a President's Order.
- (2) Information on foreign-language study programmes offered by the University exclusively for foreign citizens shall also be disclosed on the University's website in accordance with general disclosure rules.

PART VIII

Closing provisions

1. Article

- (1) Annex 1 to the Academic Regulations for Students shall be Student Identity Card Rules, regulating the internal handling of student identity cards, the validating stickers and other forms.
- (2) Annex 2 to the Academic Regulations for Students shall be the list of ‘One-tier teacher trainings of the University, adjusted to the University’s bachelor’s programme’s study programmes and principal studies’.
- (3) Annex 3 to the Academic Regulations for Students shall be the list of ‘Study programme pairing possibilities in the one-tier, two-subject teacher training’.
- (4) Annex 4 to the Academic Regulations for Students shall be the Credit Transfer Rules.
- (5) Annex 5 to the Academic Regulations for Students shall be the Academic and Examination Rules of Doctoral Programme Regulations.
- (6) Annex 6 to the Academic Regulations for Students shall be the text of oath of doctoral candidates.
- (7) Annex 7 to the Academic Regulations for Students shall be the ‘Admission examinations and calculation of scores in the admission procedure’.
- (8) Annex 8 to the Academic Regulations for Students shall be the ‘Admission requirements for master's programme and postgraduate specialist trainings’.
- (9) To questions concerning the administration of studies not regulated in the Academic Regulations for Students, forming Part II of this Academic Regulations for Students, the individual instructions of the President shall apply.
- (10) To questions not regulated in the Regulation on Fees and Allowances, forming Part III of this Academic Regulations for Students, the individual instructions of the President shall apply.
- (11) The rules of prevention of accidents affecting students and the processes applicable in case of occurrence of such accidents shall be included in Occupational Safety and Health Rules.
- (12) To questions not regulated in this Academic Regulations for Students the provisions of Act CXL of 2004 on the General Rules of Administrative Proceedings and Services, the

prevailing Higher Education Act, other effective laws and regulations and the internal rules of the University shall apply.

- (13) The present amendment shall enter into force on 15 November 2017, amending and restating the Academic Regulations for Students, forming volume no. III of the Organizational and Operational Regulations accepted on 11 July 2017 and effective from 1 September 2017.

Budapest, 14 November 2017

Dr. VIGH Andrea
President

Rules of handling of student ID cards, validating stickers and other forms

General provisions

1. Article

(1) For the purposes of the present Regulation, the following terms shall have the following meanings attributed to them:

Data controller: the Education Authority, assigned to perform the tasks related to data control and registration of student identity cards.

Data processor:

(a) with respect to the IT development, operation and customer service operations related to data processing operation, the Education Authority;

(b) with respect to the personalization, the coordination of production and preparation, distribution and logistics of student identity cards, the NISZ National Infocommunication Service Company Ltd. (NISZ Nemzeti Infokommunikációs Szolgáltató Zrt.);

(c) with respect to the physical production of student identity cards and validating stickers, the Hungarian Banknote Printing Ltd. (Pénzjegynyomda Zrt.).

Student identity (ID) card: an educational identification card that fulfils the requirements of the National Uniformized Card System (hereinafter referred to as the NUC system) specifications. The card qualifies as a public document falling under the scope of the Government Decree on the protection of security documents and is equipped with an individual identifier-driven electronic data carrier (hereinafter referred to as the data chip).

Intermediate institution in the process of application for student identity card: the University.

Application surface: an e-application client software integrated into the ESRS.

2. Article

Duties related to student ID cards

(1) The University, as intermediate body, shall be obliged to:

(a) provide data in relation to the application for and validation of student identity card in the form prescribed by the data controller,

(b) store in a closed, safe place the unused validating stickers,

(c) provide assistance in the process of application for student identity cards, in the collection and handling of administration fees,

(d) validate the used and withdraw the invalidated student identity cards,

(e) keep the register prescribed by the respective laws,

(f) issue the certificate defined in paragraph (3) of this Article for the period until the issuance of the requested student identity card,

(g) assign the person responsible for the validation and withdrawal of student identity cards as well as for the performance of other tasks prescribed by laws and regulations.

- (2) The head of the Study Department shall be responsible for the compliance with the respective laws and regulations in the course of validation and withdrawal of student identity cards and the performance of further legal obligations.
- (3) For the period until the issuance of the requested student identity card, the Study Department shall issue a certificate in the form and with the content defined in the Schedule of Government Decree No. 362/2011 (hereinafter referred to as the Certificate). The Certificate shall be valid for 60 days from the issuance thereof, or until the termination of authorization to a student identity card. The purpose of the Certificate is to attest the authorization to a student identity card and the related rights ensured by the prevailing laws and regulations.

3. Article

The persons authorized to have student ID card

- (1) The following persons shall be authorized to have a student ID card: the students having student status at the University, and those Hungarian citizens or foreign citizens having the right of free movement and residence in Hungary under separate laws, immigrants and persons resident in Hungary, who are the students of foreign higher education institution, residing out of the territory of Hungary.
- (2) One student is allowed to have one student ID card in the same time.
- (3) Following the termination of his/her student status, the student shall be entitled to have a student ID card by 31 March (if the student status was terminated in the first semester) or by 31 October (if the student status was terminated in the second semester) (hereinafter referred to as the validity period).
- (4) During the term of temporary suspension of student status, the University will not forward application for or validate the student ID card, except for the period between the termination of the student status and the expiry of validity.

4. Article

The obligation to keep records

- (1) The Study Department shall keep separate records comprising the following:
 - a) a control datasheet prepared of the electronic application in a printed hard-copy form, signed either by the authorized person or his/her legal representative,
 - b) the fact and data of sending the application,
 - c) the individual identification code of the student ID card,
 - d) the fact and date of ordering the validating stickers,
 - e) the fact and date of receipt of the validating stickers,
 - f) the fact and date of validation of the student ID card, the serial number of the validating sticker,
 - g) the fact and date of withdrawal of the student ID card,
 - h) the individual data chip identification code of the student ID card.

5. Article

The University's duties in connection with the application for, validation and withdrawal of student ID cards

- (1) The application for a student ID card shall be submitted through the ESRS, with the assistance of the administrator of the Study Department assigned thereto.
- (2) The digital photo of the student shall be taken in any office of government issued documents. The respective certificate (a copy of the National Uniformized Card System application form) shall be submitted to the Study Department together with the application form of the student ID card.
- (3) The fee of issuance of the student ID card shall be paid by means of a postal payment order, delivered to the student by the Study Department. Following the payment of the fee, the student shall return a copy of the postal payment order counterfoil to the Study Department.
- (4) The application for the student ID card will be initiated by the Study Department only after taking the digital photograph and the submission of the postal payment order counterfoil.
- (5) The students may take over their student ID cards against a certificate of receipt from the Study Department. The Study Department shall be responsible for the validation of student ID cards as well.
- (6) The receipt of each student ID card shall be recorded by the assigned administrator of the Study Department into the ESRS.

6. Article

Storage of student ID cards, validating stickers and application forms

- (1) The student ID cards, validating stickers and application forms shall be stored and handled in a closed organizational system allowing a strict and itemized account thereof.
- (2) The data shall be recorded and stored on standardized forms or in computer software permitted by the issuer.

7. Article

Surrender or withdrawal of student ID card

- (1) Within 30 days of the occurrence of the reason for surrender of student ID cards, the head of the Study Department shall instruct in writing the users of those cards which were not received so far to complete their respective obligation to surrender their cards.
- (2) The head of the Study Department shall forward the list of serial numbers of student ID cards withdrawn, unsurrendered or invalidated due to the termination of the student status to the data controller, within 8 days of the withdrawal or invalidation.
- (3) The receipt of the student ID card shall be certified at the date of surrender.

8. Article

Loss or demolition of student ID card

- (1) The student shall report the loss or demolition of his/her student ID card immediately, in writing.

- (2) Lost or demolished student ID card shall be considered as unsurrendered.

9. Article

Demolition of student ID cards and validating stickers

- (1) The surrendered or withdrawn permanent student ID cards and certifications shall be immediately invalidated by striking through or clipping and shall be completely demolished by cutting within 30 days. The process of demolition shall be recorded in minutes.
- (2) The unused validating stickers shall be demolished by cutting them into pieces by 30 November following the end of the concerned academic year the latest. The fact of demolition and the number of demolished stickers shall be recorded in minutes, to be placed and stored in the Archives.

One-tier teacher trainings of the University, adjusted to the University's bachelor's programme's study programmes and principal studies

A) Study programmes started before 1 September 2017

Bachelor's programme's degree course, principal study	One-tier teacher education programme, principal study
music performer bachelor's programme - classical instrumental music performer (piano) principal study	music teacher study programme – piano teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (organ) principal study	music teacher study programme – organ teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (harpsichord) principal study	music teacher study programme – harpsichord teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (harp) principal study	music teacher study programme - harp teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (guitar) principal study	music teacher study programme - guitar teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (accordion) principal study	music teacher study programme - accordion teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (cymbalom/dulcimer) principal study	music teacher study programme - cymbalom (dulcimer) teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (violin) principal study	music teacher study programme - violin teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (viola) principal study	music teacher study programme - viola teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (cello) principal study	music teacher study programme - cello teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (double bass) principal study	music teacher study programme - double bass teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (flute) principal study	music teacher study programme - flute teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (oboe) principal study	music teacher study programme – oboe teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (clarinet) principal study	music teacher study programme – clarinet teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (bassoon) principal study	music teacher study programme - bassoon teacher principal study (4+1 years long study programme)

music performer bachelor's programme - classical instrumental music performer (horn) principal study	music teacher study programme – horn teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (trumpet) principal study	music teacher study programme – trumpet teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (trombone) principal study	music teacher study programme – trombone principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (tuba) principal study	music teacher study programme – tuba teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (percussion) principal study	music teacher study programme - percussion teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical music singer principal study	there is no equivalent one-tier teacher training available in the institution

* Available only in two-subject (teacher) education programme.

Bachelor's programme's degree course, principal study	One-tier teacher education programme, principal study
music performer bachelor's programme - church music performer (organ) principal study	teacher of music performance study programme – teacher of music performance (church music - organ) principal study (5+1 years long study programme) *
music performer bachelor's programme - church music choral conducting principal study	teacher of music performance study programme – teacher of music performance (church music - choral conducting) principal study (5+1 years long study programme) *
music performer bachelor's programme - orchestral and choral conductor principal study	teacher of music performance study programme - choral conducting principal study (5+1 years long study programme) *
music performer bachelor's programme - folk music performer on bowed strings (violin) principal study	teacher of music performance study programme - teacher of folk music performance (violin) principal study (5+1 years long study programme)
music performer bachelor's programme - folk music performer on bowed strings (viola) principal study	teacher of music performance study programme - teacher of folk music performance (viola) principal study (5+1 years long study programme) *
music performer bachelor's programme folk music performer on bowed strings (double bass - cello - gardon [percussion cello]) principal study	teacher of music performance study programme - teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) principal study (5+1 years long study programme) *
music performer bachelor's programme - folk music performer on wind instruments (recorder - bagpipe) principal study	teacher of music performance study programme - teacher of folk music performance (recorder) principal study (5+1 years long study programme) *
	teacher of music performance study

	programme - teacher of folk music performance (viola) principal study (5+1 years long study programme) *
music performer bachelor's programme - folk music performer on wind instruments (clarinet - tarogato [Hungarian folk clarinet]) principal study	teacher of music performance study programme - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet]) principal study (5+1 years long study programme) *
music performer bachelor's programme - folk music performer on plucked strings (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy]) principal study	teacher of music performance study programme - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy]) principal study (5+1 years long study programme) *
	teacher of music performance study programme - teacher of folk music performance (tambura) principal study (5+1 years long study programme) *
music performer bachelor's programme - folk music performer in cimbalom principal study	teacher of music performance study programme - teacher of folk music performance (cimbalom) principal study (5+1 years long study programme) *
music performer bachelor's programme - folk song performer principal study	teacher of music performance study programme - teacher of folk music performance (folk singing) principal study (5+1 years long study programme) *
music performer bachelor's programme - jazz instrumental performer (jazz piano) principal study	music teacher study programme – jazz piano teacher principal study (4+1 years long study programme)
music performer bachelor's programme – jazz instrumental performer (jazz guitar) principal study	music teacher study programme - jazz guitar teacher principal study (4+1 years long study programme)
music performer bachelor's programme - jazz instrumental performer (jazz bass guitar) principal study	music teacher study programme - jazz bass guitar teacher (4+1 years long study programme)
music performer bachelor's programme - jazz instrumental performer (jazz double bass) principal study	music teacher study programme - jazz double bass teacher principal study (4+1 years long study programme)
music performer bachelor's programme - jazz instrumental performer (jazz saxophone) principal study	music teacher study programme - jazz saxophone teacher principal study (4+1 years long study programme)
music performer bachelor's programme - jazz instrumental performer (jazz trumpet) principal study	music teacher study programme - jazz trumpet teacher principal study (4+1 years long study programme)

* Available only in two-subject (teacher) education programme.

Bachelor's programme's degree course, principal study	One-tier teacher education programme, principal study
music performer bachelor's programme - jazz instrumental performer (jazz trombone) principal study	music teacher study programme - jazz trombone teacher principal study (4+1 years long study programme)
music performer bachelor's programme	music teacher study programme - jazz drums

– jazz instrumental performer (jazz drums) principal study	teacher principal study (4+1 years long study programme)
music performer bachelor's programme – jazz music singer principal study	music teacher study programme - jazz singing teacher principal study (4+1 years long study programme)
creative art and musicology bachelor's programme's degree course - composer principal study	there is no equivalent one-tier teacher training
creative art and musicology bachelor's programme's degree course - composer of applied art principal study	there is no equivalent one-tier teacher training
creative art and musicology bachelor's programme's degree course - electronic music media art principal study	there is no equivalent one-tier teacher training
creative art and musicology bachelor's programme's degree course - musicology principal study	there is no equivalent one-tier teacher training
creative art and musicology bachelor's programme's degree course - music theoretician principal study	teacher of music performance study programme - teacher of music theory principal study (5+1 years long study programme) *
creative art and musicology bachelor's programme's degree course - musicology principal study	teacher of music performance study programme - teacher of music theory principal study (5+1 years long study programme) *
creative art and musicology bachelor's programme's degree course - jazz composer principal study	music teacher study programme – teacher of jazz music composition principal study (4+1 years long study programme)

* Available only in two-subject (teacher) education programme.

B) study programmes started after 31 August 2017

Bachelor's programme's degree course, principal study	One-tier teacher education programme, principal study
music performer bachelor's programme - classical instrumental music performer (piano) principal study	music teacher study programme – piano teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (organ) principal study	music teacher study programme – organ teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (harpsichord) principal study	music teacher study programme – harpsichord teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (harp) principal study	music teacher study programme - harp teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (guitar) principal study	music teacher study programme - guitar teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (accordion) principal study	music teacher study programme - accordion teacher principal study (4+1 years long study programme)
music performer bachelor's programme	music teacher study programme - cimbalom

- classical instrumental music performer (cimbalom/dulcimer) principal study	(dulcimer) teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (violin) principal study	music teacher study programme - violin teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (viola) principal study	music teacher study programme - viola teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (cello) principal study	music teacher study programme - cello teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (double bass) principal study	music teacher study programme - double bass teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (flute) principal study	music teacher study programme - flute teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (oboe) principal study	music teacher study programme – oboe teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (clarinet) principal study	music teacher study programme – clarinet teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (saxophone) principal study	there is no equivalent one-tier teacher training available in the institution
music performer bachelor's programme - classical instrumental music performer (bassoon) principal study	music teacher study programme - bassoon teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (horn) principal study	music teacher study programme – horn teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (trumpet) principal study	music teacher study programme – trumpet teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (trombone) principal study	music teacher study programme – trombone principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (tuba) principal study	music teacher study programme – tuba teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical instrumental music performer (percussion) principal study	music teacher study programme - percussion teacher principal study (4+1 years long study programme)
music performer bachelor's programme - classical music singer principal study	there is no equivalent one-tier teacher training available in the institution

* Available only in two-subject (teacher) education programme.

Bachelor's programme's degree course, principal study	One-tier teacher education programme, principal study
music performer bachelor's programme - church music performer (organ) principal study	teacher of music performance study programme – teacher of music performance (church music - organ) principal study (5+1 years long study programme) *
music performer bachelor's programme - church music - choral conducting principal study	teacher of music performance study programme – teacher of music performance (church music - choral conducting) principal study (5+1 years long study programme) *
music performer bachelor's programme - orchestral and choral conductor principal study	teacher of music performance study programme - choral conducting principal study (5+1 years long study programme) *
music performer bachelor's programme - folk music performer on bowed strings (violin, viola, double bass - cello - gardon [percussion cello]) principal study	teacher of music performance study programme - teacher of folk music performance (violin) principal study (5+1 years long study programme) *
	teacher of music performance study programme - teacher of folk music performance (viola) principal study (5+1 years long study programme) *
	teacher of music performance study programme - teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) principal study (5+1 years long study programme) *
music performer bachelor's programme - folk music performer on wind instruments (recorder - bagpipe, clarinet - tarogato [Hungarian folk clarinet]) principal study	teacher of music performance study programme - teacher of folk music performance (recorder) principal study (5+1 years long study programme) *
	teacher of music performance study programme - teacher of folk music performance (bagpipe) principal study (5+1 years long study programme) *
	teacher of music performance study programme - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet]) principal study (5+1 years long study programme) *
music performer bachelor's programme - folk music performer on plucked strings (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy]) principal study	teacher of music performance study programme - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy]) principal study (5+1 years long study programme) *
	teacher of music performance study programme - teacher of folk music performance (tambura) principal study (5+1 years long study programme) *
music performer bachelor's programme - folk music performer in cimbalom principal study	teacher of music performance study programme - teacher of folk music performance (cimbalom) principal study

	(5+1 years long study programme) *
there is no available bachelor's programme	teacher of music performance study programme - teacher of folk music performance (accordion) principal study (5+1 years long study programme) *
music performer bachelor's programme - folk song performer principal study	teacher of music performance study programme - teacher of folk music performance (folk singing) principal study (5+1 years long study programme) *
music performer bachelor's programme - jazz instrumental performer (jazz piano) principal study	music teacher study programme – jazz piano teacher principal study (4+1 years long study programme)
music performer bachelor's programme – jazz instrumental performer (jazz guitar) principal study	music teacher study programme - jazz guitar teacher principal study (4+1 years long study programme)
music performer bachelor's programme - jazz instrumental performer (jazz bass guitar) principal study	music teacher study programme - jazz bass guitar teacher (4+1 years long study programme)
music performer bachelor's programme - jazz instrumental performer (jazz double bass) principal study	music teacher study programme - jazz double bass teacher principal study (4+1 years long study programme)
music performer bachelor's programme - jazz instrumental performer (jazz saxophone) principal study	music teacher study programme - jazz saxophone teacher principal study (4+1 years long study programme)

* Available only in two-subject (teacher) education programme.

Bachelor's programme's degree course, principal study	One-tier teacher education programme, principal study
music performer bachelor's programme - jazz instrumental performer (jazz trumpet) principal study	music teacher study programme - jazz trumpet teacher principal study (4+1 years long study programme)
music performer bachelor's programme - jazz instrumental performer (jazz trombone) principal study	music teacher study programme - jazz trombone teacher principal study (4+1 years long study programme)
music performer bachelor's programme – jazz instrumental performer (jazz drums) principal study	music teacher study programme - jazz drums teacher principal study (4+1 years long study programme)
music performer bachelor's programme – jazz music singer principal study	music teacher study programme - jazz singing teacher principal study (4+1 years long study programme)
creative art and musicology bachelor's programme's degree course - composer principal study	there is no equivalent one-tier teacher training
creative art and musicology bachelor's programme's degree course - composer of applied art principal study	there is no equivalent one-tier teacher training
creative art and musicology bachelor's programme's degree course - electronic music media art principal study	there is no equivalent one-tier teacher training
creative art and musicology bachelor's programme's degree course - musicology principal study	there is no equivalent one-tier teacher training

creative art and musicology bachelor's programme's degree course - music theoretician principal study	teacher of music performance study programme - teacher of music theory principal study (5+1 years long study programme) *
creative art and musicology bachelor's programme's degree course - general music studies principal study	teacher of music performance study programme - teacher of music theory principal study (5+1 years long study programme) *
creative art and musicology bachelor's programme's degree course - jazz composer principal study	music teacher study programme – teacher of jazz music composition principal study (4+1 years long study programme)

* Available only in two-subject (teacher) education programme.

Study programme pairing possibilities in the one-tier, two-subject teacher training (the length of all listed study programmes is 12 semesters)

The name of the training (study programme, principal study)	Possible pair(s) (study programme, principal study)
teacher of music performance - classroom music teacher (primary and secondary level)	teacher of music performance - teacher of music theory
	teacher of music performance - choral conducting
	teacher of music performance - church music - choral conducting
	teacher of music performance - church music - organ
teacher of music performance – teacher of music theory	teacher of music performance - classroom music teacher (primary and secondary level)
	teacher of music performance - choral conducting
teacher of music performance - teacher of music performance (church music - choral conducting)	teacher of music performance - classroom music teacher (primary and secondary level)
teacher of music performance - teacher of music performance (church music - organ)	teacher of music performance - classroom music teacher (primary and secondary level)
teacher of music performance - teacher of folk music performance (violin)	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)
	teacher of music performance - teacher of folk music performance (recorder)
	teacher of music performance - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])
	teacher of music performance - teacher of folk music performance (bagpipe)
	teacher of music performance - teacher of folk music performance (cimbalom)
	teacher of music performance - teacher of folk music performance (tambura)
	teacher of music performance - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])
	teacher of music performance - teacher of folk music performance (accordion)
	teacher of music performance - teacher of folk music performance (folk singing)
	teacher of music performance - teacher of folk music theory
	teacher of music performance teacher of folk music performance (viola)
teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)	
teacher of music performance - teacher of folk music	

	performance (recorder)
	teacher of music performance - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])
	teacher of music performance - teacher of folk music performance (bagpipe)
	teacher of music performance - teacher of folk music performance (cimbalom)
	teacher of music performance - teacher of folk music performance (tambura)
	teacher of music performance - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])
	teacher of music performance - teacher of folk music performance (accordion)
	teacher of music performance - teacher of folk music performance (folk singing)
	teacher of music performance - teacher of folk music theory

The name of the training (study programme, principal study)	Possible pair(s) (study programme, principal study)
teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])
	teacher of music performance - teacher of folk music performance (recorder)
	teacher of music performance - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])
	teacher of music performance - teacher of folk music performance (bagpipe)
	teacher of music performance - teacher of folk music performance (cimbalom)
	teacher of music performance - teacher of folk music performance (tambura)
	teacher of music performance - teacher of folk music performance (accordion)
	teacher of music performance - teacher of folk music performance (folk singing)
	teacher of music performance - teacher of folk music theory
	teacher of music performance - teacher of folk music performance (recorder)
teacher of music performance - teacher of folk music performance (viola)	
teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)	
teacher of music performance - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])	
teacher of music performance - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])	
teacher of music performance - teacher of folk music performance (bagpipe)	
teacher of music performance - teacher of folk music performance (cimbalom)	
teacher of music performance - teacher of folk music performance (tambura)	
teacher of music performance - teacher of folk music performance (accordion)	
teacher of music performance - teacher of folk music performance (folk singing)	
teacher of music performance - teacher of folk music theory	
teacher of music performance - teacher of folk music	

performance (clarinet - tarogato [Hungarian folk clarinet])	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)
	teacher of music performance - teacher of folk music performance (recorder)
	teacher of music performance - teacher of folk music performance (bagpipe)
	teacher of music performance - teacher of folk music performance (cimbalom)
	teacher of music performance - teacher of folk music performance (tambura)
	teacher of music performance - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])
	teacher of music performance - teacher of folk music performance (accordion)
	teacher of music performance - teacher of folk music performance (folk singing)
	teacher of music performance - teacher of folk music theory
	teacher of music performance - teacher of folk music performance (bagpipe)
teacher of music performance - teacher of folk music performance (viola)	
teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)	
teacher of music performance - teacher of folk music performance (recorder)	
teacher of music performance - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])	
teacher of music performance - teacher of folk music performance (cimbalom)	
teacher of music performance - teacher of folk music performance (tambura)	
teacher of music performance - teacher of folk music performance (accordion)	
teacher of music performance - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])	
teacher of music performance - teacher of folk music performance (folk singing)	
teacher of music performance - teacher of folk music theory	

The name of the training (study programme, principal study)	Possible pair(s) (study programme, principal study)
teacher of music performance - teacher of folk music performance (cimbalom)	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)
	teacher of music performance - teacher of folk music performance (recorder)
	teacher of music performance - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])
	teacher of music performance - teacher of folk music performance (bagpipe)
	teacher of music performance - teacher of folk music performance (tambura)
	teacher of music performance - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])
	teacher of music performance - teacher of folk music performance (accordion)
	teacher of music performance - teacher of folk music performance (folk singing)
	teacher of music performance - teacher of folk music theory
teacher of music performance - teacher of folk music performance (tambura)	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)
	teacher of music performance - teacher of folk music performance (recorder)
	teacher of music performance - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])
	teacher of music performance - teacher of folk music performance (bagpipe)
	teacher of music performance - teacher of folk music performance (cimbalom)
	teacher of music performance - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])
	teacher of music performance - teacher of folk music performance (accordion)
	teacher of music performance - teacher of folk music performance (folk singing)
	teacher of music performance - teacher of folk music theory
teacher of music performance	teacher of music performance - teacher of folk music

- teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])	performance (viola)
	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)
	teacher of music performance - teacher of folk music performance (recorder)
	teacher of music performance - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])
	teacher of music performance - teacher of folk music performance (bagpipe)
	teacher of music performance - teacher of folk music performance (cimbalom)
	teacher of music performance - teacher of folk music performance (tambura)
	teacher of music performance - teacher of folk music performance (accordion)
	teacher of music performance - teacher of folk music performance (folk singing)
	teacher of music performance - teacher of folk music theory

The name of the training (study programme, principal study)	Possible pair(s) (study programme, principal study)
teacher of music performance - teacher of folk music performance (accordion)	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)
	teacher of music performance - teacher of folk music performance (recorder)
	teacher of music performance - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])
	teacher of music performance - teacher of folk music performance (bagpipe)
	teacher of music performance - teacher of folk music performance (cimbalom)
	teacher of music performance - teacher of folk music performance (tambura)
	teacher of music performance - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])
	teacher of music performance - teacher of folk music performance (folk singing)
	teacher of music performance - teacher of folk music theory
	teacher of music performance - teacher of folk music performance (folk singing)
teacher of music performance - teacher of folk music performance (viola)	
teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)	
teacher of music performance - teacher of folk music performance (recorder)	
teacher of music performance - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])	
teacher of music performance - teacher of folk music performance (bagpipe)	
teacher of music performance - teacher of folk music performance (cimbalom)	
teacher of music performance - teacher of folk music performance (tambura)	
teacher of music performance - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])	
teacher of music performance - teacher of folk music performance (accordion)	
teacher of music performance - teacher of folk music	

	theory
teacher of music performance - teacher of folk music theory	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (viola)
	teacher of music performance - teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)
	teacher of music performance - teacher of folk music performance (recorder)
	teacher of music performance - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])
	teacher of music performance - teacher of folk music performance (bagpipe)
	teacher of music performance - teacher of folk music performance (cimbalom)
	teacher of music performance - teacher of folk music performance (tambura)
	teacher of music performance - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])
	teacher of music performance - teacher of folk music performance (accordion)
	teacher of music performance - teacher of folk music performance (folk singing)

Credit Transfer Rules

General rules of credit transfer

1. Article

- (1) The student may be exempted from the study requirements defined in the curriculum if he/she is able to certify the previous performance thereof. If the preconditions for recognition are met, credit points completed within the frames of organized studies in any higher educational facility shall be recognized regardless of the specific higher educational facility or the study programme or the education level in which such credit was completed. The recognition shall be based exclusively on the comparison of competencies serving as the ground for completion of the credit point [knowledge, application (partial) skills and further (partial) competencies, in particular attitudes, theories, independence and undertaking of responsibility] according to the course description. The credit point shall be recognized if there is minimum 75% identity between the compared set of knowledge and skills. The comparison of knowledge shall be the responsibility of the Credit Transfer Committee.
- (2) The sources of the recognized knowledge may be, in particular, courses, modules, study programmes completed at the University, in other Hungarian or foreign higher educational facilities or knowledge acquired in any other form. Credit transfer may be requested with respect to certain courses, groups of courses, modules or other academic requirements as well.
- (3) The credit points obtained in the same study programme / principal study, within the frames of the same student status may not be recognized.
- (4) In master's programme, the credit points attributed to courses / academic requirements which the student completed in the bachelor's programme as pre-requisite for the admission to the master's programme, may not be recognized.
- (5) The credit points / courses recognized by the credit transfer decision shall be deemed completed in the semester of the date of decision, provided that the student's student status is not suspended in the given semester. In case of suspended student status, the recognized courses / credit points shall be deemed completed in the next active semester of the student.
- (6) No credit may be recognized posteriorly, for a closed semester.
- (7) Aa credit or grade accepted as a result of credit transfer shall not be taken into account in the calculation of the given semester's grade average and may not be taken into consideration from the aspect of the credit performance (serving as the basis of reallocation) either.

2. Article

- (1) The credit point attributed to the adequate course in the curriculum of the given study programme / principal study shall be taken into consideration as the credit point of the course to be discharged, and the grade of the completed course shall be taken into consideration as the grade of the course to be discharged, even if the affected academic requirement was not completed in a credit-based education system.

- (2) In the course of establishment of the credit value of an optional course the credit value attributed to the earlier performance shall be taken into account, with the proviso that any optional course the credit value of which exceeds four credit points shall be recognized as a course of maximum four credit point value.
- (3) Depending on the underlying competencies, the credit value of a given course may be divided and recognized as the credit value of more courses, and, in contrary, the credit values of more courses may be recognized in relation to one course. In such cases, the credit value shall be determined upon the credit value(s) of the course(s) to be discharged indicated in the curriculum, while the grade shall be determined by the Credit Transfer Committee.

Recognition of credits completed in foreign institution

3. Article

In the course of recognition of credits completed in a foreign higher educational facility, if the assessment system used by the foreign institution differs from the assessment method of the University, the Credit Transfer Committee shall decide on the equivalent qualification (grade). The course with no grade attributed thereto shall be recognized and transferred without a grade.

Preliminary credit transfer

4. Article

- (1) If the student requests admission to a master's programme from a bachelor's programme which may not be taken into consideration with full credit value, the University shall pursue preliminary credit transfer procedure. In the course of preliminary credit transfer procedure, the Credit Transfer Committee shall decide on the recognition of credit attributed to the study requirements already completed (or the completion of which is expectable by the end of the semester, on condition of the actual completion thereof) and may order the completion of missing credits parallel to the master's programme. The credits recognized by the Credit Transfer Committee shall be deemed as recognized by the University without any further request.
- (2) The admission requirements related to cases defined in paragraph (1) herein are regulated in the Admission Rules, on the basis of the academic and study completion requirements.
- (3) The Credit Transfer Committee shall consider the deadlines (in particular, the deadline for the submission of missing documents) of the admission procedure when adopting its decision on the preliminary credit transfer.

Recognition of work experience and knowledge acquired from non-formal, informal sources

5. Article

- (1) The Credit Transfer Committee may also recognize the knowledge gained in the course of previous non-formal, informal studies as well as the work experience of the student as performance of study requirements (hereinafter referred to as credit recognition).
- (2) The recognition of competencies (knowledge, achievement, result, skill, further competencies) resulting from work experience or acquired in a non-formal way (studies pursued out of the education system but in an organized form) or from informal sources (knowledge acquired by means of experience, without organized form of studies) may

happen by awarding the adequate credit value to the student or granting exemption from certain requirements.

- (3) The regular appearance in public concerts, CD- and DVD recordings, national and international competition prizes, the leadership of master courses, several years of successful activity in music pedagogy may be the basis of recognition of the acquired knowledge. The hereinabove listed activities shall be evidenced by the submission of related documentation, underlying the student's request for recognition.
- (4) If the work experience or the knowledge and competencies acquired in advance from non-formal or informal sources are recognized, the credit value attributed thereto shall be equal to the credit value of the respective course or requirement; qualification (grades) shall not be awarded.

Procedural Rules

6. Article

- (1) The requests on credit transfer, credit recognition and preliminary credit transfer shall be submitted on the respective standard forms. These forms may be downloaded from the website of the University.
- (2) If the enclosures to the request defined in paragraph (1) are issued in a language other than Hungarian, English, German, Italian or Japanese, the certified Hungarian translation thereof shall also be submitted together with the request.
- (3) The deadline for submission of the requests defined in paragraph (1) shall be determined by the head of the Study Department in agreement with the chairperson of the Credit Transfer Committee. The deadlines shall be published in the Student Guidebook and on the website of the University.
- (4) The positive (or partially positive) decisions of the Credit Transfer Committee shall be recorded by the Study Department in the mark book and on the registry sheet of the student and in the ESRS (the description, code and credit value of the curriculum requirement, the date and serial number of the decision, arranged by study programmes and study periods).

ACADEMIC AND EXAMINATION RULES OF THE DOCTORAL PROGRAMME

INTRODUCTORY PROVISIONS

The scope of the Rules

1. Article

The scope of these Rules shall cover each person who has a doctoral student status (hereinafter referred to as student status) at the University, in the Doctoral School, each educational administrative unit and instructor participating in doctoral education, and employees who perform education organisational tasks under any contract.

CHAPTER I

ADMISSION TO THE DOCTORAL SCHOOL

Admission announcement

2. Article

- (1) The Doctoral School of the University (hereinafter referred to as the DS) shall publish the programmes (sub-programmes) announced by its sections and related information in the admission guidebook for doctoral programmes (hereinafter referred to as the Guidebook), issued by the minister responsible for higher education.
- (2) The announcement published in the Guidebook and these Rules shall also be disclosed by the DS on the website of the University.

Application

3. Article

- (1) Applications for full-time doctoral programmes announced in the Guidebook shall be submitted by the 15th of April each year. Students may apply for doctoral programmes with individual preparation throughout the whole year.
- (2) Application forms shall be submitted to the place indicated in the Guidebook.
- (3) A person who fails to submit the application forms by the respective deadline may not be admitted.
- (4) One applicant may submit applications for several doctoral programmes and for several forms of the programmes at the same time.
- (5) Application forms shall include the following details:
 - a) the study programme, and the form of the programme for which the applicant is applying, and, in case of full-time study programmes, whether the applicant is applying for a programme funded through Hungarian state scholarships or for a self-financed programme or for both forms,

- b) the requested order of the evaluation of his/her admission applications.
- (6) The documents listed in the Doctoral Regulations (hereinafter referred to as the Regulations) shall be submitted with the application.
 - (7) The amount of the admission procedure fee for each year shall be determined and published in the Guidebook by the University Doctoral Committee (hereinafter referred to as the UDC) on the basis of the prevailing laws and regulations and the provisions of the Doctoral Regulations of the University.
 - (8) The applicant shall provide proof of payment of the admission procedure fee as described in the Guidebook.
 - (9) If the application forms are incomplete or there are missing documents, or the applicant has provided no proof of payment of the admission procedure fee, and missing documents/information are not submitted by the applicant despite being requested to do so by the deadline defined in the Guidebook or in the respective request (sent with proof of posting), the applicant may not participate in the admission procedure. In the request applicants shall be warned of the consequences of the failure to submit missing information/documents.
 - (10) The applicant shall be responsible for the veracity of the data indicated in the application forms. The applicant shall bear the adverse consequences of the provision of false data that affect the result of the admission procedure. In case of provision of false data, the head of the University shall annul the admission decision.
 - (11) In the doctoral programme, applications may also be submitted for individual preparation. In addition to the application form and the documents defined in the Doctoral Regulations, applicants for individual preparation shall submit to the DS Secretariat further documents, audio- or video recordings of their academic and/or artistic work, which shall be evaluated by the competent DC. The competent DC shall decide whether it considers the individual applicant eligible for admission on the basis of his/her admission material. The admission procedure of applicants for individual preparation may start only after the application material is accepted.

Organisation of admission examinations

4. Article

- (1) The aim of the admission procedure is to select the most suitable applicants for the doctoral programme.
- (2) As a part of the admission procedure, the sections of the DS may organise
 - a) written professional examinations,
 - b) professional auditions (examination of the artistic/creative work of the applicant),
 - c) oral professional examinations (examination of comprehensive professional knowledge and preliminary ideas of the doctoral work),
 - d) PhD/DLA complex exams, and
 - e) other examinations (hereinafter jointly referred to as examination).
- (3) The materials of the admission examinations are available at the DS Secretariat or may be downloaded from the website of the University.
- (4) The written examination shall be organised in such a way that ensures the confidentiality of the exam questions until the start of the examination.

- (5) Besides the examination dates scheduled and announced in advance, it is not obligatory to schedule additional examination dates. The DS is not obliged to consider other examination dates (proposed by applicants), even if the scheduled dates and the examination dates of the doctoral school of another institution clash.
- (6) However, if an applicant was not able to participate in the admission examination for reasons beyond his/her control (e.g. due to illness), and has submitted document(s) supporting that to the chairperson of the UDC, the chairperson of the UDC may permit, upon application, that the submitted application remain automatically valid for the following admission examination, without the need to pay the admission procedure fee again.
- (7) A refund of the application fee may not be requested on the basis of an exam date clash.

Bodies with competence in admission issues

5. Article

With regard to admission issues, the following bodies have competence in the sections of the DS:

- a) in case of application for full-time doctoral programmes the Admission Committees,
- b) the competent Doctoral Committee,
- c) and the Admission Appeals Committee.

6. Article

The Admission Committees shall be responsible for the preparation of the decision on admissions for the competent (DLA or PhD) Doctoral Committee in each section. The competent Doctoral Committee (the DLA-DC or the PhD-DC) decides on the minimum score for admission, taking into consideration the predetermined quotas and the state subsidy provided for the given section.

7. Article

- (1) The Admission Committees shall be responsible for assessing the musical talent, professional eligibility and knowledge of applicants by awarding points.
- (2) A person may not be a member of the Admission Committee if he/she is a family member of or in a relationship of dependency with the applicant, or participated in the preparation of the applicant, or cannot be expected to objectively assess the examination for other reasons.
- (3) The previous paragraph shall not apply to instructors who taught an applicant applying for their own programme or sub-programme previously in a master's programme or in a one-tier university programme.

Admission examination and admission in the full-time doctoral programme

8. Article

- (1) In the music section of the full-time doctoral programme, the admission examination shall consist of a written task and a two-round audition. In the first round, the Admission Committee holds a musical (instrumental/singing) audition to assess the applicant's artistic-creative work to date; the second round is a personal interview to assess the

applicant's comprehensive professional knowledge and preliminary ideas of doctoral work, and to establish the applicant's competence of such work, also taking into consideration the evaluation of the written task. In both rounds, the admission committee shall evaluate the performance of the applicants on a scale of 0 to 100, then rank them according to the scores achieved and recommend (or not recommend) their admission to the DLA-DC. Only applicants who achieved at least 70 points in both rounds may be recommended for admission.

- (2) In the musicology section of the full-time doctoral programme, the Admission Committee shall have an interview with the applicant at the admission examination to assess the applicant's comprehensive professional knowledge, academic achievements to date and his/her ideas of doctoral work. The admission committee shall evaluate the performance of the applicants on a scale of 0 to 100, then rank the applicants according to the scores achieved and recommend (or not recommend) their admission to the PhD-DC. Only applicants who achieved at least 70 points may be recommended for admission.
- (3) The Admission Committees shall evaluate the performance of the applicants by awarding points as described in the Doctoral Regulations in such a way that allows for the comparison of the results and guarantees a differentiated admission decision.
- (4) The DS Secretariat shall disclose the scores achieved by the applicants at the end of the examinations of each programme. In case of examinations lasting for several days, the results shall be disclosed on the day of the last examination.
- (5) The decision of the sections of the DS on the admission of applicants for each full-time doctoral programme and for each form of the programmes shall be based on the ranking of the applicants. In the course of that, the order of the programmes set by the applicant and the quota of students funded through Hungarian state scholarships as determined by the operator shall be taken into consideration.
- (6) The minimum requirement of admission shall be determined within the available quota, by using the minimum score set by the competent Doctoral Committee.
- (7) Every applicant who reached the minimum score shall be admitted, and no applicant under the minimum score may be admitted.
- (8) The minimum score shall be publicly announced.
- (9) The decision on the admission of the applicants shall be adopted within three, but maximum within thirty working days of the last examination date.
- (10) The admission examination and the evaluation process (scoring) of the admission performances shall be closed for the public. The Admission Committee and the secretary and staff of the Doctoral School are present at the admission examination. In addition, the *professional audition* part of the admission examination may be attended by a professor teaching at the same major as the given doctoral programme at the Liszt Ferenc Academy of Music who has been officially invited and whose attendance has been announced to the DS Secretariat by a member of the Admission Committee. The Admission Committee may seek the professional opinion of the invited professor on the admission performance of the applicant before scoring. The invited expert is not entitled to award points and may not be present during the scoring process. The *professional audition* and the *oral examination* parts of the admission examination may be attended by the chairperson or a representative of the Students' Union of doctoral students, but this person may not be present during the scoring process. The scoring process of the admission examinations may only be attended by the Admission Committee and the secretary and staff of the Doctoral School.

Admission examination and admission of applicants for individual preparation

9. Article

If an applicant for the individual preparation programme is considered eligible for admission by the Doctoral Committee (based on his/her academic and artistic work presented in the application material), the applicant shall be invited to an application interview, where the Doctoral Committee shall decide by open vote whether to grant the applicant permission to register for the PhD/DLA complex exam. Exercising powers delegated by the UDC, the DC competent in the given discipline shall decide on the admission of applicants for individual preparation programmes at their sessions, but at least once in each semester. Applicants for the individual preparation programme shall have one year from the date the permission is granted to register for the PhD/DLA complex exam. After passing the complex exam, the applicant may join the second (research and dissertation) phase of the doctoral programme. The provisions of Article 16 of the Doctoral Regulations shall apply accordingly to the organisation and arrangement of the PhD/DLA complex exams of individual applicants. An applicant for the individual preparation programme may not start the research and dissertation phase of the doctoral programme if he/she didn't receive minimum 61 points in each part of the PhD/DLA complex exam.

Filling the admission quota

10. Article

- (1) The maximum number of applicants who may be admitted to the different - state-funded and self-financed - forms of full-time doctoral programmes announced in the Guidebook shall be determined by the UDC, based on the personnel and material resources of the University's Doctoral School and the admission examination (minimum scores). The maximum number of students funded through Hungarian state scholarships as approved for the given year by the minister responsible for higher education may not be exceeded.
- (2) The quota of students funded through Hungarian state scholarships shall not be exceeded, even on the basis of submitted and approved complaints.

Appeals concerning admission examinations

11. Article

- (1) An applicant may submit a written complaint to the chairperson of the competent Doctoral Committee by the end of the second working day following the disclosure of his/her score in case of an alleged infringement (affecting the examination results) of the laws or the relevant internal regulations of the University relating to the admission examination or the PhD/DLA complex exam. No complaint may be filed after the expiry of the above deadline.
- (2) During the professional oral examination, applicants for full-time doctoral programmes are entitled to inspect the evaluation of their written paper.
- (3) When inspecting the evaluation of his/her written paper, an applicant for a full-time doctoral programme may request from the chairperson of the competent Doctoral Committee (either orally or in writing) the investigation of any detected mistake in correction or in the calculation of points. After the closing of the professional oral examination, no complaint may be filed in connection with the evaluation of the written paper.

- (4) The chairperson of the competent Doctoral Committee shall have the complaint investigated by the Admission Committee during the professional oral examination, and the applicant for the full-time doctoral programme shall be notified of the Admission Committee's decision immediately, orally and in writing.

Appeals concerning admission

12. Article

- (1) An applicant may appeal against the decision adopted in the subject of the admission application within 15 days of the receipt thereof.
- (2) The Admission Appeals Committee shall decide on the appeal.

Processing of personal data in the admission procedure

13. Article

- (1) The application form and its annexes, the papers and other written materials of the applicants and the documents prepared in the course of the admission procedure contain personal data.
- (2) For handling documents, and especially for processing personal data, the committees and committee members dealing with such data *ex officio*, and the Secretary and the staff of the DS shall be responsible.
- (3) To the processing of the applicants' data, the Data Protection, Data Processing and Data Security Regulations of the University, and the provisions of Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information shall apply.

CHAPTER II

RULES AND REQUIREMENTS OF THE STUDY PROGRAMMES

Study plan

14. Article

- (1) The study plan of the approved doctoral programme shall include the full-time doctoral programme's study schedule, the obligatory and optional subjects, the minimum number of study units to be obtained, and the circumstances and nature of the doctoral student's research.
- (2) The DS Secretariat shall announce, before the start of the semester, the list of the courses and study units actually announced from the obligatory and optional courses of the doctoral programme in the given semester. A doctoral student is only obliged take the obligatory courses of the given study programme from the courses announced and approved for the given semester, and may take optional courses and study units at his/her own discretion in the first four semesters of the programme, taking into consideration the provisions of the relevant credit rules. The courses and study units taken in the given semester shall be indicated in the mark book of the doctoral student and entered into the electronic study records of the University.
- (3) Individually preparing candidates shall join the study programme in the fifth semester, after passing the PhD/DLA complex exam. In the research and dissertation phase of the doctoral programme (semesters 5-8), individually preparing doctoral students shall meet

the same academic requirements as doctoral students in the full-time programme, i.e. they shall acquire the study units required in the second phase of the doctoral programme.

- (4) The obligatory and optional study units taken shall be countersigned in the mark book by the instructor of the courses appointed by the competent DC or the programme director.
- (5) The supervisor shall certify the progress of the doctoral student in his/her topic every semester.

Credit system

15. Article

- (1) In every form of every study programme at its sections, the DS measures the fulfilment of all academic requirements that constitute student workload and that are pre-requisites of the pre-degree certificate (which certifies the completion of studies) in higher education credit points.

- (2) Credit points shall be based on the total student workload that is expected from a doctoral student of average skills to meet academic requirements.

Student workload shall mean the time spent on research/creative work in a higher educational facility or in another institution it has a cooperation agreement with. Student workload shall also include studies/research/creative work at other education or research facilities that is accepted with credit value by the competent Doctoral Committee, on a case-by-case basis and upon application by the doctoral student, as the fulfilment of academic requirements.

- (3) The total student workload recognised with credit points shall also include classes (contact classes) and individual study hours.

- (4) One credit point shall be equal to 30 hours of student workload.

- (5) The completion of the eight semesters of the full-time doctoral programme shall be equal to 240 credit points. In addition to the credit value of the obligatory courses and study units in the curriculum, the workload of a doctoral student in a semester also depends on the doctoral student's free choice.

- (6) Student workload shall result in credit points if the doctoral student has met the requirements and this is certified in his/her mark book by the signature of the instructor appointed by the competent DC or the programme director. Completion of requirements may also be certified by the programme director or the chairperson of the competent DC, based on the instructor's report.

- (7) The credit value shall be independent from the assessment (grade).

- (8) The credit system of the sections is described in the Study Plan of the Doctoral School.

- (9) In case of individually preparing candidates, the successful PhD/DLA complex exam shall automatically mean the acceptance of 120 of the 240 credit points to be completed during the doctoral programme. In the research and dissertation phase of the doctoral programme, individually preparing candidates shall meet academic requirements in the value of 120 credit points. The study units to obtain are listed in the Study Plan of the Doctoral School.

- (10) The four-semester research and dissertation phase of the individual study programme may be reduced by maximum three semesters if additional credit points are accepted by the competent DC on application by the doctoral student. The number of credit points accepted this way may not be more than 80. The detailed rules of credit acceptance are included in the credit rules of the Doctoral School.

CHAPTER III

STUDENT STATUS

General provisions

16. Article

- (1) The doctoral student status (hereinafter referred to as the student status) is a legal relationship between the University and the doctoral student, in which both parties have certain rights and obligations as defined in the prevailing laws and regulations and the internal rules of the University.
- (2) The student status entitles the doctoral student to pursue studies in the given study programme, in line with the prevailing laws and regulations, the internal rules of the University (especially these Rules) and within the frames of the curriculum of the study programme.
- (3) The student status obliges the doctoral student to arrange his/her studies and meet academic requirements in line with the prevailing laws and regulations, the internal rules of the University (especially these Rules) and within the frames of the curriculum of the study programme.
- (4) The University is entitled to formulate the conditions and substance of the study programme according to the professional considerations and artistic ideas of the University's instructors within the frames of the prevailing laws and regulations and the internal rules of the University (especially these Rules).
- (5) Regarding doctoral candidates with a student status, the University is obliged to provide the personnel and material resources necessary for the completion of the study programme, in line with the prevailing laws and regulations, the internal rules of the University (especially these Rules) and within the frames of the curriculum of the programme.

Establishment of the student status

17. Article

- (1) The conditions of admission are regulated (within the framework of prevailing laws and regulations) by Chapter I of these Rules.
- (2) The University shall offer the possibility of registration to applicants admitted to the study programme.
- (3) Admission gives applicants the right to establish a student status in the given academic year.
- (4) In exceptional cases, based on reasons presented in a written application, the competent Doctoral Committee (in agreement with the competent programme director) may permit the postponed establishment of the student status.
- (5) The approved postponement may not be longer than one year, except for extraordinary cases (giving birth, illness or a justified study trip abroad).

Registration

18. Article

- (1) The student status shall be established by registration to the University.
- (2) In the course of the registration, students shall provide personal data to the University required for the registry of students.
- (3) In the following semesters, students shall notify the University of their intention to pursue studies in the given semester through its electronic study records (with a registration statement). The semester registration statement may not be made more than eight times in the full-time doctoral programme and more than four times in the doctoral programme with individual preparation. If a semester is interrupted for a reason beyond the doctoral student's control (e.g. illness), the doctoral student shall submit an application and supporting document(s) to the chairperson of the UDC and may start the semester again with the permission of the UDC.
- (4) Doctoral students shall make the registration statement each semester in the registration period. Should a doctoral student fail to submit the registration statement, the statement can be made within two weeks from the closing of the registration period for an extra fee. Should the doctoral student miss this additional deadline as well, the Secretary of the DS may call upon him/her once more, in writing, to make the registration statement. If a doctoral student fails to make the statement within the deadline specified in the notice, the University shall assume that the doctoral student intends to suspend his/her student status.
- (5) After the registration statement is made for the semester in the electronic study records, the doctoral student shall register at the DS Secretariat by submitting his/her properly filled out mark book. Proper registration is a pre-requisite for commencing studies.

Temporary suspension of the student status

19. Article

- (1) Unless provided otherwise by the prevailing laws and regulations, the temporary suspension of the student status is allowed maximum twice, for a total term of maximum two years, for no longer than two semesters at a time. The term of suspension may not exceed one year in either the training and research, or in the research and dissertation phase.
- (2) During the temporary suspension of the student status, doctoral students do not fulfil academic requirements and cannot be obliged to do academic work.

20. Article

- (1) The temporary suspension of the student status
 - a) may be requested by a doctoral student from the programme director in a written application, or
 - b) may be indicated by a doctoral student by not making the registration statement for the semester.
- (2) The competent Doctoral Committee shall decide on the application defined in point a) of paragraph (1), after seeking the opinions of the programme director and the supervisor.
- (3) In the DLA section, in the first year, the temporary suspension of studies for one semester will not be allowed.

- (4) If a doctoral student falls behind with acquiring the required credit points to such an extent that may endanger the timely completion of his/her studies, at the proposal of the competent Doctoral Committee, the UDC may suspend his/her studies for a definite period of time (one or two semesters) ('obligatory suspension of studies'). The suspension of studies ordered by the UDC shall qualify as the temporary suspension of the student status.
- (5) If a doctoral student has suspended his/her student status, following the expiry of the term of suspension (one or two semesters, or a longer period of time if allowed by the prevailing laws) he/she shall register to continue his/her studies without any further notice.
- (6) If a doctoral student fails to fulfil his/her obligation defined in paragraph (5), the provisions of Article 28 herein shall apply.

21. Article

If a doctoral student is not able to fulfil his/her obligations under the student status due to the birth of a child, accident, illness or other unexpected reason beyond his/her control, the legal consequences of failure to meet academic requirements shall not apply, provided that he/she can provide supporting document(s) for any of the said reasons at the latest on the date when he/she registers to continue his/her studies.

22. Article

If the disciplinary punishment of temporary suspension from the studies is applied against a doctoral student, following the expiry of this period he/she shall register to continue his/her studies without any further notice.

23. Article

- (1) Doctoral students, doctoral candidates whose student status/doctoral status was established before the academic year 2016/2017,
 - a) shall obtain a doctorate according to the laws and regulations in force on 31st August 2016, or
 - b) are entitled to apply for admission to the doctoral programme according to rules applying to individually preparing candidates, while having their previous doctoral studies recognised.
- (2) The earlier doctoral studies of a doctoral student shall be accepted according to the decision made by the competent DC.

Partial transfer

24. Article

- (1) Doctoral students with a student status at the University who participate in a different doctoral programme may register for the lecture courses of the doctoral programmes of the DS with the permission of the competent programme directors. Students who participate in non-doctoral study programmes at the University may only register for the lecture courses of the doctoral programme with the special permission of the competent programme directors.

- (2) Doctoral students from different doctoral programmes of the University may register for the practical courses of the doctoral programme with the permission of the programme director and the demonstrator. The permission shall be certified by the signature of the demonstrator in the mark book of the doctoral candidate.
- (3) The DC competent in the given discipline, in agreement with the programme director, makes a decision on the doctoral student's application regarding the acceptance of doctoral study units obtained as a partial transfer student.
- (4) A doctoral student may register for lecture courses and seminars at other universities with the consent of the competent programme or sub-programme director, with the approval of an on terms defined by the lecturer or instructor concerned, according to the agreement (if there is one) between the institutions concerned on the mutual reception of doctoral students. The credit values of the courses/seminars taken shall be recorded according to the provisions of the prevailing credit rules. Credit points collected in courses announced in graduate programmes may be accepted in the study programme of a doctoral student with the approval of the programme director only if it is justified from a professional point of view.
- (5) Study units obtained as a partial transfer student shall be entered into the mark book similarly to the courses of the doctoral candidate's own programme. Study units obtained this way shall be entered into the electronic study records by the DS Secretariat.

Establishment of guest student status

25. Article

- (1) Doctoral students of other higher educational facilities who intend to pursue guest studies in the UDC may be received
 - a) under the effective agreement on the mutual reception of doctoral students between the University and the facility where the doctoral student pursues his/her studies,
 - b) in lack of such agreement, based on a written declaration of the competent programme director stating that the personnel and material resources necessary for receiving the guest doctoral student are available.
- (2) The agreement referred to in point a) of paragraph (1) herein shall include the obligation of the receiving institution to notify the sending institution in writing after the guest student attended classes. The notification shall include the titles of the courses for which the doctoral student registered, the programme of the given courses in the given semester, the method of the completed examination and the assessment.
- (3) A doctoral student of another higher educational facility shall submit his/her application for guest studies to the director of the DS. The director of the DS shall decide on the basis of paragraph (1).
- (4) The amount of tuition fee payable by a guest doctoral student or an exemption from the tuition fee shall be determined by the UDC based on the agreement referred to in point a) of paragraph (1) herein, and (or, in lack of such agreement, only) the credit values of the courses taken.

Termination of the student status

26. Article

The student status of a doctoral student shall be terminated

- a) if the doctoral student was transferred to another higher educational facility, as of the date of the transfer (the doctoral student shall report the transfer to the University within 8 days),
- b) if the doctoral student announces his/her intention to terminate the student status, as of the date of the announcement,
- c) if the doctoral student is not allowed to continue his/her studies in a state-funded form, and he/she does not intend to do so in a self-financed form,
- d) if the doctoral student has already used up the available state-funded semesters and, when notified and requested by the DS Secretariat to declare if he/she intends to continue his/her studies in a self-financed form, fails to make a declaration or answers in the negative,
- e) at the end of the eighth semester of the full-time doctoral programme or at the end of the fourth semester of the individual preparation programme for which the doctoral student registered,
- f) when the doctoral candidate obtains the pre-degree certificate in the doctoral programme,
- g) if the doctoral student does not pass the PhD/DLA complex exam, on the day of missing or failing this obligation,
- h) if the doctoral student fails to pay his/her tuition fee - and/or fails to make any payments past due - despite a notice by the director of the DS, and the UDC (after investigating the social situation of the student) decides to terminate the student status of the doctoral student, on the day when the UDC's decision on the termination becomes final and binding,
- i) if the disciplinary punishment of expulsion is applied by the University against the doctoral candidate, on the day when the respective decision becomes final and binding.

27. Article

- (1) The student status of a doctoral student shall be terminated by the unilateral statement of the University (by dismissal)
 - a) if the doctoral student is behind with acquiring required credit points to such an extent that it is impossible to complete his/her studies during the remaining semesters,
 - b) if the doctoral student fails to meet the requirements of courses, seminars or reports that have no examination requirements but are obligatory,
 - c) if the doctoral student fails a course in the study plan of the programme/sub-programme that has examination requirements three times,
 - d) if the assessment of the doctoral student's extraordinary examination in any semester is repeatedly 'failed'.
- (2) A doctoral student who was dismissed from the University may only establish a student status again after a successful admission examination.

28. Article

A doctoral student shall be dismissed if he/she fails to continue his/her studies after the expiry of the term of temporary suspension of the student status that was approved of or ordered by the UDC under Article 20 (4) of these Rules.

29. Article

- (1) Legal consequences defined in the previous Article may only be applied if the University has sent at least two written notifications to the doctoral student calling on him/her to meet obligations, setting a specific deadline, and providing information on the consequences of failing to meet those obligations.
- (2) The notification(s) defined in the previous paragraph shall be delivered by the Doctoral School in a registered letter with return receipt to the address of correspondence provided by the doctoral student. If the doctoral student or his/her representative refuses to receive the registered mail, the notification shall be deemed delivered on the day of the attempted delivery. If the notification is returned to the University with the note 'unclaimed', the document shall be deemed delivered on the fifth working day following the second attempt of postal delivery (unless proven otherwise).

Procedure in case of termination of the student status

30. Article

- (1) In case of the termination of the student status, the University shall delete the doctoral student from the student registry.
- (2) At the same time the doctoral student shall be notified in writing, in a registered letter with return receipt.

CHAPTER IV

ACADEMIC REQUIREMENTS

The calendar of the academic year

31. Article

- (1) The academic year shall consist of two semesters; each semester shall consist of a 15-week class period and an at least 4-week examination period. The time schedule of the academic year shall be identical on each education level (in bachelor's, master's and doctoral programmes).
- (2) The starting and closing dates of the semesters, the class and examination periods, as well as the date of the winter and spring breaks shall be determined by the President of the University in agreement with the Doctoral School and the Students' Union. The Senate shall be notified of the decision. There are no classes on days stipulated by laws and regulations and on days defined as school holidays by the President of the University.
- (3) The President may approve maximum 6 days as school holiday in one academic year and, in justified cases, 1 additional day as school holiday (or the cancellation of classes on the given day) in each semester.
- (4) A time schedule different from that defined in paragraphs (1)-(3) may be allowed by the Senate.

Providing information on requirements

32. Article

- (1) The DS Secretariat shall provide information on the scope and number of obligatory and optional courses announced for the given semester.
- (2) At the beginning of each semester, minimum two weeks before the deadline for the registration for courses, the DS Secretariat shall publish the timetable and class schedule of the doctoral programmes.
- (3) The sections of the DS and the doctoral programmes and sub-programmes may announce separate 'block' courses and seminars (the classes of which are held over a short period of time) at a later time as well, during the semester. The courses announced by the sections of the DS during the semester may only be optional ones. The courses announced by the programmes and sub-programmes during the semester may be obligatory for the doctoral students in the given programme/sub-programme, but may only be optional for doctoral students in other programmes.
- (4) The instructors in charge of the courses/subjects and the demonstrators of the practical courses (seminars) shall provide information on the requirements of the given subject, the method of grading, as well as on the obligatory and recommended literature before the start of the semester.
- (5) The instructors in charge of the courses/subjects and the demonstrators of the practical courses (seminars) may set examination requirements for the course. Courses with examination requirements are assessed on a five-grade scale. If the assessment is 'failed', the doctoral student may retake the examination twice. If the assessment of the third attempt is also 'failed', the doctoral student shall be dismissed from the doctoral programme.
- (6) In case of concerns regarding the artistic/academic progress of a doctoral student, the doctoral student may be required to take an extraordinary examination in the given subject (e.g. concert, end of semester examination) upon the recommendation of the competent programme director or sub-programme director or the majority of the members of the competent DC. The extraordinary examination shall take place before an examination board, consisting of the majority of the members of the UDC and the competent DC. Following the examination, the board shall decide on the assessment by secret ballot. The assessment of the extraordinary examination may be 'satisfied' or 'failed' (unsatisfactory). If the assessment is 'failed', the doctoral student may retake the examination once. If the assessment of the examination is 'failed' at the second attempt as well, the doctoral student shall be expelled from the doctoral programme.

Individual (preferential) study schedule

33. Article

- (1) An individual (preferential) study schedule may be allowed
 - a) for a doctoral student in an extraordinary situation regardless of his/her academic progress, for a period required by the given circumstances,
 - b) for a doctoral student with outstanding academic progress who may be able to meet the requirements of the doctoral programme individually as well.
- (2) In the doctoral programme, a preferential study schedule may only be allowed from the second year.

- (3) The preferential study schedule may be approved by the UDC, upon the recommendation of the competent Doctoral Committee, in agreement with the programme director.
- (4) In the preferential study schedule, a doctoral student may be exempted from attendance of certain courses (while meeting requirements set for the completion of the course), may be allowed to meet the requirements of these courses ahead of schedule, and may take the examination of a course with examination requirements before the examination period.
- (5) Under appropriate conditions, a doctoral candidate may meet the requirements of professional progress set for the semesters ahead of schedule.
- (6) In the preferential study schedule, the doctoral student shall meet all of his/her academic requirements according to his/her approved schedule.
- (7) When justified, the permission for a preferential study schedule may be withdrawn.

Attendance

34. Article

- (1) Attendance of classes, lectures and practical courses is obligatory for doctoral students, as provided for in the course descriptions.
- (2) The instructor of the practical course shall keep records of the doctoral students' attendance. The doctoral student shall notify the instructor or the DS Secretariat and provide supporting document(s) of his/her absence from the obligatory or optional practical courses he/she has registered for.
- (3) If a doctoral student misses more than three classes in a practical course in one semester, the completion of the given course may only be certified with the consent of the programme director, based on a proper written justification including the opinion of the instructor in charge of the course. Otherwise, the instructor shall reject to sign the mark book at the end of the semester. If the instructor rejects to sign the mark book, the semester of the doctoral candidate in the subject (practical course) concerned shall be invalid.

Signing the mark book

35. Article

- (1) The mark book is the most important document related to the studies of doctoral students, it is a public document. The DS Secretariat shall be responsible for handling mark books.
- (2) The approved doctoral programme/sub-programme provides for the conditions for obtaining a signature.
- (3) The mark book shall certify that the requirements of the given courses, subjects and practical courses mandatory in a class period have been met.

Examination period

36. Article

- (1) Doctoral students shall be notified of the starting and closing date of the examination period at registration. The examination period may be extended by the President at the request of the students or doctoral students if they are hindered in preparing for or participating in the examinations for reasons beyond their control.

- (2) The secretary of the DS shall inform doctoral students of the scheduled dates of examinations and re-take examinations at least three weeks prior to the start of the examination period.
- (3) Students shall attend the examinations scheduled in subjects with examination requirements. Failure to attend the examination shall result in the assessment 'failed'.
- (4) An application for postponing an examination shall be submitted to the DS Secretariat by the start of the examination period. Except in extraordinary cases, the examination may only be postponed to a date in the examination period. The postponed exam date determined by the examiner is obligatory for the doctoral candidate. Extraordinary cases are considered by the competent DC.

Ways to monitor study and research performance

37. Article

- (1) Completion of courses and seminars with no examination requirements shall be certified with an end-of-semester signature in the mark book. The instructor may reject to sign the mark book, if a doctoral student failed to meet the qualitative or quantitative requirements. In case of doctoral students registered as active participants, the instructor may decide at his/her discretion whether to sign only the credit points due for passive participation or to reject to sign the course. If a doctoral student fails to meet the requirements of courses or seminars that do not have examination requirements but are obligatory, the doctoral student shall be expelled from the doctoral program.
- (2) The credit value of a doctoral student's study trips abroad and of the conferences and international seminars he/she attended shall be determined by the competent DC upon the respective application (with detailed documentation) by the doctoral student, based on the opinion of the programme or sub-programme director. The credit values of foreign language courses announced by the DS or by the programmes and sub-programmes shall be determined in advance.
- (3) The programme or sub-programme director shall prepare for the competent Doctoral Committee, on the basis of the opinion(s) of the supervisor(s), an evaluation and a report on the artistic progress of the doctoral student from the second semester and on his/her progress in academic research from the third semester. If the competent Doctoral Committee is concerned about the artistic and/or academic progress of a doctoral student, it may require him/her to take an extraordinary examination or it may make a recommendation to the UDC for the temporary suspension of the doctoral student's student status.

Retaking a failed examination

38. Article

- (1) If a doctoral student failed the exam of a course with examination requirements, he/she shall have two additional attempts at the re-take examinations.
- (2) If a doctoral student failed a mandatory extraordinary examination, he/she shall have one additional attempt to retake it at a scheduled date.

Improving the grade after a successful examination

39. Article

If a doctoral student intends to improve his/her grade or assessment after a successful examination in a course with examination requirements, he/she may request an additional exam date from the Secretariat of the Doctorate School. The new exam date shall be determined by the examiner. The grade received at the repeated examination shall be the final grade of the examination.

Calculation of the general average of grades

40. Article

- (1) After the examination period, the mark book shall be closed regardless whether academic requirements set for the given semester have been met. The study period (semester) shall be certified by the signature of the President and the chairperson of the UDC.
- (2) The academic progress of students shall be established and credit points shall be registered immediately after the examination period.
- (3) The progress of doctoral students with a preferential (individual) study schedule shall be established for every study period, based on the requirements set for them.
- (4) The assessment of examinations taken in the course of previous studies in another higher educational facility shall not be taken into account in the calculation of the general average of grades.
- (5) From among the grades of subjects with examination requirements and the grades of extraordinary examinations, the final grades shall be taken into consideration in the assessment of progress.

Completion of the doctoral programme (pre-degree certificate)

41. Article

- (1) After the period of studies has ended, the required credit points and study units have been obtained and the doctoral student has passed the PhD/DLA complex exam and the dissertation proposal defence, the UDC (upon the recommendation of the competent DC) shall issue a pre-degree certificate, which certifies that the doctoral student has completed the preparation for the doctorate.
- (2) The pre-degree certificate certifies the successful completion of the doctoral programme and the completion of the academic pre-requisites of obtaining a doctorate.
- (3) The earliest possible date of obtaining the pre-degree certificate is usually the end of the eighth semester from the start of the studies in full-time doctoral programmes, or the end of the fourth semester from the successful PhD/DLA complex exam in case of individual preparation. If a doctoral candidate meets the requirements of the programme ahead of schedule or is exempt from a certain part of the study programme, upon the recommendation of the competent programme/sub-programme director, the competent DC may recommend that the UDC issue the pre-degree certificate at an earlier date.

CHAPTER V

SERVICES, ALLOWANCES

42. Article

The fees payable by the doctoral students in the doctoral programme, and the allowances and fees payable to them shall be determined by the UDC in a decision, in accordance with relevant laws and regulations and the provisions of internal rules.

Student eligibility

43. Article

- (1) Doctoral students shall, in a number of semesters started that corresponds to the length of the study programme as determined in the applicable qualification requirements, be included in the statistical report of the University and may receive allowances granted for students.
- (2) A state-funded doctoral student who has a student status and was admitted to a state-subsidised programme shall be deemed as a student funded through Hungarian state scholarship.
- (3) A doctoral student who has been transferred from the self-financed form of a programme to a state-funded position upon the decision of the competent DC shall also be deemed a student funded through Hungarian state scholarship for the time period that remains from the length of studies of the doctoral student who has terminated his/her student status or who continues his/her studies in a self-financed form for any reason.
- (4) Pursuant to paragraph (3), doctoral students who pursue doctoral studies at the University in a self-financed form may be transferred to the state-funded form if there is a vacancy. Such transfer is possible only if the DS does not go beyond the quota of state-funded students at the university.
- (5) The amount of the tuition fee of the doctoral student who has been transferred to the self-financed form of a programme from the state-funded form shall be determined according to the decision of the UDC in force at the date of transfer.

Academic scholarship

44. Article

- (1) Doctoral students funded through Hungarian state scholarship receive academic scholarships. The amount of the scholarship shall be determined by the prevailing laws and regulations.
- (2) The academic scholarship shall be paid for the entire length of the doctoral studies, but maximum for eight semesters. To receive academic scholarship, doctoral candidates shall submit an application. The application shall be submitted to the DS Secretariat together with the admission application for the full-time doctoral programme, or at the end of the given academic year, by the start of the admission examinations of the doctoral programme. Applications received after the set deadline may not be taken into consideration.
- (3) Scholarships determined by the quota of the given academic year shall be distributed among the newly admitted doctoral students, based on their admission examination results. If a doctoral student admitted to a state-funded programme withdraws his/her

application or waives his/her right for a–scholarship, the doctoral student next in the ranking of the admission examination results shall receive the scholarship.

- (4) Scholarships available due to withdrawal or waiver in the second, third or fourth year shall be distributed among the doctoral students according to their academic results to date. Academic results shall be established by the competent programme and sub-programme directors based on performance in the obligatory courses, the results of courses with examination requirements, the supervisors' opinions and the compulsory Progress Report prepared by doctoral students at the end of each year.
- (5) Applications for scholarships shall be evaluated by the competent DC after the closing of the admission examinations of the doctoral programme.
- (6) If a state-funded doctoral student temporarily suspends his/her student status for any reason, he/she may continue his/her studies in the same, state-funded form after the suspension. To receive the scholarship (again/further), the doctoral candidate shall properly register for the given semester.

Regular welfare grant

45. Article

Doctoral students are entitled to regular welfare grant in accordance with Article 17 of the University's Regulation on Fees and Allowances.

Students ineligible for normative subsidies

46. Article

None of the above subsidies may be granted

- a) to a doctoral student who was required by the UDC to suspend his/her student status temporarily,
- b) to a doctoral student who has postponed his/her studies for a semester/year or skipped a semester/year at his/her own request,
- c) to a doctoral student who provided false data in the application for any subsidy and/or in the supporting document(s) submitted with the application. If false data was provided, the President of the University shall act according to the rules of the Disciplinary and Compensation Rules of the University.

The oath of doctoral candidates

The doctoral oath:

I, solemnly pledge,
that I will remain faithful to Hungary
and to its constitutional order
at all times.

My conduct will be worthy of the doctors of the university.

I will strive to further improve my knowledge
and to use it to serve my country
and universal human culture.

With this, I also strive to
gain appreciation for
the Liszt Ferenc Academy of Music,
which conferred a doctorate on me.

Admission examinations and calculation of scores in the admission procedure

A) Bachelor's programme

1. Music performer bachelor's programme

The name of the education programme (study programme, principal study)	Type of examination	Examination subject	Maximum possible score / best possible qualification	Basic method of calculation of overall admission scores	Other criteria
classic instrumental music performer - piano	practical examination	piano as main subject	150	twice the points achieved in the practical examination (maximum 400)	The applicant shall pass first the piano (main subject) examination. If the applicant achieves less than 90 points in the piano (main subject) examination, he/she may not be allowed to take the solfège - music theory and folk music examinations, and the overall admission score shall be zero.
		sofège - music theory (written and oral)	45		
		folk music	5		
	Maximum possible overall score:		200		
classical instrumental music performer - organ classical instrumental music performer - harpsichord classical instrumental music performer - cimbalom (dulcimer) classical instrumental music performer - accordion classical instrumental music performer - harp classical instrumental music performer - guitar classical instrumental music performer - violin	practical examination	the main subject of the principal study	150	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first an examination in his/her main subject. If the applicant achieves less than 90 points in the main subject examination, he/she may not be allowed to take the solfège - music theory, folk music and compulsory piano examinations, and the overall admission score shall be zero.
		sofège - music theory (written and oral)	30		
		compulsory piano	15		
		folk music	5		
	Maximum possible overall score:		200		

classical instrumental music performer - viola classical instrumental music performer - cello classical instrumental music performer - double bass classical instrumental music performer - flute classical instrumental music performer - oboe classical instrumental music performer - clarinet classical instrumental music performer - saxophone classical instrumental music performer - bassoon classical instrumental music performer - horn classical instrumental music performer - trumpet classical instrumental music performer - trombone classical instrumental music performer - tuba classical instrumental music performer - percussion					
---	--	--	--	--	--

The name of the education programme (study programme, principal study)	Type of examination	Examination subject	Maximum possible score / best possible qualification	Basic method of calculation of overall admission scores	Other criteria
music performer - classical music singer	practical examination	classical singing I. as main subject	50	twice the points achieved in the	The applicant shall take first an examination in the main subject of classical singing I.

		classical singing II. as main subject	50	practical examination (maximum 400)	If the applicant achieves less than 30 points in the main subject (classical singing I.) examination, he/she may not be allowed to take the classical singing II., voice production, the musical and prosaic information learning abilities, performance skills, professional orientation, solfège - music theory (written and oral), folk music and compulsory piano examinations, and the overall admission score shall be zero.
		voice production	20		
		musical and prosaic information learning abilities	10		
		performance skills	10		
		professional orientation	10		
		sofège - music theory (written and oral)	30		
		compulsory piano	15		
		folk music	5		
		Maximum possible overall score:	200		
music performer - orchestral and choral conductor	practical examination	conducting as main subject	125	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first the solfège - music theory, compulsory piano, classical signing and folk music examinations. If the overall sum of points achieved in the above examinations is less than 45, or less than 18 in solfège - music theory, or zero in any one of the above subjects, the applicant may not be allowed to take the examination in his/her main subject (conducting), and the overall admission score shall be zero.
		sofège - music theory (written and oral)	45		
		compulsory piano	15		
		classical singing	10		
		folk music	5		
		Maximum possible overall score:	200		
music performer - church music performer - choral conducting , church music performer - organ	practical examination	the church music-related main subject of the principal study	145	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first an examination in his/her main subject. If the applicant achieves less than 90 points in the main subject examination, he/she may not be allowed to take the solfège - music theory, folk music and compulsory piano examinations, and the overall admission score shall be zero.
		sofège - music theory (written and oral)	30		
		compulsory piano	15		
		folk music	10		
		Maximum possible overall score:	200		

music performer - folk music performer on bowed strings (violin, viola, double bass - cello - garden [percussion cello]) folk music performer on plucked strings (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdu-gurdy]) folk music performer on wind instruments (recorder - bagpipe, clarinet - tarogato [Hungarian folk clarinet]) folk music performer on cimbalom folk song performer	practical examination	main subject(s) according to the principal study - compulsory part	50	twice the points achieved in the practical examination (maximum 400)	If the applicant achieves less than 40 points in the main subject examination, he/she may not be allowed to take the elective part of the main subject examination, and his/her overall admission score shall be zero. If the sum of points achieved in the examinations in solfège - music theory (written part), folk music scoring and folk music theory (written part) is less than 30, or, if the applicant achieves less than 8 points in solfège - music theory (written part), or less than 5 points in folk music scoring, or less than 8 points in folk music theory (written part) of examinations, he/she may not be allowed to take the examination in solfège - music theory (oral part), folk music theory (oral part) and compulsory piano, and the overall admission score shall be zero.
		main subject(s) according to the principal study - elective part	75		
		solfège - music theory (written part)	15		
		folk music scoring	10		
		folk music theory (written part)	25		
		solfège - music theory (oral part)	5		
		folk music theory (oral part)	5		
	compulsory piano	15			
Maximum possible overall score:		200			
music performer - jazz instrumental performer (jazz piano)	practical examination	jazz piano as main subject	90	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first the solfège - music theory examination. If the total number of points achieved in the solfège - music theory examination is less than 30, the applicant may not be allowed to take the examination(s) in his/her main subject(s), and the overall admission score shall be zero.
		classic piano as main subject	60		
		solfège - music theory	50		
Maximum possible overall score:		200			
music performer - jazz instrumental performer (jazz double bass) jazz instrumental performer (jazz saxophone) jazz instrumental performer (jazz trumpet) jazz instrumental performer (jazz trombone) jazz instrumental performer (jazz drums)	practical examination	the main jazz subject of the principal study	90	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first the solfège - music theory and compulsory piano examinations. If the sum of points achieved in the above examinations is less than 30, or zero in any one of the above examinations, the applicant may not be allowed to take the examination(s) in his/her main subject(s), and the overall admission score shall be zero.
		the classical music- related main subject of the principal study	60		
		solfège - music theory	30		
		compulsory piano	20		
Maximum possible overall score:		200			
music performer - jazz instrumental performer	practical examination	the main jazz subject of the principal study	150	twice the points achieved in the	The applicant shall take first the solfège - music theory and compulsory piano examinations. If the

(jazz guitar) jazz instrumental performer (jazz bass guitar)		solfège - music theory	30	practical examination (maximum 400)	sum of points achieved in the above examinations is less than 30, or zero in any one of the above examinations, the applicant may not be allowed to take the examination(s) in his/her main subject(s), and the overall admission score shall be zero.
		compulsory piano	20		
	Maximum possible overall score:		200		
music performer - jazz music singer	practical examination	jazz singing as main subject	90	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first the solfège - music theory, compulsory piano and English language examinations. If the sum of points achieved in the above examinations is less than 30, or zero in any one of the above examinations, the applicant may not be allowed to take the examination(s) in his/her main subject(s), and the overall admission score shall be zero.
		classical singing as main subject	60		
		solfège - music theory	30		
		compulsory piano	15		
		English language	5		
	Maximum possible overall score:		200		

2. Creative art and musicology bachelor's programme

The name of the education programme (study programme, principal study)	Type of examination	Examination subject	Maximum possible score / best possible qualification	Basic method of calculation of overall admission scores	Other criteria
creative art and musicology - composer composer of applied music	practical examination	composing as main subject	150	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first the solfège - music theory, compulsory piano and folk music examinations. If the sum of points achieved in the above examinations is less than 30, or zero in any one of the above examinations, the applicant may not be allowed to take the examination(s) in his/her main subject(s), and the overall admission score shall be zero.
		sofège - music theory (written and oral)	30		
		compulsory piano	15		
		folk music	5		
	Maximum possible overall score:		200		
creative art and musicology - electronic music media artist	practical examination	electronic composing as main subject	150	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first the solfège - music theory, compulsory piano and folk music examinations. If the sum of points achieved in the above examinations is less than 30, or zero in any one of the above examinations, the applicant may not be allowed to take the examination(s) in his/her main subject(s), and the overall admission score shall be zero.
		sofège - music theory (written and oral)	30		
		compulsory piano	15		
		folk music	5		
	Maximum possible overall score:		200		
creative art and musicology - musicologist	practical examination	music history as main subject	125	twice the points achieved in the practical examination (maximum 400)	If the applicant achieves zero points in any one of the examination subjects, his/her overall admission score shall be zero.
		sofège - music theory (written and oral)	30		
		compulsory piano and /or presentation of musical performance skills	25		
		folk music	5		
		foreign language	15		
	Maximum possible overall score:		200		

creative art and musicology - general music studies	practical examination	solfége - music theory (written)	60	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first a written examination in solfége - music theory. If the applicant achieves less than 36 points in the written solfége - music theory examination, he/she may not be allowed to take the solfége - music theory (oral part), compulsory piano, folk music and classical singing examinations, and his/her overall admission score shall be zero. If the applicant achieves zero points in any one of the examination subjects, his/her overall admission score shall be zero.
		solfége - music theory (oral)	60		
		compulsory piano	30		
		folk music	20		
		classical singing	30		
Maximum possible overall score:		200			
creative art and musicology - music theoretician	practical examination	solfége - music theory (written)	60	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first a written examination in solfége - music theory. If the total number of points achieved in the written solfége - music theory examination is less than 36, the applicant may not be allowed to take the solfége - music theory (oral part) and the piano examinations, and his/her overall admission score shall be zero. If the applicant achieves zero points in any one of the examination subjects, his/her overall admission score shall be zero.
		solfége - music theory (oral)	60		
		folk music	20		
		piano	60		
		Maximum possible overall score:			
creative art and musicology - jazz composing	practical examination	knowledge of musical instruments literature of jazz piano-improvisation-composition as main subject	150	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first the solfége - music theory and compulsory piano examinations. If the sum of points achieved in the above examinations is less than 30, or zero in any one of the above examinations, the applicant may not be allowed to take the examinations in his/her main subjects (knowledge of musical instruments, jazz literature, piano-improvisation-composition), and the overall admission score shall be zero.
		solfége - music theory	30		
		compulsory piano	20		
		Maximum possible overall score:			

Extra points in the bachelor's programme

In a bachelor's programme, the total admission score shall be calculated by duplicating the points received in the practical examination (where 200 points are the maximum), without adding extra points thereto.

B) ONE-TIER TEACHER TRAINING

1. Music teacher (10 semesters, one-tier training)

The name of the training (study programme, principal study)	Type of examination	Examination subject	Maximum possible score / best possible qualification	Basic method of calculation of total admission scores	Other criteria
music teacher - piano teacher	practical examination	piano as main subject	150	twice the points achieved in the practical examination (maximum 400)	The applicant shall pass first the piano (main subject) examination. If the applicant achieves less than 90 points in the piano (main subject) examination, he/she may not be allowed to take the solfège - music theory and folk music examinations, and the overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.
		sofège - music theory (written and oral)	45		
		folk music	5		
	professional aptitude test	professional aptitude test for teachers	satisfied / failed		
Maximum possible overall score:			200		
music teacher - organ teacher cimbalom (dulcimer) teacher accordion teacher harp teacher guitar teacher violin teacher viola teacher cello teacher double bass teacher flute teacher oboe teacher clarinet teacher bassoon teacher	practical examination	the main subject of the principal study	150	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first an examination in his/her main subject. If the applicant achieves less than 90 points in the main subject examination, he/she may not be allowed to take the solfège - music theory, folk music and compulsory piano examinations, and the overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.
		sofège - music theory (written and oral)	30		
		compulsory piano	15		
		folk music	5		
	professional aptitude test	professional aptitude test for teachers	satisfied / failed		
Maximum possible overall score:			200		

horn teacher trumpet teacher trombone teacher tuba teacher percussion teacher					
music teacher - jazz piano teacher	practical examination	jazz piano as main subject	90	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first the solfège - music theory examination. If the applicant achieves less than 30 points in the solfège - music theory examination, or zero in any part of the above examination, he/she may not be allowed to take the examinations in his/her main subjects, and the overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.
		classic piano as main subject	60		
		sofège - music theory	50		
	professional aptitude test	professional aptitude test for teachers	satisfied / failed		
	Maximum possible overall score:		200		
music teacher - jazz double bass teacher jazz saxophone teacher jazz trumpet teacher jazz trombone teacher jazz drums teacher	practical examination	the main jazz subject of the principal study	90	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first the solfège - music theory and compulsory piano examinations. If the sum of points achieved in the above examinations is less than 30, or zero in any one of the above examinations, the applicant may not be allowed to take the examination(s) in his/her main subject(s), and the overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.
		the classical music-related main subject of the principal study	60		
		sofège - music theory	30		
		compulsory piano	20		
	professional aptitude test	professional aptitude test for teachers	satisfied / failed		
	Maximum possible overall score:		200		
music teacher - jazz guitar teacher jazz bass guitar teacher	practical examination	the main jazz subject of the principal study	150	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first the solfège - music theory and compulsory piano examinations. If the sum of points achieved in the above examinations is less than 30, or zero in any one of the above examinations, the applicant may not be allowed to take the examination(s) in his/her main subject(s), and the overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.
		sofège - music theory	30		
		compulsory piano	20		
	professional aptitude test	professional aptitude test for teachers	satisfied / failed		
	Maximum possible overall score:		200		
music teacher -	practical	jazz singing as main	90	twice the	The applicant shall take first the solfège - music

jazz singing teacher	examination	subject		points achieved in the practical examination (maximum 400)	theory, compulsory piano and English language examinations. If the sum of points achieved in the above examinations is less than 30, or zero in any one of the above examinations, the applicant may not be allowed to take the examination(s) in his/her main subject(s), and the overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.	
		classical singing as main subject	60			
		solfége - music theory	30			
		compulsory piano	15			
	English language	5				
professional aptitude test	professional aptitude test for teachers	satisfied / failed				
Maximum possible overall score:			200			
music teacher - teacher of jazz composition	practical examination	knowledge of musical instruments literature of jazz piano-improvisation-composition as main subject	150	twice the points achieved in the practical examination (maximum 400)	The applicant shall take first the solfége - music theory and compulsory piano examinations. If the sum of points achieved in the above examinations is less than 30, or zero in any one of the above examinations, the applicant may not be allowed to take the examinations in the science of musical instruments, jazz literature and piano-improvisation-composition, and his/her overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.	
		solfége - music theory	30			
		compulsory piano	20			
	professional aptitude test	professional aptitude test for teachers	satisfied / failed			
	Maximum possible overall score:					200

2. Teacher of music performance (12 semesters, two-subject teacher training)

The name of the training (study programme, principal study)	Type of examination	Examination subject	Maximum possible score / best possible qualification	Basic method of calculation of total admission scores	Other criteria
teacher of music performance - teacher of church music performance (church music - organ) - classroom music teacher (primary and secondary level) teacher of church music performance (church music - choral conducting) - classroom music teacher (primary and secondary level)	practical examination	church music as main subject	80	twice the points achieved in the practical examination (maximum 400)	If the applicant achieves zero points in any one of the examination subjects, his/her overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.
		music theory - solfège (written)	35		
		music theory - solfège (oral)	25		
		compulsory piano	30		
		folk music	10		
	classical singing	20			
	professional aptitude test	aptitude for teaching profession	satisfied / failed		
Maximum possible overall score:		200			
teacher of music performance - classroom music teacher (primary and secondary level) - teacher of music theory	practical examination	music theory - solfège (written)	80	twice the points achieved in the practical examination (maximum 400)	If the applicant achieves zero points in any one of the examination subjects, his/her overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.
		music theory - solfège (oral)	60		
		compulsory piano	30		
		folk music	10		
		classical singing	20		
	professional aptitude test	aptitude for teaching profession	satisfied / failed		
	Maximum possible overall score:		200		

teacher of music performance - classroom music teacher (primary and secondary level) - choral conducting teacher	practical examination	choral conducting as main subject	80	twice the points achieved in the practical examination (maximum 400)	If the applicant achieves zero points in any one of the examination subjects, his/her overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.
		music theory - solfège (written)	35		
		music theory - solfège (oral)	25		
		compulsory piano	30		
		classical singing	20		
		folk music	10		
	professional aptitude test	aptitude for teaching profession	satisfied / failed		
Maximum possible overall score:			200		
teacher of music performance - choral conduction teacher - music theory teacher	practical examination	choral conducting as main subject	80	twice the points achieved in the practical examination (maximum 400)	If the applicant achieves zero points in any one of the examination subjects, his/her overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.
		music theory - solfège (written)	35		
		music theory - solfège (oral)	25		
		compulsory piano	30		
		classical singing	20		
		folk music	10		
	professional aptitude test	aptitude for teaching profession	satisfied / failed		
Maximum possible overall score:			200		

teacher of music performance - all possible pairs of folk musical instrument performance and folk singing teacher study programmes *	practical examination	the main subject(s) of one of the principal studies of the study programme pair - compulsory part	25	twice the points achieved in the practical examination (maximum 400)	If the applicant achieves less than 20 points in any compulsory part of the examinations in the main subjects, he/she may not be allowed to take the elective parts of the main subjects' examinations, and the overall admission score shall be zero. If the sum of points achieved in the examinations in solfège - music theory (written part), folk music scoring and folk music theory (written part) is less than 30, or, if the applicant achieves less than 8 points in solfège - music theory (written part), or less than 5 points in folk music scoring, or less than 8 points in folk music theory (written part), or the result of any of the above examinations is zero point, the applicant may not be allowed to take the examination in solfège - music theory (oral part), folk music theory (oral part) and compulsory piano, and the overall admission score shall be zero. The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.
		the main subject(s) of the other principal study of the study programme pair - compulsory part	25		
		the main subject(s) of one of the principal studies of the study programme pair - elective part	35		
		the main subject(s) of the other principal study of the study programme pair - elective part	35		
		sofège - music theory (written part)	15		
		folk music scoring	10		
		folk music theory (written part)	25		
		sofège - music theory (oral part)	5		
		folk music theory (oral part)	5		
		compulsory piano	10		
	professional orientation	10			
professional aptitude test	aptitude for teaching profession	satisfied / failed			
Maximum possible overall score:		200			

*teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) - teacher of folk music performance (viola)
teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) - teacher of folk music performance (cimbalom)
teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) - teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])
teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) - teacher of folk music performance (bagpipe)
teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) - teacher of folk music performance (folk singing)
teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) - teacher of folk music performance (recorder)
teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) - teacher of folk music performance (accordion)
teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) - teacher of folk music performance (violin)
teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])
teacher of folk music performance (double bass - cello - gardon [percussion cello] tambur bass) - teacher of music performance (tambura)
teacher of folk music performance (viola) - teacher of folk music performance (cimbalom)

teacher of folk music performance (recorder) - teacher of music performance (tambura)
teacher of folk music performance (accordion) - teacher of folk music performance (violin)
teacher of folk music performance (accordion) - teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])
teacher of folk music performance (accordion) - teacher of music performance (tambura)
teacher of folk music performance (violin) – teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])
teacher of folk music performance (violin) – teacher of music performance (tambura)
teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet]) - teacher of music performance (tambura)

<p>teacher of music performance -</p> <p>teacher of folk music performance (double bass - cello - gardon [percussion cello] - tambur bass)</p> <p>– teacher of folk music theory</p> <p>teacher of folk music performance (viola)</p> <p>– teacher of folk music theory</p> <p>teacher of folk music performance (cimbalom)</p> <p>– teacher of folk music theory</p> <p>teacher of folk music performance (zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy])</p> <p>– teacher of folk music theory</p> <p>teacher of folk music performance (bagpipe)</p> <p>– teacher of folk music theory</p> <p>teacher of folk music performance (folk singing)</p> <p>– teacher of folk music theory</p> <p>teacher of folk music performance (recorder)</p> <p>teacher of folk music performance (accordion) - teacher of folk music theory</p> <p>– teacher of folk music theory</p> <p>teacher of folk music performance (violin)</p> <p>– teacher of folk music theory</p> <p>teacher of folk music performance (clarinet - tarogato [Hungarian folk clarinet])</p> <p>– teacher of folk music theory</p> <p>teacher of music performance (tambura)</p> <p>– teacher of folk music theory</p>	practical examination	the main subject(s) of one of the principal studies of the study programme pair - compulsory part	25	twice the points achieved in the practical examination (maximum 400)	<p>If the applicant achieves less than 20 points in any compulsory part of the examinations in the main subjects and 40 points in the compulsory part of folk music theory, he/she may not be allowed to take the elective parts of the main subjects' examinations, and the overall admission score shall be zero.</p> <p>If the total number of points achieved in the written solfège - music theory examination is less than 8, the applicant may not be allowed to take the solfège - music theory (oral part) and the compulsory piano examinations, and his/her overall admission score shall be zero.</p> <p>The overall admission score of the applicant whose professional aptitude test was qualified as 'failed' shall be zero.</p>
		main subject of the folk music theory principal study of the study programme pair - compulsory part	65		
		the main subject(s) of one of the principal studies of the study programme pair - elective part	35		
		the main subject of the folk music theory principal study of the study programme pair - elective part	35		
		sofège - music theory (written part)	15		
		sofège - music theory (oral part)	5		
		compulsory piano	10		
		professional orientation	10		
	professional aptitude test	aptitude for teaching profession	satisfied / failed		
	Maximum possible overall score:		200		

Extra points in the one-tier teacher training

The overall admission score shall be calculated by duplicating the points achieved in the practical examination (the maximum score of which is 200), without adding extra points thereto.

C) MASTER'S PROGRAMME

1. Artist training

The name of the training (study programme, principal study)	Type of examination	Examination subject	Maximum possible score / best possible qualification	Basic method of calculation of overall admission scores	Other criteria
classical instrumental music performer piano piano accompanist and repetitor organ harpsichord cimbalom (dulcimer) accordion harp guitar violin viola cello double bass flute clarinet oboe bassoon horn trumpet trombone tuba percussion	practical examination	the main subject of the principal study	88	the points achieved in the practical examination +extra points (maximum 2) (the total score may be maximum 100)	The applicant shall take first an examination in his/her main subject. If the total number of points achieved in the main subject examination is less than 60, the applicant may not be allowed to take the examinations in music theory - general music studies, and the overall score achieved in the practical examination shall be zero.
		music theory - general music studies	10		
	Maximum possible score:		98		

classical singer - opera singer oratorio and song performer	practical examination	the main subject of the principal study	30	the points achieved in the practical examination +extra points (maximum 2) (the total score may be maximum 100)	The applicant shall take first an examination in the main subject I of the principal study. If the total number of points achieved in the main subject I examination is less than 20, the applicant may not be allowed to take the examinations in main subject II, voice production, musical and prosaic information learning abilities, performance skills, professional orientation, music theory - general music studies, and the overall score achieved in the practical examination shall be zero.
		main subject II of the principal study	30		
		voice production	10		
		musical and prosaic information learning abilities	5		
		performance skills	5		
		professional orientation	8		
		music theory - general music studies	10		
Maximum possible score:		98			
early music instrumental performer – harpsichord fortepiano baroque violin baroque flute baroque oboe	practical examination	the main subject of the principal study	88	the points achieved in the practical examination +extra points (maximum 2) (the total score may be maximum 100)	The applicant shall take first an examination in the main subject. If the total number of points achieved in the main subject examination is less than 60, the applicant may not be allowed to take the examinations in music theory - general music studies, and the overall score achieved in the practical examination shall be zero.
		music theory - general music studies	10		
	Maximum possible score:		98		
church musician church musician - organist	practical examination	Gregorian / graduale	15	the points achieved in the practical examination +extra points (maximum 2) (the total score may be maximum 100)	If the applicant achieves zero points in any one of the examination subjects, the overall score of the practical examination shall be zero.
		folk singing	10		
		church music literature	15		
		organ	18		
		liturgy	5		
		professional terminology	5		
		music theory - general music studies	30		
Maximum possible score:		98			
church musician church musician - choral conducting	practical examination	Gregorian / graduale	15	the points achieved in the practical examination +extra points (maximum 2) (the total score may be maximum 100)	If the applicant achieves zero points in any one of the examination subjects, the overall score of the practical examination shall be zero.
		folk singing	10		
		church music literature	15		
		organ	9		
		choral conducting	9		
		liturgy	5		
		professional terminology	5		
music theory - general music studies	30				

	studies			
	Maximum possible score:	98		

musicologist	practical examination	music history as main subject	88	the points achieved in the practical examination +extra points (maximum 2)	If the applicant achieves zero points in solfège - music theory examination, the overall score of the practical examination shall be zero.
		sofège - music theory	10		
	Maximum possible score:		98	(the total score may be maximum 100)	
musicologist (specialized in ethnomusicology)	practical examination	ethnomusicology as main subject	73	the points achieved in the practical examination +extra points (maximum 2)	none
		knowledge of music literature	10		
		folk music scoring	10		
		foreign language	5		
	Maximum possible score:		98	(the total score may be maximum 100)	
music theoretician	practical examination	music theory - solfège as main subject	80	the points achieved in the practical examination +extra points (maximum 2)	If the applicant achieves zero points in either the piano or in the professional orientation examination, the overall score of his/her practical examination shall be zero.
		piano	10		
		professional orientation	8		
	Maximum possible score:		98	(the total score may be maximum 100)	
composer	practical examination	composing as main subject - compulsory part	64	the points achieved in the practical examination +extra points (maximum 2)	none
		orchestration (a pre-completed work and a task to be performed in the course of the examination)	10		
		science of music forms and analysis	6		
		score reading	2		
		compulsory piano	6		
		professional orientation	10		
	Maximum possible score:		98	(the total score may be maximum 100)	
composer (specialized in composing of applied music)	practical examination	composing as main subject	40	the points achieved in the practical examination +extra points	none
		applied musical works	32		
		orchestration (a pre-completed work and a task to	5		

		be performed in the course of the examination)		(maximum 2)	
		digital orchestration	5	(the total score may be maximum 100)	
		science of music forms and analysis	6		
		professional orientation	10		
		Maximum possible score:	98		

composer (specialized in electro-acoustic composing)	practical examination	composing as main subject	62	the points achieved in the practical examination +extra points (maximum 2) (the total score may be maximum 100)	none
		theory of electronic music (written and oral)	10		
		sound editing (a task to be performed in the course of the examination)	5		
		knowledge of musical programming (a task to be performed in the course of the examination)	5		
		science of music forms and analysis	6		
		professional orientation	10		
		Maximum possible score:	98		
conductor	practical examination	orchestra conducting as main subject	78	the points achieved in the practical examination +extra points (maximum 2) (the total score may be maximum 100)	The applicant shall take first the examinations in music theory - general music studies and compulsory piano. If the total number of points achieved in any one of the above examinations is zero, the applicant may not be allowed to take the examination in orchestra conducting (main subject), and the overall score achieved in the practical examination shall be zero.
		music theory - general music studies	10		
		compulsory piano	10		
		Maximum possible score:	98		
choral conductor	practical examination	choral conducting as main subject	78	the points achieved in the practical examination +extra points (maximum 2) (the total score may be maximum 100)	The applicant shall take first the examinations in music theory - general music studies, compulsory piano and classical singing. If the total number of points achieved in any one of the above examinations is zero, the applicant may not be allowed to take the examination in choral conducting (main subject), and the overall score achieved in the practical examination shall be zero.
		music theory - general music studies	10		
		compulsory piano	5		
		classical singing	5		
		Maximum possible score:	98		

Expert in Kodály music pedagogy	practical examination	solfège - music theory	40	the points achieved in the practical examination +extra points (maximum 2)	none
		folk music	10		
		classical singing	10		
		piano	10		
		choral conducting	8		
	Kodály concept	20	(the total score may be maximum 100)		
Maximum possible score:	98				

2. Teacher training

Teacher of music performance [study programmes organized according to Government Decree No. 283/2012 (X.4.) and EMMI Decree No. 8/2013 (I.30.)]

The name of the training (study programme, principal study)	Type of examination	Examination subject	Maximum possible score / best possible qualification	Basic method of calculation of overall admission scores	Other criteria
teacher of music performance - teacher of music performance - piano teacher of music performance - piano accompanist and repetitor teacher of music performance - organ teacher of music performance - harpsichord teacher of folk music performance - cimbalom teacher of music performance - accordion teacher of music performance - harp teacher of music performance - guitar teacher of music performance - violin teacher of folk music performance - viola teacher of music performance - cello teacher of music performance - double bass teacher of music performance - flute teacher of music performance - oboe teacher of music performance - clarinet teacher of music performance - bassoon	practical examination	Written examination	48	the points achieved in the practical examination +extra points (maximum 2)	If the applicant achieves zero points in any one of the examination subjects, the overall score of the practical examination shall be zero.
		Oral examination - professional part	25	(the total score may be maximum 100)	

teacher of music performance - horn teacher of music performance - trumpet teacher of music performance - trombone teacher of music performance - tuba teacher of music performance - percussion teacher of music performance - classical singing teacher of early music performance - harpsichord		Oral examination - professional aptitude test for teachers	25		
teacher of church music performance (church music - choral conducting) teacher of church music performance (church music - organ) teacher of musicology teacher of music theory teacher of music composition teacher of choral conducting	Maximum possible score:		98		

*** Extra points in the master's programme**

One extra point may be awarded in each of the following cases: if the applicant is disadvantaged, disabled, on unpaid maternity leave in the period between the application deadline and the adoption of decision on admission, entitled to maternity grant, child care allowance, child care support or child care subsidy; with the proviso that maximum 2 extra points may be awarded to on applicant in total.

D) POSTGRADUATE SPECIALIST TRAINING

The name of the postgraduate specialist training	Type of examination	Examination subject	Maximum possible score / best possible qualification	Basic method of calculation of total admission scores	Further conditions of calculation of scores
soloist piano performer	practical examination	piano as main subject	50	points achieved in the piano (as main subject) examination	none
	Maximum possible overall score:		50		
chamber music performer - piano	practical examination	chamber music as main subject	50	points achieved in the chamber music (as main subject) examination	none
	Maximum possible overall score:		50		
chamber music performer - violin	practical examination	chamber music as main subject	50	points achieved in the chamber music (as main subject) examination	none
	Maximum possible overall score:		50		
chamber music performer - viola	practical examination	chamber music as main subject	50	points achieved in the chamber music (as main subject) examination	none
	Maximum possible overall score:		50		
chamber music performer - cello	practical examination	chamber music as main subject	50	points achieved in the chamber music (as main subject) examination	none
	Maximum possible overall score:		50		
music mentor and trainer, preparatory course to pedagogical professional examination	course paper	introduction of music training	35	the sum of the points awarded to the course paper and the practical examination performance	If the applicant achieves less than 20 points for the course paper, he/she may not be allowed to take the practical examination, and the overall admission score shall be zero.
	practical examination	oral examination	15		
	Maximum possible overall score:		50		

Admission requirements for master's programme and postgraduate specialist training I.

A) Admission requirements for master's programme

1. CLASSICAL INSTRUMENTAL PERFORMER MASTER'S PROGRAMME

principal study	study programmes, principal studies accepted for admission	
	unconditionally	on certain conditions
piano piano accompanist and repetitor - organ harpsichord harp guitar accordion cimbalom (dulcimer) violin viola cello double bass flute oboe clarinet bassoon horn trumpet trombone tuba percussion	<ul style="list-style-type: none"> - any one of the principal studies of music performer bachelor's programme - any one of the principal studies of the creative art and musicology bachelor's programme - all principal studies of the one-tier music teacher training - all principal studies available in the one-tier teacher of music performance training - art of music study programmes, organized under act LXXX of 1993 on Higher Education 	none

2. CLASSICAL SINGER MASTER'S PROGRAMME

principal study	study programmes, principal studies accepted for admission	
	unconditionally	on certain conditions
opera singer oratorio and song performer	<ul style="list-style-type: none"> - any one of the principal studies of music performer bachelor's programme - any one of the principal studies of the creative art and musicology bachelor's programme - all principal studies of the one-tier music teacher training - all principal studies available in the one-tier teacher of music performance training - art of music study programmes, organized under act LXXX of 1993 on Higher Education 	none

3. EARLY MUSIC INSTRUMENT PERFORMER MASTER'S PROGRAMME

principal study	study programmes, principal studies accepted for admission	
	unconditionally	on certain conditions
harpsichord fortepiano baroque violin baroque flute baroque oboe	<ul style="list-style-type: none"> - any one of the principal studies of music performer bachelor's programme - any one of the principal studies of the creative art and musicology bachelor's programme - all principal studies of the one-tier music teacher training - all principal studies available in the one-tier teacher of music performance training - art of music study programmes, organized under act LXXX of 1993 on Higher Education 	none

4. CHURCH MUSIC PERFORMER MASTER'S PROGRAMME

principal study	study programmes, principal studies accepted for admission	
	unconditionally	on certain conditions *
church music- choral conductor	<ul style="list-style-type: none"> - church music choral conducting principal study of the music performer bachelor's programme - church music - organ principal study of the music performer bachelor's programme - teacher of church music principal study of the one-tier music teacher training - college-level church music teacher training, organized under Act LXXX of 1993 on Higher Education 	<ul style="list-style-type: none"> - all (other) principal studies of the music performer bachelor's programme - all principal studies of the creative art and musicology bachelor's programme - (different) music performer study programmes under Act LXXX of 1993 on Higher Education which may be accepted by the Credit Transfer Committee on the basis of comparison of credit point-related knowledge requirements - all (other) principal studies of the one-tier music teacher training - all (different) principal studies available in one-tier music performer teacher training
church music- organist	<ul style="list-style-type: none"> - church music choral conducting principal study of the music performer bachelor's programme - church music - organ principal study of the music performer bachelor's programme - teacher of church music principal study of the one-tier music teacher training - college-level church music teacher training, organized under Act LXXX of 1993 on Higher Education 	

* Minimum requirements for admission to master's programme cycle of applicants qualified in trainings and study programmes acceptable for admission on conditions only (with limited possibility of credit transfer) are the following:

Minimum credit points required to the admission from the bachelor's programme to the master's programme:

theoretical and historical knowledge of music: 20 credit points,
 specific theoretical, liturgical and practical fields of church music: 15 credit points.

Admission to the master's programme is subject to the completion of minimum 20 credit points in the listed fields during the bachelor's programme. The rules of completion of the missing credit points in the master's programme are regulated in the Academic and Examination Rules.

5. MUSIC THEORIST MASTER'S PROGRAMME

principal study	study programmes, principal studies accepted for admission	
	unconditionally	on certain conditions *
none	<ul style="list-style-type: none"> - the principal studies of music theory and general music studies of the creative art and musicology bachelor's programme - the teacher of general music studies principal study in the one-tier music teacher training 	<ul style="list-style-type: none"> - the principal studies of composing, jazz-composing, musicology, electronic music media art and composer of applied music of the creative art and musicology bachelor's programme - all principal studies of the music performer bachelor's programme - all (other) principal studies of the one-tier music teacher training - all (different) principal studies available in one-tier music performer teacher training - (different) music performer study programmes available under Act LXXX of 1993 on Higher Education which may be accepted by the Credit Transfer Committee on the basis of comparison of credit point-related knowledge requirements

* Minimum requirements for admission to master's programme cycle of applicants qualified in trainings and study programmes acceptable for admission on conditions only (with limited possibility of credit transfer) are the following:

Minimum credit points required to the admission from the bachelor's programme to the master's programme:

music theory and sub-studies: 30 credit points

Admission to the master's programme is subject to the completion of minimum 15 credit points in the listed fields during the bachelor's programme. The rules of completion of the missing credit points in the master's programme are regulated in the Academic and Examination Rules.

6. MUSICOLOGIST MASTER'S PROGRAMME

principal study	study programmes, principal studies accepted for admission	
	unconditionally	on certain conditions **
(ethnomusicology specialization *)	- musicology principal study of the creative art and musicology bachelor's programme	- all (other) principal studies of the creative art and musicology bachelor's programme - all principal studies of the music performer bachelor's programme - all principal studies in the one-tier teacher training - all principal studies available in the one-tier training of teacher of music performance - (different) music performer study programmes available under Act LXXX of 1993 on Higher Education which may be accepted by the Credit Transfer Committee on the basis of comparison of credit point-related knowledge requirements

* no separate qualification is available, there are no specific admission requirements

** Minimum requirements for admission to master's programme cycle of applicants qualified in trainings and study programmes acceptable for admission on conditions only (with limited possibility of credit transfer) are the following:

Minimum credit points required to the admission from the bachelor's programme to the master's programme:

music history and general studies of music theory: 20 credit points,
musicology and sub-studies thereof: 30 credit points.

Admission to the master's programme is subject to the completion of minimum 20 credit points in the listed fields during the bachelor's programme. The rules of completion of the missing credit points in the master's programme are regulated in the Academic and Examination Rules.

7. COMPOSER MASTER'S PROGRAMME

principal study	study programmes, principal studies accepted for admission	
	unconditionally	on certain conditions *
none	- the principal studies of composing, composer of applied music, electronic music media art of the creative art and musicology bachelor's programme	- all (other) principal studies of the creative art and musicology bachelor's programme - all principal studies of the music performer bachelor's programme - all principal studies of the one-tier music teacher training - all principal studies available in the one-tier training of teacher of music performance - (different) music performer study programmes available under Act LXXX of 1993 on Higher Education which may be accepted by the Credit Transfer Committee on the basis of comparison of credit point-related knowledge requirements

* Minimum requirements for admission to master's programme cycle of applicants qualified in trainings and study programmes acceptable for admission on conditions only (with limited possibility of credit transfer) are the following:

Minimum credit points required to the admission from the bachelor's programme to the master's programme:

theory and history of music: 30 credit points,
composing and sub-studies thereof: 10 credit points.

Admission to the master's programme is subject to the completion of minimum 20 credit points in the listed fields during the bachelor's programme. The rules of completion of the missing credit points in the master's programme are regulated in the Academic and Examination Rules.

8. CHORAL CONDUCTOR MASTER'S PROGRAMME

principal study	study programmes, principal studies accepted for admission	
	unconditionally	on certain conditions *
none	<ul style="list-style-type: none"> - orchestra and choral conducting principal study of the music performer bachelor's programme - music theory and solfège teacher, choral conductor study programme (college-level), organized under Act LXXX of 1993 on Higher Education - brass orchestra conductor study programme (college-level), organized under Act LXXX of 1993 on Higher Education 	<ul style="list-style-type: none"> - all (other) principal studies of the music performer bachelor's programme - all principal studies of the creative art and musicology bachelor's programme - all principal studies of the one-tier music teacher training - all (different) principal studies available in one-tier music performer teacher training - (different) music performer study programmes available under Act LXXX of 1993 on Higher Education which may be accepted by the Credit Transfer Committee on the basis of comparison of credit point-related knowledge requirements

* Minimum requirements for admission to master's programme cycle of applicants qualified in trainings and study programmes acceptable for admission on conditions only (with limited possibility of credit transfer) are the following:

Minimum credit points required to the admission from the bachelor's programme to the master's programme:

history and theory of music: 30 credit points;

choral conducting or related theoretical studies: 5 credit points.

Admission to the master's programme is subject to the completion of minimum 20 credit points in the listed fields during the bachelor's programme. The rules of completion of the missing credit points in the master's programme are regulated in the Academic and Examination Rules.

9. CONDUCTOR MASTER'S PROGRAMME

principal study	study programmes, principal studies accepted for admission	
	unconditionally	on certain conditions *
orchestra conductor	- orchestra and choral conducting principal study of the music performer bachelor's programme	- all (other) principal studies of the music performer bachelor's programme - all principal studies of the creative art and musicology bachelor's programme - all principal studies of the one-tier music teacher training - all principal studies available in the one-tier training of teacher of music performance - (different) music performer study programmes available under Act LXXX of 1993 on Higher Education which may be accepted by the Credit Transfer Committee on the basis of comparison of credit point-related knowledge requirements

* Minimum requirements for admission to master's programme cycle of applicants qualified in trainings and study programmes acceptable for admission on conditions only (with limited possibility of credit transfer) are the following:

Minimum credit points required to the admission from the bachelor's programme to the master's programme:

theory and history of music: 30 credit points,
conducting or related specific theoretical studies: 10 credit points.

Admission to the master's programme is subject to the completion of minimum 20 credit points in the listed fields during the bachelor's programme. The rules of completion of the missing credit points in the master's programme are regulated in the Academic and Examination Rules.

10. EXPERT IN KODÁLY MUSIC PEDAGOGY MASTER'S PROGRAMME

principal study	study programmes, principal studies accepted for admission	
	unconditionally	on certain conditions
none	<ul style="list-style-type: none"> - any principal study available in the bachelor's programme of any field of study - all principal studies of the one-tier music teacher training - all principal studies available in the one-tier training of teacher of music performance 	none

11. TEACHER OF MUSIC PERFORMANCE [divided master's programmes organized according to Government Decree No. 283/2012 (X.4.) and EMMI Decree No. 8/2013 (I.30.)]

principal study	study programmes, principal studies accepted for admission	
	unconditionally	on certain conditions
teacher of music performance - piano	- classical instrumental music performer master's programme - pianist principal study	none
teacher of music performance - piano accompanist and repetitor	- classical instrumental music performer master's programme - piano accompanist and repetitor principal study	
teacher of music performance - organ	- classical instrumental music performer master's programme - organist principal study	
teacher of music performance - harpsichord	- classical instrumental music performer master's programme - harpsichord player principal study	
teacher of folk music performance - cimbalom	- classical instrumental music performer master's programme - cimbalom/dulcimer player principal study	
teacher of music performance - accordion	- classical instrumental music performer master's programme - accordion player principal study	
teacher of music performance - harp	- classical instrumental music performer master's programme - harpist principal study	
teacher of music performance - guitar	- classical instrumental music performer master's programme - guitarist principal study	
teacher of music performance - violin	- classical instrumental music performer master's programme - violinist principal study	
teacher of folk music performance - viola	- classical instrumental music performer master's programme - violist principal study	
teacher of music performance - cello	- classical instrumental music performer master's programme - cellist principal study	
teacher of music performance - double bass	- classical instrumental music performer master's programme - double bassist principal study	
teacher of music performance - flute	- classical instrumental music performer master's programme - flautist principal study	
teacher of music performance - oboe	- classical instrumental music performer master's programme - oboist principal study	
teacher of music performance - clarinet	- classical instrumental music performer master's programme - clarinettist principal study	
teacher of music performance - bassoon	- classical instrumental music performer master's programme - bassoonist principal study	
teacher of music performance - horn	- classical instrumental music performer master's programme - horn player principal study	
teacher of music performance - trumpet	- classical instrumental music performer master's programme - trumpeter principal study	
teacher of music performance - trombone	- classical instrumental music performer master's programme - trombonist principal study	
teacher of music performance - tuba	- classical instrumental music performer master's programme - tubist principal study	
teacher of music performance - percussion	- classical instrumental music performer master's programme - percussionist principal study	
teacher of music performance - classical singing	- classical singer master's programme - opera singer principal study - classical singer master's programme - oratorio and song performer principal study	
teacher of early music performance - harpsichord	- early music performer master's programme - harpsichord principal study	
teacher of church music performance (church music -	- church music performer master's programme - church music choral conducting principal	

choral conducting)	study	
teacher of church music performance (church music - organ)	- church music performer master's programme - church music organist principal study	
teacher of musicology	- musicology master's programme	
teacher of music theory	- music theoretician master's programme	
teacher of music composition	- composer master's programme	
teacher of choral conducting	- choral conductor master's programme	

B) Admission requirements for postgraduate specialist training

study programme of the postgraduate specialist training	study programmes, principal studies/qualifications accepted for admission	further admission requirements
soloist piano performer	- classical instrumental music performer master's programme - pianist principal study - former university-level qualification as a pianist, teacher study programme	none
chamber music performer - piano	- classical instrumental music performer master's programme - pianist principal study - former university-level qualification as a pianist, teacher study programme	none
chamber music performer - violin	- classical instrumental music performer master's programme - violinist principal study - former university-level qualification as a violinist, teacher study programme	none
chamber music performer - viola	- classical instrumental music performer master's programme - violist principal study - former university-level qualification as a violist, teacher study programme	none
chamber music performer - cello	- classical instrumental music performer master's programme - cellist principal study - former university-level qualification as a cellist, teacher study programme	none
music mentor and trainer, preparatory course to pedagogical professional examination	qualification as a music teacher, teacher of music performance or classroom music teacher, achieved in either a bachelor's, master's or one-tier programme (or in former university- or college-level education)	minimum 10 years of professional experience as a teacher

II.

A detailed list of study programmes and principal studies which are acceptable for admission on certain conditions only (with a limited credit transfer)

1. Bachelor's programme courses

MUSIC PERFORMER BACHELOR'S PROGRAMME

- classical instrumental music performer - piano principal study
- classical instrumental music performer - organ principal study
- classical instrumental music performer - harpsichord principal study
- classical instrumental music performer - accordion principal study
- classical instrumental music performer - harp principal study
- classical instrumental music performer - guitar principal study
- classical instrumental music performer - lute principal study
- classical instrumental music performer - cimbalom/dulcimer principal study
- classical instrumental music performer - violin principal study
- classical instrumental music performer - viola principal study
- classical instrumental music performer - cello principal study
- classical instrumental music performer - double bass principal study
- classical instrumental music performer - recorder principal study
- classical instrumental music performer - flute principal study
- classical instrumental music performer - oboe principal study
- classical instrumental music performer - clarinet principal study
- classical instrumental music performer - saxophone principal study
- classical instrumental music performer - bassoon principal study
- classical instrumental music performer - horn principal study
- classical instrumental music performer - trumpet principal study
- classical instrumental music performer - trombone principal study
- classical instrumental music performer - tuba principal study
- classical instrumental music performer - percussion principal study
- classical music singer principal study
- jazz instrumental performer - jazz piano principal study

- jazz instrumental performer - jazz guitar principal study
- jazz instrumental performer - jazz bass guitar principal study
- jazz instrumental performer - jazz double bass principal study
- jazz instrumental performer - jazz saxophone principal study
- jazz instrumental performer - jazz trumpet principal study
- jazz instrumental performer - jazz trombone principal study
- jazz instrumental performer - jazz drums principal study
- jazz music singer principal study
- orchestral and choral conductor principal study
- church music performer - organ principal study
- church music - choral conducting principal study
- folk music performer on bowed strings - violin, viola, double bass - cello - gardon [percussion cello] principal study
- folk music performer on plucked strings - zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy] principal study
- folk music performer on wind instruments - recorder - bagpipe, clarinet - tarogato [Hungarian folk clarinet] principal study
- folk music performer on cimbalom principal study
- folk song performer principal study

CREATIVE ART AND MUSICOLOGY BACHELOR'S PROGRAMME

- composer principal study
- jazz composer principal study
- musicologist principal study
- music theoretician principal study
- general music studies principal study
- electronic music media artist principal study
- composer of applied music principal study

2. One-tier teacher trainings organized according to Government Decree No. 283/2012 (X.4.) and EMMI Decree No. 8/2013 (I.30.)

MUSIC TEACHER TRAINING

- piano teacher principal study
- organ teacher principal study
- harpsichord teacher principal study
- harp teacher principal study
- guitar teacher principal study
- lute teacher principal study
- accordion teacher principal study
- cimbalom (dulcimer) teacher principal study
- violin teacher principal study
- viola teacher principal study
- cello teacher principal study
- double bass teacher principal study
- flute teacher principal study
- recording teacher principal study
- oboe teacher principal study
- clarinet teacher principal study
- saxophone teacher principal study
- bassoon teacher principal study
- horn teacher principal study
- trumpet teacher principal study
- trombone teacher principal study
- tuba teacher principal study
- percussion teacher principal study
- classical singing teacher principal study
- jazz piano teacher principal study
- jazz guitar teacher principal study
- jazz bass guitar teacher principal study
- jazz double bass teacher principal study
- jazz saxophone teacher principal study
- jazz trumpet teacher principal study
- jazz trombone teacher principal study
- jazz drums teacher principal study
- jazz singing teacher principal study
- teacher of jazz composition principal study
- teacher of general music studies principal study
- teacher of church music principal study
- classroom music teacher principal study

TEACHER OF MUSIC PERFORMANCE - principal studies available in one-tier teacher training

- teacher of folk music performance - violin principal study
- teacher of folk music performance - viola principal study
- teacher of folk music performance - double bass - cello - gardon [percussion cello] - tambur bass principal study
- teacher of folk music performance - recorder principal study
- teacher of folk music performance - clarinet - tarogato [Hungarian folk clarinet] principal study
- teacher of folk music performance - bagpipe principal study
- teacher of folk music performance - cimbalom principal study
- teacher of music performance - tambura principal study
- teacher of folk music performance - zither - tambura - koboz [historical Hungarian lute] /rotary lute [hurdy-gurdy] principal study
- teacher of folk music performance - accordion principal study
- teacher of folk music performance - folk singing principal study
- teacher of folk music theory principal study
- teacher of church music performance - church music - choral conducting principal study
- teacher of church music performance - church music - organ principal study
- teacher of music theory principal study
- teacher of music performance - choral conducting principal study
- classroom music teacher principal study (primary and secondary level)

3. Art of music study programmes, organized under Act LXXX of 1993

A) university-level study programmes

Composing, teacher

Conductor study programme

Teacher of musicology

Pianist, teacher

Organist, teacher

Harpsichord player, teacher

Harpist, teacher

Guitarist, teacher

Violinist, teacher

Violist, teacher

Cellist, teacher

Double bassist, teacher

Flautist, teacher

Oboist, teacher

Clarinetist, teacher

Bassoonist, teacher

Horn player, teacher

Trumpeter, teacher

Trombonist, teacher

Tubist, teacher

Percussionist, teacher

Classical singer, teacher

Opera singer, teacher of classical singing

Classroom music teacher, choral conducting

Church music performer, teacher

B) university-level study programmes that require preliminary qualification

Teacher of music theory

Solfège teacher

Piano accompanist and repetitor

Radio and television music director

Music manager

C) college-level study programmes

Piano teacher, chamber music performer

Organ teacher, chamber music performer

Harp teacher, chamber music performer

Accordion teacher, chamber music performer

Cimbalom (dulcimer) teacher, chamber music performer

Violin teacher, chamber music performer

Viola teacher, chamber music performer

Cello teacher, chamber music performer

Double bass teacher, chamber music performer

Guitar teacher, chamber music performer

Flute teacher, chamber music performer

Oboe teacher, chamber music performer

Clarinet teacher, chamber music performer

Bassoon teacher, chamber music performer

Horn teacher, chamber music performer

Trombone teacher, chamber music performer

Tuba teacher, chamber music performer

Percussion teacher, chamber music performer

Piano accompanist and repetitor
Teacher of early music performance (harpsichord), chamber music performer
Teacher of early music (baroque violin), chamber music performer
Teacher of early music (baroque cello), chamber music performer
Teacher of early music (viola da gamba), chamber music performer
Teacher of early music (blockflöte), chamber music performer
Teacher of early music (baroque flute), chamber music performer
Teacher of early music (baroque oboe), chamber music performer
Teacher of early music (baroque bassoon), chamber music performer
Teacher of early music (cornetto), chamber music performer
Teacher of early music (nature trumpet), chamber music performer
Teacher of early music (nature horn), chamber music performer
Teacher of early music (baroque trombone), chamber music performer
Teacher of early music (baroque singing), chamber music performer
Teacher of early music (baroque lute), chamber music performer
Teacher of classical singing, chamber song performer
Teacher of music theory and solfège, choral conducting
Classroom music teacher, choral conducting
Classroom music teacher, church music
Classroom music teacher, teacher of folk music
Classroom music teacher (paired with another study programme)
Teacher of jazz composition and orchestration, teacher of jazz music theory
Jazz instrumental performer (jazz piano), teacher
Jazz instrumental performer (jazz double bass), teacher
Jazz instrumental performer (jazz guitar), teacher
Jazz instrumental performer (jazz bass guitar), teacher
Jazz instrumental performer (jazz trumpet), teacher

Jazz instrumental performer (jazz trombone), teacher

Jazz instrumental performer (jazz saxophone), teacher

Jazz instrumental performer (jazz drums), teacher

Jazz music singer, teacher

B) college-level study programmes that require preliminary qualification

Solfège teacher

Church music performer, teacher

Wind ensemble conductor