

Academic and Examination Rules of
Procedure of the Faculty of Economics and
Business Administration at the University of
Szeged

2023

According to Section 22.3 of the Academic and Examination Regulations of the University of Szeged, “The faculty is obliged to regulate the substance of all matters the regulation of which is referred to the faculty by this Policy (points 2., 3.1., 4.1., 4.3., 5.3., 7.1., 7.2., 7.3., 8.1., 9.1., 9.3., 11.1, 12.3., 13.2., 13.3., 15., 18.1., 19.2., 19.3.,19.4., 19.7., 22.1., 22.2).” According to Section 22.1 of the Regulations, “In matters falling within the scope of this policy, the faculty councils may adopt rules of procedure, within the framework of and in accordance with the law, other university regulations, and this Policy, while ensuring the right to consent of the student union.”

Accordingly, the University of Szeged, Faculty of Economics and Business Administration (hereinafter: SZTE GTK) adopts the academic and examination rules of procedure, in which the above mentioned points are regulated. In order to ensure that the Faculty’s supplementary points for the Academic and Examination Regulations of the University of Szeged (hereinafter: SZTE TVSZ) are set out clearly, the relevant points of the SZTE TVSZ are quoted and the supplementary Faculty rules are detailed under them. Those sections for which no additions are formulated by SZTE GTK are not included in this rules of procedure.

The scope of this rules of procedure applies to the study programmes offered by SZTE GTK, to the students of these study programmes and to the colleagues teaching students of these study programmes; regardless of which faculty the students and teachers belong to.

TVSZ 2. Definitions, interpretative provisions

„mid-term grade: a grade expressing the student’s performance during the semester, which may be obtained during the semester in accordance with the assessment procedure laid down in the Policy. The main type of midterm grade is a practical grade (also known as term mark). A failing grade can be corrected both during the study period and during the examination period, which must be provided to the students. The faculty regulations may specify the justified cases (mainly related to continuous assessment) in which it is not possible to correct the grade during the examination period.”

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

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

„seminar: an activity listed in the curriculum based on an interactive approach to the learning material. Assessment takes place during the study period. The seminar can be evaluated on a two-degree scale (signature) without credit, on a five-level or three-level grading scale with credit. The seminar may also end with a colloquium examination, provided that it is a stand-alone course and does not accompany a parallel course concluding with a colloquium. A failing grade can be corrected both during the study period and during the examination period, which must be provided to the students. Unless otherwise specified in the published course requirements, the conditions and procedure for the correction of a failed practical grade are the same as the requirements specified

*in the semester. The **faculty's procedural rules** may specify justified cases (mainly related to continuous assessment) when it is not possible to correct the examination during the examination period."*

At GTK, in the case of training courses (such as Public Speaking and Presentation Skills, Service Learning), thesis-related courses (such as Thesis Consultation) and internship-related courses (such as Internship, Internship I-II), it is not possible to improve a failed grade.

In the cases of other courses where there is continuous assessment, the course instructor decides whether to offer an opportunity for improving the failing grade during the examination period (e.g. in the context of a combined course exam). The instructor informs the students about the improvement possibilities in the course description.

TVSZ 4. The Bodies Responsible for Academic Matters

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

„4.3. Faculties shall establish and operate a Credit Transfer Committee. The committees shall operate according to their order of business. The number of credits awarded for the substitute subject(s) completed is equal to the number of credits allocated to the substitute subject(s) in the curriculum of the programme, the grade obtained is determined by the committee.

*The **Faculty's order of business** regulates the order of acceptance of major curricular units (modules, milestones), work experience and knowledge acquired via non-formal and informal learning. The operation and procedure of credit transfer committees is regulated by Annex 3 of the Policy. Appeals against the decisions of the committees can be lodged in accordance with the rules of the Student Affairs Appeals Procedure, but the professional content of the decision cannot be contested."*

At GTK, there is no possibility of recognition of knowledge acquired through work experience, non-formal and informal learning in the form of credit transfer. Exceptions to this are the followings:

- the cases of the youth career model and the certified technician study programmes, which are covered by the cooperation agreement between the partner schools and SZTE (GTK). In these cases, a copy of the certificate confirming the completion of the courses and/or a copy of the document certifying the qualification must be attached to the credit transfer request.
- online courses of at least 15 hours completed on different learning platforms (e.g. Coursera, K-MOOC, Eugloh), the following is applied¹:
 - o 2 credits may be given for 1 course of at least 15 hours;
 - o they may be accepted as **optional courses** up to 6 credits in optional modules for BSc courses and up to 4 credits in module D for MSc courses, provided that an official certificate of completion is attached (with signature and stamp) to the credit recognition application, but no other document (e.g. certified transcript of the course with the number of hours and/or credits and the mark) is available;
 - o with the approval of the study programme coordinator, completed online courses for which a validated (signed and stamped) syllabus with the number of hours and/or credits completed and the grade are available on the certificate of completion may be accepted

¹ The Faculty Council modified it on 21 December 2023 (decision number: 62/2023) and it comes into force on 1 February 2024.

as **semi-optional courses**. If it is not accepted as a semi-optional course, it must be accepted as an optional one under the conditions set in the previous point.

TVSZ 7. Course Registration

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

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

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

At GTK, late course de-registrations can be requested by submitting a request to the Study Committee on the basis of exceptional equity.

TVSZ 9. Exemption from Certain Study Commitments

„9.1. Upon request, the **Faculty** may grant the student a preferential study and examination schedule if the student is unable to fulfil their study obligations in the manner prescribed by the curriculum for a justifiable reason. Preferential study and examination schedule, whether conditional or unconditional, may include exemptions from attending compulsory classes, taking examinations during the examination period, or the possibility of fulfilling or substituting for other than normal mid-year obligations. Preferential study and examination schedule shall not be an exemption from the requirements of the qualification, end-of-semester or end-of-year assessments, examinations, final examinations (or part of them), and the writing and defending of theses. The preferential study and schedule may be subject to a specific condition per subject.

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

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

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

At GTK, the primary deadline of requesting exceptional study and examination schedule is the end of the course registration period. However, in justified cases, students may submit their request up to the end of the study period. The Study Committee makes a decision on the request.

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

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

GTK sets out the rules for transfer to the faculty as follows.

(1) General rules for transfer:

Transfer requests may be submitted by

- **a student of SZTE GTK** who wishes to continue his/her studies in another study programme and/or study mode at the SZTE GTK.
- **students of other higher education institutions** who wish to continue their studies at the Faculty of Economics and Business Administration of the University of Szeged.

Transfer may only be requested within the **same field of study**.

Transfer may be requested between study programmes of **the same level**. Exceptions to this rule are transfers from bachelor to higher vocational education study programmes.

Transfer is only possible with **an existing student status**. The student status must be active throughout the administrative process of the transfer, i.e. it is not possible to accept a student with a dismissed student status.

In the case of a transfer, the forms of funding are as follows:

- In the case of a change of study programme and/or study mode **within the SZTE GTK**, the student may continue his/her studies in the form of funding for his/her original study programme /study mode. Exceptions to this rule are transfers from full-time to distance learning study mode: only transfer to a self-financing scheme is possible.
- Students coming **from another higher education institution** may only transfer to a self-financed option.

Students enrolled in the regular MSc in Finance study programme may apply for admission to the **dual MSc in Finance** study programme by the start of the 2nd semester of their studies the latest. A student of the dual MSc in Finance study programme at SZTE GTK may transfer to the regular MSc in Finance study programme in any semester.

Credit recognition after transfer: according to Nftv 49 § (7) (*Act CCIV of 2011 on National Higher Education*), the student must complete at least one third of the credit value of the study programme in the respective study programme of the institution. Thus, the maximum values for the **recognition of credits** obtained at another institution:

- Higher education vocational study programmes: maximum 80 credits out of 120 credits
- BSc programmes: up to 140 credits out of 210 credits
- MSc degrees: up to a maximum of 80 credits out of 120 credits

(2) Deadline and annexes for transfer request submission

Current students of SZTE GTK can apply for transfer by filling a request form directed to the Study Committee (with the necessary documentation) in the Modulo system. Students applying from other higher education institutions to SZTE GTK must fill the transfer request form and attach the annexes indicated thereon.

Compulsory attachments of the transfer request (in the case of a transfer request of a student from another higher education institution):

- A certificate of student status issued not later than 30 days,
- A certified copy of the transcript of records,
- Transfer request form.

Submission deadline for **transfer requests**:

- For the autumn semester: 15 August.
- For the spring semester: 15 January.
- If the deadline has passed, the student may only be accepted for the next semester (following the originally planned semester).

The Study Committee of SZTE GTK decides on the acceptance of requests.

(3) Additional rules for newly admitted (prospective first-year) students

In the case of newly admitted students, transfer (change of degree programme, change of degree programme) is only possible within the institution (SZTE GTK) if the student has reached the admission score of the degree programme to which he/she is applying for transfer. If he/she does not reach the admission score, he/she can apply for transfer only after completing 30 credits in the original study programme.

Prospective first-year students cannot transfer from another higher education institution.

(4) Additional transfer rules for students in their upper years (at least 2nd semester)

A transfer request may be submitted after completion of **at least 30 credits**. For **Bachelor level students studying outside the SZTE**, an **additional** requirement is **two completed semesters**.

A student who wishes to change the study programme after exhausting all exam chances of a course may not submit a request to transfer to another study programme.

In the case of a transfer request **from a foreign higher education institution**, the Deputy Dean for Education should be consulted.

TVSZ 12. The Examination period

„12.3. The faculty is obliged

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

In addition to the above, GTK has additional rules **for distance learning and correspondence courses**:

- **For correspondence study programmes**, at least half of the examination dates must be on Saturdays.
- **For distance learning study programmes**:
In block distance learning, the educational coordinators will agree on the dates of the block closing exam (one Friday afternoon and one Saturday) with the lecturers in advance.
In the case of regular distance learning and auxiliary bachelor's **courses to be completed for supplementary credits**, it is necessary to announce 1-1 dates for the recording of grades obtained at Webuni courses.

Only a failed practical grade is considered as unsuccessful and this grade can only be corrected. If the practical grade is (also) obtained by mid-term tests in the case of a course without continuous assessment, the lecturer must provide the possibility of **correcting a failed (1) practical grade** obtained by mid-term tests organised in the **normal way** during the study period, as follows, and clearly state this in the course description:

- If a student **fails to obtain a practical grade by the mid-term tests organized in the normal way** (e.g. by not participating in the examination), they must be given an additional opportunity to obtain a grade in the study period. The lecturer may also offer this additional opportunity for the students to improve the failed practical grade.
- The lecturer must give two possible dates in the examination period for the correction of the failed practical grade. The student may only choose **one of these dates** to attempt the correction.

If a student **does not obtain at least a failed practical grade during the study period** either by the normally organised mid-term tests or the additional mid-term test (e.g. because they were absent from the examination(s)), they will no longer be able to re-take the mid-terms in the examination period. In this case, the practical grade will be registered as „cannot be assessed” in Neptun.²

TVSZ 18. The Thesis, Diploma Work

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

This issue is regulated by the document titled *Information on the content and format requirements for theses to be submitted for the study programmes of the University of Szeged, Faculty of Economics and Business Administration*, which is published on the GTK General Information Study Affairs Coospace scene of the Faculty of Economics and Business Administration.

TVSZ 19. Final Examination

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

„19.3. The final examination must be requested after the seventh year from the date of issue of the pre-degree certificate. The request will be processed according to the general procedure for student

² The Faculty Council modified it on 21 December 2023 (decision number: 62/2023) and it comes into force on 1 February 2024.

applications, under the conditions set out in the **Faculty's rules of procedure**. Valid for students starting their studies on or after 1 September 2006, but before the academic year of 2012/2013.”

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

„19.7. The **faculties** shall determine the following in the rules of procedure and publish them in an announcement:

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

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

The final examination regulations for each level of education at the Faculty of Economics and Business Administration are laid down in the document titled *The Faculty of Economics and Business Administration Procedures for Final Examinations [of the given level]*, adopted by the Faculty Council. The regulations also details the retake opportunity of a failed final examination. The regulations are available on the Coospace GTK General Information Study Affairs scene.

In addition, after the student obtained the pre-degree certificate and the given deadline for registering to a final examination has passed, a request must be submitted to the GTK Study Committee to authorise the registration for the final examination.

The Academic and Examination Rules of Procedure of the University of Szeged, Faculty of Economics and Business Administration were discussed and approved by the Faculty Council at its meeting on 15 December 2022. The Academic Regulations are in effect from 1 February 2023.