

## STUDY AND EXAMINATION REGULATIONS

Framed in a uniform structure together with the regulations effective  
from 26 February 2024

These Regulations apply to students of master's degree programmes

### I.

#### EDUCATIONAL PROVISIONS

#### 1. §

#### SCHEDULE OF EDUCATION

- (1) The educational programmes of the College are performed in a semester structure. A semester means such duration, which consists of a coursework period (15 weeks) and an exam period.
- (2)
- (3) The check-in period is the period during which the student declares his/her intention to activate his/her student status for the next semester by submitting an online declaration and uploading the payment certificate. The check-in period lasts 10 days and ends at least 1 week before the module sign-up period.
- (4)
- (5) The sign-up period shall mean the period when the student indicates the modules requested in the next semester in the electronic administration system. The sign-up period starts 12 days prior to the commencement of the coursework period and finishes 7 days prior to the commencement of the coursework period. For first year students and small cohorts, sign-ups are administered by the Centre for Student Services.
- (6)
- (7) During the coursework period, the student participates in taught sessions and performs academic tasks.
- (8)
- (9) The exam period is that part of the semester which is used for taking exams and retake exams. The schedule for the examinations, the time and method of exam registrations and withdrawal of exam registrations, as well as the expected date of publication of the examination results, must be published 3 weeks before the end of the coursework period.
- (10)
- (11) A contact hour means the time used for the acquisition and assessment of the knowledge of the material during the coursework period via activities led or directed by the tutors.
- (12)

- (13) The schedule of the semester is approved by the Head of College. The schedule shall be made available to the students within the last week of the exam period preceding the commencement of the coursework period. In the case of students admitted to the first semester this shall be performed together with the notification sent about the admission.
- (14)
- (15) Students are obliged to attend the work-placement prescribed in the curriculum of the chosen academic programme. They are required to report on their placement activities of the semester, as determined by the College. The order of reporting and assessment as required by the programme is specified in the relevant module specification.

## 2. A §

### **ENROLMENT, CHECK-IN AND REPORTING OBLIGATIONS OF THE STUDENT**

- (16) Students shall enrol / check in by the deadline set forth in advance annually by the College and apply for the modules they wish to study via the electronic administration system. The Centre for Marketing and Admissions informs the first-year students about the enrolment in a letter, and the Centre for Student Services notifies the already enrolled students about the method and time of check-in by e-mail at least 10 days prior to the check-in deadline.
- (17) Enrolment / check-in is only possible with respect to a specific year of a specific version of the curriculum of an academic programme. In circumstances of normal progression, the student remains in the original year and cohort of the specific curriculum version throughout his/her studies. In the case of return from passive semester(s), transfer from another institution, or if the student falls behind significantly in the credit accumulation, the Head of the Centre for Student Services (re)-associates the student to a specific year of a specific version of the curriculum that the student can be reasonably expected to complete, and shall inform the student accordingly at check-in. Appeals against the decision of the Head of the Centre for Student Services (concerning student-year-curriculum association) can be submitted to the Head of College.
- (18) (The “expected completion date” of the academic programme (indicated on certificates issued by the College) shall be the closing date of the specific year of the specific curriculum that the student is associated to in the given semester.
- (19) The enrolment/registration shall be valid for the respective semester and it is contingent on the payment of the due tuition fee. Students shall have the right to withdraw their application, in which case the semester shall be considered passive. A student may request a passive semester directly after enrolment too. The Tuition Fee Regulations shall govern the tuition fee payments of semesters turned passive.

- (20) The semester of a student, who fails to meet its check-in obligations set forth by Article (1)-(3) above shall be automatically considered as a passive semester.
- (21) In a passive semester, as well as in a semester before the end of which the student's legal status on the given programme has been terminated, Students shall not be permitted to participate in classes or acquire grades.
- (22) Students shall be informed during the week following the sign-up period if due to the insufficient number of applicants any of the modules requested by the students will not be launched. Accordingly, student shall be able to modify its schedule – by the end of the week following the sign-up period, but only to an extent of replacing or eliminating the non- launched module. Students shall have the right to commence their studies only with respect to the modules, which were added to their schedule during the sign-up period by taking into consideration the prescribed rules (e.g. prohibition of clashes, existence of pre-requisites). Students are allowed to participate only in courses that appear in their timetable in the Neptun system, and the tutors are only allowed to admit students to the classes, whose names appear in the list of participants in the electronic administration system.
- (23) Student shall report immediately all changes in the student's personal data registered in the electronic administration system. Student shall be held liable for all disadvantages possibly arising from failure to do so.
- (24) By the enrolment, student shall acknowledge the provisions set forth by the College's prevailing Study and Examination Regulations, and the stipulations of the regulations related to the students published by the College. The prevailing text of these regulations is available for all students electronically, and forms part of the student's educational contract, even if not physically attached.

## **2.B §**

### **REGISTRATION OF COURSE SIGN-UPS AND GRADES**

- (1) The grades (coursework, examination and module-final marks) and the modules the students are signed up to are recorded in electronic administration system. Mid-semester assessment results are recorded in the Moodle system.
- (2) All employees of the College have access to the electronic administration system by the following authorizations:

Type of authorization	People
“System administrator” (authorized to register and modify any institutional data)	System administrator, Head of Centre for Student Services
“Faculty administrator” (authorized to register and modify the courses, the learning outcomes, the data of students and instructors)	Staff members of the Centre for Student Services and the head of the Centre for Academic Services
“Administrator of the dean” (not authorized to register, but authorized to view the data)	Administrative employees of the College authorized to view data
“Tutor” (authorized to view the lists of students)	Tutors of the College
“Student” (authorized only to register and modify course registrations and applications for exams)	Students of the College

- (3) The following persons are authorized to register or modify the students’ course registrations and grades in the electronic administration system:

Type of data	May be registered by	May be amended by
Course registration	the Student during the course registration	the Student during the course registration, then the Centre for Student Services
Application for examination	the Student during the application period	the Student during the application period, then the Student Center
Coursework mark	Centre for Student Services	Centre for Student Services
Exam mark	Centre for Student Services	Centre for Student Services
End-term data	Centre for Student Services	Centre for Student Services

- (4) The Centre for Student Services may register or modify data in the following cases:
- a. The module registration data may be modified if there is reason to do so.
  - b. The data of the application for examination may only be modified on the request of the student or if the student applied for the exam without meeting the required preconditions
  - c. The term mark may be modified, if during an appeals procedure, or based on a report by the tutor it has been unequivocally established that the entry was incorrect
  - d. The exam mark may only be modified, if during the appeals procedure it has been established that an entry was incorrect
  - e. The end-term data may only be modified to correct erroneous calculation results.

- (5) The courses registered for the current term may be checked by the student in the electronic administration system. In addition, the student shall receive confirmation via e-mail on the courses registered by the end of the third week of the term at the latest. After the period of course registration is closed, within 5 days the student may file complaints against the data displayed in the electronic administration system. The investigation of complaints and the adjustment of data shall take place in compliance with the Appeals Regulations.
- (6) Against the grades entered in the electronic administration system, the student may file a complaint in the events specified in 12§ Article (5) below, furthermore in the Exam Complaints Regulations and by observing the specified deadlines. The investigation of complaints and the adjustment of data shall take place in compliance with the Appeals Regulations.
- (7) When each semester is closed, the Centre for Student Services registers the number of credits acquired in the given semester in the electronic administration system.

## 2.C §

### THE RECORD SHEET

- (1) Pursuant to Article 41 of Government Decree 87/2015 (IV. 9.), ANBC does not keep a copy book of student data, but records student data in the central database on the student's record sheet.
- (2) The student will be notified by email 3 days prior to the beginning of the semester about the modules he/she has enrolled in, including cancellations.
- (3) In the case of written examinations, the student receives detailed and reasoned evaluation and feedback on their work in Moodle. The assessment of written examinations, which form part of the coursework mark, is due within 3 weeks, and the assessment of examination papers within 1 week of the examination board meeting.
- (4) In the electronic administration system, the student has access to the data content of his/her record sheet in printable form. The College will provide free verification of the printed record sheet once a semester at the student's request.

## 3. §

**ESTABLISHMENT AND TERMINATION OF THE STUDENT LEGAL RELATIONSHIP**

Students may become admitted to the College by admission through the entrance exam procedure, through transfer from other international higher education institutions pursuant to 4 §.

- (1) Students are in a student legal relationship with the College. The student legal relationship is established for the programmes of the Alfred Nobel Business College, in the case based on ANHE 80 § Article (2) Section (d) for the: the enrolment to the first semester, and it finishes on the last day of the final examination period following the last active educational period, or on the day of dismissal, announcement of disqualification from the College or the deletion from the list of students.
- (2) The student legal relationship is suspended during the passive term. The student legal relationship shall also be suspended in such cases when student fails to meet its obligations arising from the student legal relationship due to birth, accident, illness or any other reasons through no fault of his/her own, or due to a disciplinary punishment the student is not allowed to continue its studies.
- (3) The student legal relationship shall also be suspended in the case defined by the Tuition Fee Payment Regulations, when a default payment exceeds 15 days with regards to an authorised debt against the College; the College shall notify the student in writing about the due payment of the tuition within the additional deadline set forth by the notification and the student within the defined additional deadline still fails to make the payment of the payment arrear towards the College. In this case the already paid in amount shall not be claimed back and cannot be transferred to the next semester.
- (4) The student legal relationship shall be terminated at the initiative of the student in the following cases:
  - if the student announces the termination of their student status, on the day of the announcement
  - if, during the first semester of their course, the student is authorised, at their own request, to defer to a subsequent semester of the same programme, on the date of approval of the request
  - if the student has transferred to another higher education institution, on the date of transfer.
- (5) The College shall not prescribe minimum amounts of credits or a (cumulated) weighted academic average for individual educational periods, but shall dismiss the student if it fails to accumulate at least 30 credits within 2 years of commencement of its studies, or

fails to obtain the total amount of credits required by the programme curriculum (i.e. complete the programme) within 7 years of commencement of its studies. If the student is re-admitted to the same programme after the termination of his/her status, the above periods will start counting again.

- (6) The student legal relationship is terminated if the student fails to meet its obligations related to the progress of studies set forth by these Rules and Regulations, and if the student's student legal relationship is suspended for more than a period of 2 semesters. The student shall be notified in writing at least on two occasions about meeting the obligation and the legal consequences of the negligence before the termination of the legal relationship. In cases subject to special fairness upon request of the student, the Rector may decide not to terminate the student's legal relationship.
- (7) The College shall handle all personal data related to the student with relation to the establishment of the student legal relationship and for the entire duration of the legal relationship pursuant to and by applying the Act CXII of 2011 about the right to the privacy of personal data and freedom of information (see in detail in the relevant sections of the Data Protection Regulations of the College)

#### 4. §

##### TRANSFER FROM ANOTHER INSTITUTION

- (1) Students of other higher education institutions may request to be transferred to continue their studies at the College. Upon such transfers the general rules of credit transfer (5 §) and the relevant sections of the Tuition Fee Regulations apply.

#### 5. §

##### ARRANGEMENTS FOR INFORMING STUDENTS (INSTITUTIONAL BROCHURE)

###### 1. Written information

Information materials shall be made available to the students at the following sources in English and Hungarian language:

- ANBC's Moodle system
- website (<https://anbc.mt>)

The College informs the students by the information pages of Moodle about the following:



- general characteristics and regulations of the institution;
- schedule of the academic year;
- timetable of classes
- access to educational and career counselling;
- curricula and the language of teaching;
- the degrees and qualifications attainable in the programme;
- compulsory and optional modules, their contact hour number, code, credit value;
- enrolment and registration procedures;
- library and computer services;
- sport and leisure activity opportunities;
- educational matter administration rules, business hours;
- coordinator dealing with challenged students;
- student legal aid system;
- rules and regulations about absence and deferred assignment submission;
- deadlines and final examinations related to the dissertation;
- most important rules of examination;
- opportunity for participating at the Erasmus exchange program and coordinator;

The College informs the students by the module descriptions and module pages (available in the Moodle system) related to the certain modules about the following:

- the name of the module leader;
- aim and trade-related content of the module;
- program of the module, knowledge, skills and competency to be attained;
- module leader and seminar leaders;
- rules and regulations with respect to participation at the courses;
- number, characteristics, timing, supplementation and correction of the assessments (mid-term examinations, reports, home assignments, exams etc.)
- evaluation of the acquired knowledge, skills and competency, their methods and ratio;
- compulsory / recommended literature and other educational auxiliary materials;

The College informs the students about the tuition fees and other fees, furthermore about the general terms and conditions of the educational contract in the Tuition Fee Regulations.

The College informs its foreign students about the admission criteria, visa matters and method of obtaining the residency permit, health insurance matters and living expenses via the web site (<https://anbc.mt>).

The College informs the students about modules open for registration in a specific semester, their prerequisite requirements and the detailed rules of the registration in the Guidelines for Registration. This document is published in electronic form 7 days before the registration opens in the electronic administration system.



## 2. Oral information services

Students shall request information and advice from the colleagues of the Centre for Student Services in order to support the elaboration of the individual curriculums and with regards to the rules and regulations.

### 6. §

#### **ANNOUNCEMENT, SIGN-UPS AND CREDIT VALUES OF MODULES**

- (1) The Student Centre publishes the list modules to be offered in the following semester, their instructors, the maximum number of applicants, and the ranking criteria in case of oversubscription, in the electronic administration system 1 week before the beginning of the sign-up period. Unless otherwise specified, the ranking will be done in the order of sign-up.
- (2) The number of students admitted to a given group may be limited by the nature of the module and other objective reasons. For courses in teach-out phase the College will launch a regular weekly seminar group of repeat subjects if at least 6 students are enrolled. For smaller repeater groups, the College provides at least four consultations per semester.
- (3) When registering for modules and classes in the electronic administration system students shall indicate their preferences for the modules, the tutors and the dates. When signing up, the student is obliged to take into consideration the module prerequisites and other rules stated in writing in the course of registration before the beginning of the registration period. It is not possible to apply for groups that are already full (date, tutor, selected module). The College may, upon written notice to the student, change / modify the student's pre-established timetable, or cancel the registration:
  - if the student has disregarded any of the announced rules of the registration (e.g. collisions, tes-writing lanes, prerequisites),
  - if the student has applied for a module not included in their curriculum and not offered to the students of the given programme,
  - if the student has applied for the same module reserved for a student group of another programme,
  - if a given module or group of students does not start due to a lack of sufficient student headcount, or when it is necessary for the purpose of optimizing the number of students in each group, or for other technical reasons.

In the event of a necessary change to the student's timetable, the Centre for Student Services shall make the smallest possible alterations to the student's original intentions, in the following order, in order of strength:

- a. general restrictions on registration to modules (e.g. test writing lanes, collision prohibition, etc.)
  - b. the student to retain his or her original modules
  - c. if the optional module can not be retained for any reason (e.g. in the case of a terminating group, there is no alternative time that can be included in the student's timetable without any collision), the student may replace the originally chosen option with another module of the same category
  - d. the student may retain his / her chosen tutors
  - e. not to create an empty time zone for the student
- (4) If a student is unable to earn the credits for a module taken in a given semester, the student may retake the module in a subsequent semester or may be allowed to take an examination based on a previously earned coursework mark.
- (5) The credit value of each module is determined by the curriculum applicable to the particular programme. Within the same curriculum for the same module, identified by its code number and title, each student on a given programme must be credited with the same credit number, regardless of the category (compulsory, compulsory option or general education option), in which semester the student registered for the module, number of contact hours in the semester and in which module group it was published in the given semester.

## 7. §

### MODULE REQUIREMENTS

- (1) The module requirements are contained in the module specifications.
- (2) Module requirements shall be prepared by the Centre for Academic Services and approved by the Head of the CAS.
- (3) Module requirements must be communicated to students at least one week before the start of the registration period in Moodle.

## II.

### PROVISIONS RELATED TO ASSESSMENT

## 8. §

- (1) Student work is assessed on a scale from 0 to 100.
- a) The evaluation on master programmes is equivalent 7 level system as follows:

85 – 100 %	excellent (5)
70 – 84 %	good (4)
55 – 69 %	satisfactory (3)
45 – 54 %	pass (2)
0 – 44 %	fail (1)

b) Credits are recognized according to the following table:

	master's level
excellent (5)	85 - 100
good (4)	70 - 84
satisfactory (3)	55 - 69
pass (2)	45 - 54

- (2) The evaluation of the performance with regards to the particular modules may take place in the following ways:
- Coursework mark
  - End-of-semester exam
  - The weighted average of the coursework mark and the exam at the end of the semester pursuant to the weighting set forth by the module description.
- (3) Based on the coursework mark and/or examination grade (at least 45%), a final grade is calculated in accordance with the weighing ratio defined by the module description at the closing of a semester with regards to each module, which is the summarised evaluation of the performance with respect to the module. A final mark of at least 50% is required to pass a module.
- A coursework mark is prescribed by the module requirements if the practical application of the module, the evaluation of the application availability is possible and necessary in terms of the educational aims. The requirements of a coursework mark and its calculation method are defined by the module specification. For the coursework mark mid-term assessments may be prescribed (tests, home assignments, presentations etc.). Retake of unsuccessful or unattempted assessments shall be performed in accordance with the rules and regulations set forth by the module specifications. In the case of modules retaken, upon successful completion of the coursework requirements the coursework mark recorded in electronic administration system will be 50% on MSc programmes, regardless of the actual result. The same rule shall be applied to all retaken assessments, including mid-semester assignments as well as dissertation. Students shall meet the requirements of a module assessed by only a coursework mark by the 15th day of the month following the end of the coursework period at the latest.
  - The exam is the comprehensive assessment of the skills acquired in a module.

- (4) Compliance with the Absence Regulations (Annex 1) is a prerequisite for obtaining at least a pass coursework mark.
- (5) The grades (coursework mark, examination grade) shall be registered in electronic administration system. Mid-semester assessment marks are recorded in the Moodle system.
- (6) The coursework marks are recorded and calculated by the instructors in the Moodle system, while the examination grades are recorded by the instructors on electronic forms. They are transferred to the electronic administration system from these forms by the Centre for Student Services.
- (7) The College shall not prescribe for the given educational periods a minimum credit value to be obtained, but it shall dismiss a student for educational reasons, if the student fails to obtain at least 30 credits within the first 2 academic years independently from the eventual passive semesters, or the credits prescribed by the educational requirements within 7 years from the commencement of the studies. The above period may be extended by 1 year, if the student suspends its studies in order to participate in the ANBC Programme. During the above period students shall have a maximum of 3, in the case of ANBC Programme maximum 4 passive semesters, but the continuous suspension of the student legal relationship shall not be more than 2 semesters. If the student is re-admitted to the same programme after the termination of his/her status, the above periods will start counting again.
- (8) Students who cannot perform their academic duties / take part in assessments by the required time / in the required form due to prolonged illness or other circumstances beyond their control (mitigating circumstances) may submit appeals of special fairness, supported by relevant documents, to [info@nobeluniv.com](mailto:info@nobeluniv.com) Such requests must be submitted maximum 3 days within recovery from an illness and maximum within 10 days from the cessation of a special circumstance. After consideration of the individual circumstances, a decision may be made to change the time, deadline or mode of assessment, or any other concession may be granted to the given student.
- (9) If a student is re-admitted to the college after dismissal, an unlimited number of credits previously obtained at the college may be recognized under the credit transfer procedure, but it must be checked whether there is an at least 75% content match of learning outcomes between the previously completed modules and the modules of the given curriculum. Where this is not the case, due to the obsolescence of the knowledge, the credits previously acquired can no longer be recognized and the subject has to be repeated.
- (10) If the student has achieved I-III. place in a national or international higher education study competition, he or she may be exempted from the assessment of the module appropriate to the subject matter of the competition with an „excellent” mark. The Head

of the Centre for Academic Services shall decide on the exemption at the request of the student.

## 9. §

### EXAMS AND EXAM PERIOD

- (1) To take the examinations or the repeated exams, one exam day per module and exam period must be provided so that the examinations of the compulsory modules and compulsory options in the recommended curriculum of a given course do not coincide. The College only warrants that the exams of the compulsory modules and options of the recommended syllabus for a given grade of a given programme will not collide. This will not refer to exams repeated from previous semesters.
- (2) Exceptionally, the Rector may permit the student to take the exam in a manner different from that described in the module specification. If the student is authorized to take an oral examination in a module for which the module specification requires a written examination, the oral examination shall be taken before the committee designated by the Head of Centre for Academic Services and the Head of College. The oral examination may be recorded.
- (3) Enrolment to an exam or withdrawal of an enrolment can only be performed through the electronic administration system, no later than 24 hours prior to the date of the exam. Students who have no financial or administrative debt to the College will be eligible to apply for the exam. It is possible to re-attempt an exam in a given module in the case of both failed and passed exams. In this case, the student may retry the exam at the announced examination dates for that module. In the case of a successful retake of a failed examination, the student's examination result in the electronic administration system, irrespective of the actual result, will be capped at 50% in masters programmes. In the case of re-attempting a previously passed examination, the previous result is replaced by the new result, regardless whether it is higher or lower than the previous one. Students wishing to re-attempt a previously passed examination must notify the Student Centre by sending an email to [studentadmin@ibs-b.hu](mailto:studentadmin@ibs-b.hu). During the course of his / her studies, a student may take an exam up to a maximum of 6 times in any module, including repeated modules, but only at one of the announced examination dates.
- (4) Outside the examination period, the student may take a resit examination only on a fairness basis, subject to the Head of College approval, no later than the beginning of the next semester's teaching period.
- (5) The Head of the Centre for Student Services shall publish the examination procedure before the beginning of the examination period. Students must comply with the examination rules, and invigilators must enforce compliance with the rules. Students

acknowledge the acceptance of the following fundamental rules by signing a Declaration form prior to the commencement of the exams:

- a) Students must follow the instructions given by examiners and invigilators.
  - b) Students must take a seat in accordance with the instructions of the invigilator. The examination material must not be made visible to other students during the exam.
  - c) Students arriving late are allowed to enter during the first 15 minutes after the commencement of the exam, and during this time no one must leave the Moodle system. Late students do not receive any extra time.
  - d) It is strictly forbidden to communicate with the other examinees or with anyone else in written, spoken or electronic form during the entire duration of the exam.
  - e) If the Student leaves the exam hall for any reason, they will not be allowed to return.
- (6) Upon suspicion of cheating or infringement of the examination rules in any other way, the chief invigilator will fill in a form called “Report of Suspected Misconduct” to which the student has the right to add a written comment on the spot.
- (7) The Centre for Student Services must promptly notify the student about the decision. Students have the right to appeal against the Academic Conduct Officer’s decision to the Head of College (see 21§).
- (8) The provisions of Article (6) above and the procedure of Article (7) shall also apply in the case of mid-semester assessments.

## 10. §

### **ADMINISTRATIVE TASKS OF THE EXAMINATIONS, CLOSING THE SEMESTER**

- (1) Exams are administered by the appointed tutors. At the paper-based written exams, invigilation is carried out by the staff of the College, as organized by the Centre for Student Services.
- (2) Students are obliged to take their photo Student ID card with them for the paper-based examination and to present it to the examiner or the invigilator in order to identify them.
- (3) The result of the examination shall be registered in the electronic administration system in all cases, even if the examination is unsuccessful.
- (4) Exams are assessed by the appointed tutors; all coursework and exam marks shall be approved by the Examination Committee consisting of internal and external examiners.



The Examination Committee is entitled to modify coursework and examination marks even after they have been registered and published in the Neptun system; they become effective only upon the decision of the Examination Committee.

- (5) There is no appeal against the result of the exam, however, but the student has the right to view the corrected written exam paper at the time announced by the Centre for Student Services and raise a concern in line with the Appeals regulations. The corrected exam paper cannot be taken away but it may be photographed by the student.

The student may only object to the result of the examination if

- it is obvious that there is a mathematical error in the addition of the points of the subtasks
- during the evaluation (part of) an examination task (question) was not assessed by the marker.

In the case of a coursework mark, an objection may be raised in the following cases:

- the coursework mark was not calculated in line with the module specification
  - one of the midterm assignment marks was omitted when calculating the coursework grade.
- (6) Students shall have the right to raise objections against the questionable grade within 15 following the end of the academic semester by sending a request to the [info@nobeluniv.com](mailto:info@nobeluniv.com) e- mail address.
  - (7) Proceedings may also be instituted against an assessment decision if the decision is not based on requirements previously approved and published by the College, if it is in conflict with the College's Organizational and Operational Rules and Regulations, or if the examination was not organised in line with the relevant provisions.
  - (8) Exam sheets, reports, graded papers and other paper-based examination materials shall be submitted to the Centre for Student Services as soon as possible after the examinations, but not later than the deadline specified for this purpose in the exam calendar. For papers submitted and assessed electronically, assessment and feedback must be completed by the stated deadline in Moodle.
  - (9) Within 30 days of the examination period, the student's semester average and credit index shall be calculated and recorded in the central database.



**III.**

**PROVISIONS RELATED TO THE FINAL CERTIFICATE, DISSERTATION, FINAL EXAMINATION AND DEGREE CERTIFICATE**

**11. §**

**FINAL CERTIFICATE (ABSOLUTORIUM)**

- (1) The final certificate (absolutorium) certifies the successful completion of the examinations prescribed in the curriculum and the fulfilment of other study requirements (criteria requirements), with the exception of the dissertation; and the acquisition of the credits prescribed in the qualification requirements, with the exception of the credits assigned to the thesis (diploma thesis); and shall attest, without any grading or assessment, that the student has fulfilled all the study and examination obligations prescribed in the curriculum.
- (2) This can only be established if the student has completed no less than the total number of credits prescribed by the curriculum minus the credits points allocated for the dissertation, and has completed all the compulsory and the required number of elective modules prescribed in the curriculum.
- (3) The final certificate shall be issued by the Centre for Student Services within twenty days of the date of completion, with a unique serial number assigned in the central database. The student shall be notified of the issue of the final certificate; at the request of the student, the Centre for Student Services shall issue a certificate free of charge on one occasion.

**12. §**

**DISSERTATION**

- (1) Students shall elaborate a dissertation during the last academic year of their studies. This is a complex, individual task that requires the synthesis and creative application of the acquired knowledge in compliance with the relevant content and form requirements.
- (2) The dissertation is a compulsory module, assessed with an exam grade, whose requirements are defined by the module specifications and the dissertation handbook.
- (3) The student shall either elaborate one of the recommended topics or a topic proposed by the student, subject to approval by the Centre for Academic Services.
- (4) The Centre for Academic Services defines and publishes:

- a/ submission deadline of the dissertation outline and drafts, b/ submission deadline of the dissertation,  
c/ format requirements of the dissertation,  
d/ method of judgement and defending the dissertation.
- (5) The elaboration of the dissertation is supported by a consultant.
  - (6) The dissertation is judged by experts appointed by the Centre for Academic Services. The quality of the assessments is supervised by a tutor appointed by the Centre for Academic Services.
  - (7) If the topic of the student's dissertation necessitates this, the Centre for Academic Services may appoint further assessors.
  - (8) The dissertation result shall be considered unsatisfactory, if
    - a) the assessor awards an unsatisfactory grade;
    - b) a further assessor involved in the decision based on Article (7) awards an unsatisfactory grade;
    - c) any of the assessors indicates the suspicion of plagiarism, and it is proved after an investigation – including an interview with the student – carried out by the person appointed by the Centre for Academic Services (Academic Conduct Officer). Pursuant to the general rules and regulations the student shall have the right to appeal to the Head of College against the first-level decision. (21. §)
  - (9) If the result of the dissertation is unsatisfactory, a new dissertation shall be written and the earliest opportunity to take the final examination shall be in the following final examination period.

### 13. §

#### FINAL EXAMINATION

- (1) Final examination is a final assessment necessary for obtaining the degree qualification. At the final examination the candidate must be able to demonstrate that he/she has acquired and is able to apply the learning outcomes of his/her academic programme and.
- (2) The final examination consists of a dissertation defence in written form. All students who meet the requirements for the final examination, i.e. a have acquired a final certificate and have an accepted dissertation, shall be centrally registered to the final examination by the Centre for Student Services.
- (3) The final examination period is indicated in the timetable for the academic year. The final examination may be taken (or, if necessary, retaken) according to the relevant

academic requirements either in the examination period directly following the obtainment of the final certificate (within the period of student status), or later (after the termination of student status) in any subsequent final examination period, taking into account the 1,5-year time limit set out in § 3 (6).

**14. §**

**FINAL EXAMINATION COMMITTEE**

- (1) The final examination shall be taken before the Final Examination Committee.
- (2) The chair and members of the Final Examination Committee are appointed by the Head of the Centre for Academic Services.
- (3) The Final Examination Committee has at least two members besides the chair. The Final Examination Committee shall be compiled in such a way, that at least one of its members shall be a professor of a university of college or associate professor; furthermore at least one of its members shall not be in employment legal relationship with the College, or shall be the tutor of a different programme of the College.
- (4) The preparedness of the candidate is assessed by the members of the Committee, then in a closed session – upon debate, by voting – the final grade is awarded. In the case of equality of votes the vote of the chair shall prevail.
- (5) Minutes shall be taken during the final examination.

**15. §**

**FINAL EXAMINATION RESULT**

- (1) The result of the final examination shall be calculated in accordance with the calculation method defined in the dissertation handbook of the given programme.
- (2) The results of the final examination are finalised by the examination board and must be communicated to students within 1 week of the examination board meeting.

**16. §**

**DEGREE CERTIFICATE**

- (1) Based on a successful final examination the student receives and degree certificate in English language indicating the type of the programme, the qualification, its classification, the specializations completed, and furthermore a diploma supplement is

issued including a detailed description of the programme and a transcript of the grades obtained during the program. The degree certificate is signed by the Head of College.

- (2) The diploma supplement shall be certified by the Head of the Centre for Student Services.
- (3) The degree certificate shall be issued and handed over to the student who completed a successful final examination 30 days.
- (4) Successful completion of the studies is a criterion for obtaining the degree, without respect to the academic average result.

The degree average necessary for determining the degree classification is calculated as follows:

- in masters programmes: the credit-weighted average of all modules.

The classification of the degree is determined based on the degree average according to the following table:

<b>Percentage Mark</b>	<b>Grade</b>
85 - 100	A
70 - 84	B
55 - 69	C
45 - 54	D

No appeal is possible with regards to the rating of the degree. Students shall have the right to request the correction of the incorrectly issued degree certificate or diploma supplement 30 days within receipt. The corrected award certificate can be signed by the Head of College.

#### **IV.**

### **COMMITTEES, PERSONS PROCEEDING IN EDUCATIONAL MATTERS**

#### **17. §**

### **SPECIAL FAIRNESS**

- (1) With regards to educational matters, the Head of College shall have the right to exercise special fairness.

- (2) Students with regards to any individual educational matters shall have the right to submit an special fairness request through the Centre for Student Services ([info@nobeluniv.com](mailto:info@nobeluniv.com)). There shall be no special fairness request submitted for changing the decisions of the Head of College with respect to individual cases and with regards to the assessment of the student's academic performance.
- (3) The resolution on special fairness shall provide for the conditions of the duties of the student.

**18. §**

**LEGAL REMEDY**

- (1) Requests for educational and examinational matters shall be submitted in writing to the [info@nobeluniv.com](mailto:info@nobeluniv.com) e-mail address. The Centre for Student Services shall ensure the forwarding of the request within 3 days to the organisation or person entitled to make a decision.
- (2) Furthermore students shall have the general right – except academic assessments – to raise objections against the decision, provision or negligence of the institution (hereinafter referred to as: decision) by requesting review referring to the infringement of the regulations with regards to the student legal relationship, in the frame of the hereby described procedure to the Rector.
- (3) Student shall have the right to submit its request about the decision of the higher education institute 15 days within the notification, or in absence of the above at the time obtaining the information, addressed to the Head of College.
- (4) In case of extraordinary complexity of the case or under other justified circumstances, the Rector may designate in advance an employee of the College to prepare the case, obtain documents, etc.
- (5) During the procedure as a result of the inspection the Head of College shall have the right to issue the following second-level decisions:
  - a) it rejects the request;
  - b) it requests the negligent party to make a decision;
  - c) it amends the first instance decision;
  - d) it overrules the first instance decision, and request the body or person proceeding at the first instance to perform a new proceeding and to issue a new resolution.
- (6) The decision shall be in writing and it shall be justified.

- (7) The applicable provisions of Act CL of 2016 on the General Administrative Procedure shall apply to the clarification of the facts, the calculation of deadlines, the certification, the form and content of the decision and its communication.
- (8) The student may apply for judicial review of the institution's second-level decision within 30 days of its notification, on the grounds of infringement of the law or of the provisions governing the student's status. The provisions of Act I of 2017 on the Code of Administrative Procedure shall apply to the judicial procedure. The court may reverse the decision. The court shall decide the case out of turn.
- (9) The resolution issued at second instance becomes legally binding at the time of notification. The absolute resolution is executable, except the student requested judicial review. Student shall notify the institution about the submission of the complaint by submitting one copy of the complaint to the College.
- (10) Stipulations of this chapter shall be applied for the request of students with regards to the programme and institution changes, indemnification and disciplinary proceedings. The stipulations of this chapter shall be applied with respect to the indemnification and disciplinary proceedings of the students in accordance with the method and deviations set forth by the College's indemnification and disciplinary regulations. The right of initiating a legal aid procedure shall also cover the acts of the admission procedure falling under the institutional scope and the enrolment procedure as well.
- (11) In virtue of the application of these provisions related to the student legal relationship: such regulations set forth by the laws and the regulations of the College, which stipulate rights and obligations with respect to the students.
- (12) No appeal lies for legal aid in those cases, when the College and the student agree about the provisions of the services. In case of breach of the content of the agreement, general court claim endorsement shall be requested.

V.

## FINAL AND TRANSITIONAL CLAUSES

### 19. §

- (1) These Study and Examination Regulations was adopted in virtue of the resolution No. 8/2024 on 26 February 2024.

26 February 2024  
Dr. Ferenc Galgóczi  
Head of College