

**University of Szeged**  
**Faculty of Law and Political Sciences**  
**Faculty Academic Regulations**

**Szeged, 25 November 2022**

## University of Szeged Faculty of Law and Political Sciences Faculty Academic Regulations

In accordance with section 22.3 of the Academic and Examination Regulations of the University of Szeged (hereinafter referred to as the “AER”) the faculties are obliged to regulate the substance of all matters the regulation of which is referred to the faculty by the AER. Pursuant to section 22.1. of the AER *“In matters falling within the scope of these Regulations, the faculty councils may adopt rules of procedure, within the framework of and in accordance with the law, other university regulations, and these Regulations, while ensuring the right to consent of the student union.”*

In order to regulate the provisions of the sections (2., 3.1., 4.1., 4.3., 5.3., 7.1., 7.2., 7.4., 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.) of the AER, the Faculty of Law and Political Sciences of the University of Szeged (hereinafter also referred to as the “SZTE ÁJTK”) adopts its faculty regulations which are based on the cited sections of the AER and are supplemented by the specifics and provisions of the faculty.

Falling within the scope of the Faculty Academic Regulations are all courses offered by SZTE ÁJTK, the educators and students of these courses, regardless of whether the educators or students are affiliated with the faculty.

### **2. Definitions and Interpretative provisions**

The definitions and interpretive provisions set out in section 2 of the AER shall apply to decisions made on academic, examination and credit matters by SZTE ÁJTK shall be based on.

**midterm grade:** a grade expressing the student’s performance during the semester, which may be obtained during the semester in accordance with the assessment procedure laid down in the Academic and Examination Regulation. The main type of midterm grade is a term mark. A failing mark can be corrected both during the semester and during the examination period, and student’s must be provided with which possibilities are available to them. **The faculty regulations may specify the justified cases (mainly related to continuous assessment) in which it is not possible to correct the grade during the examination period.**

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

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

**co-operative training:** a voluntary, complementary internship module related to the university's higher education programme, not completed under the conditions of dual education, in which the university and a company, enterprise or institution (hereinafter referred to as "partner") cooperate in order to provide students with an internship as defined in the training objective. During the co-operative training, students acquire specific theoretical knowledge at the university, gain professional experience at the trainings provided by the partners, and they prepare their theses with the help of the partner's experts. The details of cooperative training **are governed by faculty regulations.**

**seminar:** an activity listed in the curriculum based on an interactive approach to the learning material. Assessment takes place during the study period. The seminar can be evaluated on a two-degree scale (signature) without credit, on a three-degree scale (assessment), or a five-degree scale (term mark) with credit. The seminar may also end with a colloquium examination, provided that it is a stand-alone course and does not accompany a parallel course concluding with a colloquium. A failing grade can be corrected both during the semester and during the examination period, and students must be provided with which possibilities are available to them. Unless otherwise provided for in the published subject requirements, the method of correction a failed seminar assessment should be the same as the requirements set for the semester. **The faculty's rules of procedure may specify the justified cases (mainly related to continuous assessment) when it is not possible to correct the examination during the examination period.**

**Section 1** In the case of a course with continuous assessment, if the assessment is a failing grade in the study period, 2 possibilites for correction shall be provided during the examination period. A student who has obtained a "cannot be assessed" assesement is not entitled to a possibility of making up in the examination period. If a correction possibility is provided, the educator must inform students about the fact of the assessment, the assessment criteria and the possibility and the method of correction in the examination period published in the subject requirements.

### 3. General Principles

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

**Section 2** The Faculty shall publish the programme schedules on its website, which also include the criterion subjects (0 credits). In the full-time bachelor's and single-cycle programmes, and in the higher education vocational training programmes, 2 physical education subjects are criterion subjects, which must be completed in order to obtain the pre-degree certificate (*absolutorium*).

### 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 order of business.

4.3. Faculties shall establish and operate a Credit Transfer Committee. The committees shall operate according to their order of business. The number of credits awarded for the substitute subject(s) completed is equal to the number of credits allocated to the substitute subject(s) in the curriculum of the programme, the grade obtained is determined by the committee. The Faculty's order of business regulates the order of acceptance of major curricular units (modules, milestones), work experience and knowledge acquired via non-formal and informal learning. The operation of credit transfer committees is regulated by Annex 3-4 of the AER. Appeals against the decisions of the committees can be lodged in accordance with the rules of the Student Affairs Appeals Procedure, but the professional content of the decision cannot be contested.

**Section 3** (1) The Faculty shall have a Study Committee to address and decide on student requests in academic matters. The composition of the Committee shall be determined as follows: the number of members delegated by the students is 50% of the members of the Committee.

(2) The quorum of the Study Committee is reached when more than 50% of its members are present.

(3) The members of the Study Committee shall be elected by the Faculty Council. The student members of the Committee shall be delegated by the Faculty Student Council.

(4) The Study Committee determines its own rules of procedure.

**Section 4** The Study Committee shall decide on the amount and the reduction of the tuition fee relating to the suspension of the student status as follows:

(1) If the student notifies the suspension of his/her student status after the last day of the enrolment or course registration period but before the end of the fifth week of the study period, 50% of the tuition fee will be cancelled and 50% shall be imposed and the student's status will be changed to passive registered status.

(2) If the student notifies the suspension of his/her student status by the end of the seventh week of the study period, 25% of the tuition fee will be cancelled and 75% shall be imposed and the student's status will be changed to passive registered status.

(3) If the student notifies the suspension of his/her student status after the time limit specified in Subsection (2), the full amount of the tuition fee shall be imposed.

**Section 5** The reduction of the tuition fee imposed on a study programme may be initiated for the given semester. The request shall be justified. The reduction of the tuition fee is granted by the Study Committee on an exceptional and equitable basis if it can help to resolve a situation requiring urgent treatment. The reduction of the tuition fee may not be granted to address a situation of permanent hardship.

**Section 6** The students of postgraduate specialisation programmes organised by the Faculty who have obtained their entrance diploma at the University of Szeged (SZTE alumni) may request for a 10% discount of the tuition fee, which may be requested for the second or third installment. The reduction shall be granted by the Study Committee.

**Section 7** (1) The Faculty operates an Educational, Credit Transfer, Postgraduate Training Committee, which is responsible for matters relating to the transfer of credits for students studying at the Faculty.

(2) Members of the Educational, Credit Transfer, Postgraduate Training Committee shall be elected by the Faculty Council.

(3) The rules of procedure of the Educational, Credit Transfer, Postgraduate Training Committee are determined by the Committee itself, taking into account Annex 3 to the AER.

(4) At the Faculty, credit transfer requests shall be submitted electronically in the Modulo system. Requests that are rejected due to formal reasons shall be returned to the student for additional information and may be resubmitted after the rectification of deficiencies.

Students who have been readmitted to the same study programme and curriculum as their previous studies may request for full credit recognition in paper form for the subjects in which grades were obtained within 5 years. After 5 years, the normal rules of procedure shall apply.

## ***5. Study Schedule***

5.3. The rector may authorise three days of break per semester, while the heads of the faculties may also authorise three days of break per semester. The dates of the breaks, if possible should be announced before the start of the study period.

**Section 8** The Dean of the Faculty may authorise 3 days of educational break per semester, which shall be announced by the Faculty (CooSpace, faculty website) by means of a notice. The dates of the breaks, if possible should be announced before the beginning of the study period.

## **7. Course Registration**

7.1. The registration of subjects (courses) is done through the dedicated interface of the study system, late admission is completed at the Faculty Admission Office after an approved application. The latest possible time limit 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 delivering classes, to students who are repeating the subject. A subject registered for examination purposes only is also included in the number of subjects taken (section 7.3).

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

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

**Section 9** In the case of a practice-type course or seminar, the educator's consent shall be attached to the request for course registration after week 3. The latest possible cut-off date for submission of a late course registration request is the beginning of the 8th week of the study period.

**Section 10** Late deregistration from a course outside the course registration period is possible with the permission of the Study Committee until the beginning of the 8th week of the study period.

**Section 11** The Faculty allows subjects to be offered, without delivering classes, to students who are repeating the subject. In the case of practice-type courses and seminars, this is not compulsory and the decision to offer the given subject lies with the the head of department/institute.

## **8. Study Commitments, Knowledge Assessment**

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

**Section 12** Attendance at practice-type courses and seminars shall be compulsory. The number of absences that may still be accepted and the method of making up for them shall be determined by the educator of the course and are announced in the Coospace annotation at the beginning of the semester.

**Section 13** The study commitments to be fulfilled in order to obtain a degree shall be determined by the programme schedules as approved by the Faculty Council, which provides for the type of subjects, the forms of assessment, the number of class hours, the location, the credit points, and the conditions for the completion of each subject.

**Section 14** The programme schedule shall be accompanied by a recommended curriculum which contains the faculty's recommendations on the subjects to be taken and completed in each semester for students who have progressed with their studies at a normal pace.

**Section 15** Students may fulfil their obligations specified in the programme schedule and the subject requirements according to the time and in the form determined in the timetable. Each semester, the faculty publishes the timetables and class schedules for each study programme and for each mode of attendance on the faculty's website and on the relevant Coospace platforms.

**Section 16** In academic matters, the Faculty Admissions Office or the Institutes/Departments (head of institute/department, programme coordinator, relevant lecturer or departmental administrator) shall be contacted.

**Section 17** At the beginning of every academic year/semester, the faculty prepares an Academic Guide (e.g. on the conditions and rules of enrolment, registration, course registration, exam registration, etc.) which is published on the faculty's website and/or electronically on the Coospace platform.

**Section 18** A mid-term paper may be written on any topic announced by the Departments/Institutes or on a topic of the student's choice after discussion with the lecturer. The academic prerequisites for its submission are set out in the programme schedules.

**Section 19** A mid-term paper shall be submitted electronically to the relevant Department/Institute.

**Section 20** The conditions for completing the professional internship in the higher education vocational training programme, bachelor's and single-cycle degree programmes shall be set out in the programme schedules. The certificate of completion of the professional internship shall be submitted to the Faculty Admissions Office using the form available on the faculty's website by the date specified in the faculty's final examination schedule.

### ***9. Exemption from Certain Study Commitments***

#### Preferential study and examination schedule

9.1. Upon request, the Faculty may grant the student a preferential study and 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 schedule shall not be an exemption from the requirements of the qualification, end-of-semester or end-of-year examinations, examinations, final examinations (or part of them), and the writing and defending of theses. The preferential study and schedule may be subject to a specific condition per subject. **The deadline for the submission of applications for preferential study and examination schedules is regulated by the faculties in their own study regulations, and the decision granting the application must be made and the student must be notified by the end of the student status adjustment (by the end of the 5th week after the beginning of the term). (Until notification of the decision, studies should continue as normal.)**

9.4. 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.**

**Section 21** The cut-off date for the submission of requests for preferential study and examination schedule shall be set at the end of the course registration period. The Study Committee shall make a decision on the request by the end of the fifth week of the study period and notifies the student of its decision. Until notification on the decision, studies are continued according to the normal study schedule. If the request is accepted, the decision shall have retroactive effect to the beginning of the study period. The permission, taking into account the provisions of the Regulations for Equal Opportunities and Equal Treatment, affects the student's academic and examination exemption.

**Section 22** (1) After the end of the course registration period, a request for equity in academic matters may be submitted if the student is unable to fulfil their study and examination obligations through no fault of their own.

(2) After registration to the Student Counselling Centre of the University of Szeged, the request for equity is assessed by the Study Committee subject to the provisions of the Regulations for Equal Opportunities and Equal Treatment of the University. To the request appropriate supporting documents must be attached to substantiate the grounds for the equitable treatment.

**Section 23** In connection with the studies of students with disabilities, after registration to the Student Counselling Centre of the University of Szeged, the Faculty shall apply the principles set out in Chapter IV of the Regulations for Equal Opportunities and Equal Treatment of the University of Szeged, and provide them with the benefits and advantages defined therein, under the conditions and in the procedural order defined in the Regulations.

**Section 24** Credit transfer may not be requested for the thesis.

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***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.

**Section 25** The request for a transfer to another degree programme within the institution is decided by the Study Committee. To the request submitted in the semester of admission, the admission decision and the registration sheet shall be attached. If the request for a transfer to another degree programme is submitted after the completion of an academic year, the transcripts of the two semesters containing the grade point averages must be attached to the request.

***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 instructor/department is obliged to provide at least one examination slot in the post-examination period if the course has a student who has a correctable fail at the end of the examination period. In the case of courses which are assessed during the semester but which do not exclude correction during the examination period, the instructor/department must provide at least two correction examinations during the examination period for students who have been assessed with a failing mark at the end of the semester. When setting these dates, it must be ensured that, in the case of a successful correction, the student can take the examination in the same examination period for the additional, next in the schedule, subject that can be taken in parallel.

**Section 26** The Faculty shall not set more compulsory examination days per week than those specified in the AER.

### *13. The Examination Process*

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

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

**Section 27** At the Faculty, registration for an examination within 24 hours before the beginning of the examination is authorised by the examiner on the basis of the student's written request (including e-mails). The student shall be registered for the examination by the examiner or the departmental administrator.

**Section 28** If the organisational circumstances of the examination justify it, students registered for the examination shall be barred from deregistering from the exam. About this, the relevant Department/Institute notifies students at the time of the announcement of exam dates.

**Section 29** The Faculty shall provide information on the exam registration and the examination period for the given semester in a notice prior to the beginning of the examination period.

### *15. Retaking successful examination*

Nftv. 49. § (4) The institution of higher education shall issue a recommended curriculum for the compilation of the student study programme. The institution of higher education shall ensure that all students have the opportunity to give an account of their knowledge and to repeat an examination, whether successful or unsuccessful, in such a way that the impartial conduct and assessment of the repeated examination is guaranteed. Upon request, the successful candidate may retake the examination maximum twice during the current examination period, on the condition that in this case no more than three examinations can be taken. The faculty regulations may also allow for additional examination retakes. The result of a retake examination is considered as the performance of the course/subject, even if it is more

disadvantageous for the student. After a failed retake test, it is possible to take a repeated retake test. It is not possible to improve a successful grade in practicetype courses.

**Section 30** The Faculty Academic Regulations do not allow any additional retake examinations.

### ***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.

**Section 31** The thesis shall comply with the formal, content and other requirements specified in the "Thesis Regulations" published on the Faculty's website.

**Section 32** The thesis may be written on any topic relating to a compulsory subject announced by the departments/institutes of the Faculty or on a topic of the student's choice, if it is approved by the head of department/institute and undertaken by the consultant. The academic prerequisites of the thesis submission are specified in the programme schedules.

**Section 33** The time limit for thesis submission for each study programme shall be specified in the Faculty's final examination calendar. The thesis must be uploaded to the Modulo form electronically when applying for the final examination.

### ***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 predegree certificate. The request will be processed according to the general procedure for student applications, under the conditions set out in the Faculty's rules of procedure. Valid for students starting their studies on or after 1 September 2006, but before the academic year of 2012/2013.

19.4. a) For courses started before 1 September 2006 and completed with an end certificate, it is not possible to take the final examination. Nftv. 112. § (1) Courses commenced under Act LXXX of 1993 on Higher Education (hereinafter referred to as the Higher Education Act of 1993) may be completed - in continuous training - until the 1st of September 2016 within the framework of unchanged professional requirements, unchanged examination schedule and with the award of unchanged diplomas. The status of students who have not obtained their pre-degree certificate by this date shall be terminated on that date. Former students who have obtained a

pre-degree certificate by the 1st of September 2016 may take their final examinations by the 1st of September 2018.

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

19.8. The faculties shall determine the following in the rules of procedure and publish them in a notice: - the final examination periods (dates), - the composition of the examination board(s), -the method of calculation of the final examination results according to the current education and outcome requirements for each field of study. The time limit for publication of faculty notices is 2 months before the beginning of the final examination.

**Section 34** The Faculty shall publish the final examination periods at the beginning of the academic year/semester in its final examination schedule on the faculty's website and on the CooSpace platforms.

**Section 35** The faculty's final examination notices shall be compiled by the programme coordinators and, after the approval of the Vice Dean of Education, are published on both the faculty's website and the CooSpace scenes of the study programmes.

**Section 36** Students commencing their studies on 1 September 2006 or thereafter but before the academic year 2012/2013 may only take the final examination after the seventh year of the issue date of the pre-degree certificate based on a request directed to the dean.

## ***22. Miscellaneous provisions***

22.1. 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. The Dean in the context of the academic administration of the Faculty, subject to the provisions of the central AER and the academic regulations of the faculty concerned, has the right to settle unregulated issues in Dean's instructions or in ad hoc decisions, e.g., to establish faculty procedures to facilitate the legal rights of registered students with disabilities, may set time limits for the fulfilment of certain obligations, determine the criteria for the assessment of applications, the specific methods of certifying applications, and provide standardised forms for applications. In academic matters falling within the scope of this policy, the central academic units of a university participating in a programme shall establish their own regulations and academic management within the framework of this policy, taking into account the academic management.

22.2. Faculties must ensure that this policy and other general policies and rules concerning studies and examinations are available and accessible to educators and students. The general obligation of the University's departments responsible for the organisation of education is to

provide students with complete, accurate and accessible information, primarily through the study system, as required by law and institutional regulations, to enable them to start and continue their studies.

**Section 37** The Dean of the Faculty shall publish the time limits for the fulfilment of certain obligations, the criteria for the assessment of requests and the specific methods of certification in a notice. The request forms are available electronically on the faculty's website and in the MODULO system.

**Section 38** Regulations and rules concerning academic and examination matters are accessible to educators and students on the faculty's website.

**Section 39** These Regulations were consolidated and accepted in Resolution No. 24./2022/2023 (XI. 24.) by the Faculty Council at its sitting held on 24 November 2022. The Regulations shall take effect on 25 November 2022 and shall be applied to cases submitted thereafter.

Szeged, 24 November 2022

Prof. Dr. Márta Görög  
Dean