EXAMINATION SYSTEM, ASSESSMENT

REQUIREMENTS FOR COMPLETING A SUBJECT
At the first class of each course taken registered students receive the course outline from the teacher. Apart from a brief description of the content, the subject, the weekly allocation of materials and the reading list, the outline also specifies the requirements for completing the given course. The instructor is free to decide the appropriate basis of assessment in accordance with the nature of the subject.

Most subjects require an examination to be taken during the midterm and the final exam period. In addition, the teacher may prescribe, for example, an oral report, may assess the student’s performance in class, and may set written homework assignments and special homework essays. All these requirements must be announced in advance, together with their percentage weight in calculating the final grade.

The assessment of a student’s work is the sole responsibility of the teacher, and he/she has the exclusive right to determine the mark. The mark is decided within the 16-week study period of the term. In exceptional cases, there may be an extended exam period.

EXAMINATION PERIODS AND GRADING
Examinations take place according to the conditions described in the course outline. The duration and the nature of the examination are decided by the teacher of the subject. Absence from an exam counts as an unsuccessful attempt unless the student can certify some unavoidable reason. It is the task of the teacher to judge such absence. Within the designated extended examination period the teacher may provide an opportunity for make-up exams missed for unavoidable reasons during or at the end of the term.

EXAMINATION POLICY
One of the most important rules is that the course outline of a given subject (which is handed out at the beginning of the term) should define accurately the method of evaluation and the percentage of the element that make up the grade. Evaluation should be made in such a way that every student has an equal chance of attaining the highest grade. The specific requirements of a particular subject must not conflict with the rules defined in this Catalogue.

ASSESSMENT OF THE STUDENTS’ WORK
On the basis of the requirements fulfilled- in accordance with the standards set by the teacherstudents receive a mark at the end of the term. In order to be in accordance with the international grading systems the University suggests using the above system for the assessment of the students’ work.

In the Hungarian grading system, the equivalents are the following:
Excellent (5)
Good (4)
During their studies students do not only have to achieve a satisfactory average, but they also have to gain credit hours. Based on international expectations 1 credit is equivalent to 30 working hours. According to the curriculum a completed semester is equivalent to 30 credits. Each semester in the Bachelor Programmes is built up of credits. The University courses are worth between 2 and 6 credits.

GRADE REPORT
At the end of each term students receive a grade report. This contains all the courses taken in the given term (including all the courses from which the student has withdrawn), regardless of what mark the student received in the subjects at the end of the term. Grade reports are sent to students not more than two weeks after the end of the extended exam period.