

ACADEMIC INFORMATION GUIDE
for the 2026/2027 academic year

Date of publication: 30 May 2026

This Academic Information Guide contains the legal provisions and information in force on the date of publication.

Dear Student,

Welcome to the student community of Dennis Gabor University. We are pleased that you have chosen our institution for your studies: a university that places the development of digital knowledge, applicable professional skills and innovative thinking at the centre of its activities.

Dennis Gabor University has several decades of experience in the fields of informatics, economics, digitally supported education and distance learning. Our educational portfolio includes bachelor's programmes, master's programmes, specialised postgraduate training programmes, adult education programmes and short courses leading to micro-credentials.

One of the defining features of our institution is its flexible, digitally supported form of education. Building on modern methods of distance learning and e-learning, we offer a learning environment that helps students reconcile their studies with work and family life.

The aim of our programmes is to train computer science engineers, business informatics specialists, economists and engineering managers who, with up-to-date theoretical and practical knowledge, an open outlook and adaptive thinking, are able to respond to the current challenges of their fields. We seek to ensure that, during their studies, our students acquire up-to-date, practice-oriented knowledge that can be directly applied in the labour market.

We place particular emphasis on the development of digital competences, project-based education, practical problem-solving, and the new technological and economic knowledge that will be essential for the professionals of the future. Modern technologies, including artificial intelligence, data-driven solutions, new areas of application in informatics, sustainability-related knowledge, and national and international professional cooperation, play a key role in our educational and professional activities.

The community of Dennis Gabor University is constantly developing, open to new solutions, and committed to supporting students in consciously building their own professional paths. The intellectual legacy of our namesake, Dennis Gabor, Nobel Prize-winning scientist and inventor, continues to guide us today: curiosity, creative thinking, academic rigour and responsibility for the future are values that are also present in the everyday life of our university.

We trust that, during your studies, you will gain not only professional knowledge, but also meaningful community experiences, new connections and a future-oriented outlook. We hope that you will become an active, proactive and successful member of the Dennis Gabor University community.

Study and grow with us – let us build the digital future together.

Budapest, 30 May 2026

Dr. Krisztina Zimányi
Rector

Dr. Ferenc Dietz
President

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This Academic Information Guide provides students with information in accordance with Act CCIV of 2011 on National Higher Education and Section 53 of Government Decree No. 87/2015 (IV. 9.) on the implementation of that Act.

ABOUT DENNIS GABOR UNIVERSITY

Basic information on Dennis Gabor University:

Address: 1119 Budapest, Fejér Lipót utca 70.

Institutional identification number: FI 54333

Central telephone number: +36 20 999 8900

Academic affairs: +36 20 277 0107

Website: <https://gde.hu/>

Email address: info@gde.hu

Fundamental mission of the University

The fundamental mission of Dennis Gabor University is to train professionals with up-to-date theoretical and practical knowledge who are able to provide practice-oriented, innovative and responsible solutions to current challenges in the fields of informatics, economics and engineering.

In accordance with the training programmes announced from time to time, the University's educational portfolio may include bachelor's programmes, master's programmes, specialised postgraduate training programmes and other forms of education. The higher education programmes announced for the 2026/2027 academic year include, among others, Business Informatics, Business Administration and Management, Computer Science Engineering and Engineering Management. The master's portfolio also includes Computer Science Engineering and Business Informatics.

The aim of the University's programmes is to ensure that students are able to apply, develop and operate information systems, support economic and organisational processes, and apply modern technologies in a quality-oriented, flexible and ethical manner. The University also considers it important to develop foreign-language communication, to prepare students for international cooperation, and to foster the ability to learn independently and pursue continuous professional development.

The University places particular emphasis on research, development and innovation activities, especially in the fields of informatics, digital technologies, educational technology and economics. This includes the development of modern, digitally supported learning materials and the use of educational methods that support independent learning and distance education.

The programmes may be offered in full-time, part-time and distance learning modes, in accordance with the training announcements, training programmes and curricula in force from time to time.

This Academic Information Guide has been prepared for students enrolled in bachelor's programmes, master's programmes and specialised postgraduate training programmes starting in the 2026/2027 academic year. The detailed and binding rules applicable to the

programmes are set out in the relevant legislation, the University's Student Requirements System, and the training programme and curriculum of the programme concerned.

Structure of the University

Dennis Gabor University is a private higher education institution maintained by the Dennis Gabor Educational Foundation. The maintainer's rights are exercised by the Board of Trustees of the Foundation in accordance with the applicable legislation, the Deed of Foundation and the internal regulations of the University.

The academic and professional operation of the University is directed by the Rector. The University's tasks relating to education, research, training and student affairs are carried out by the Rector, the Vice-Rectors, the departments and the other organisational units of the University, in accordance with the responsibilities and powers defined in the Organisational and Operational Regulations.

Academic leaders of the University and heads of certain professional organisational units:

Academic leaders of the University and heads of certain professional organisational units:

POSITION/ AREA OF RESPONSIBILITY	NAME
Rector	Dr. Krisztina Zimányi
Vice-Rector for Education; Head of the Department of Informatics	Dr. István Vári-Kakas
Vice-Rector for Research	Dr. Veronika Kozma-Bognár
Head of the Department of Economic Sciences	Dr. Eszter Solt
Head of the Drone Technology and Image Processing Research Workshop	Prof. Dr. József Berke
International Director; Head of the Digital Education Research Workshop	Dr. Natália Kiss

Department of Economic Sciences

The Department of Economic Sciences carries out educational, professional and academic tasks related to the economics, business informatics and related programmes of Dennis Gabor University. Its activities include, in particular, the teaching of economics, business administration, management, organisational and methodological subjects, as well as the related development of learning materials and professional and research activities.

The Department contributes, in particular, to the delivery of the Business Administration and Management and Business Informatics programmes. Through its educational, professional and academic activities, the Department supports students in acquiring up-to-date, practice-oriented economic, business and organisational knowledge that can be applied in the labour market.

Department of Informatics

The Department of Informatics carries out educational, professional and academic tasks related to the informatics programmes of Dennis Gabor University. Its responsibilities include, in particular, the teaching and development of subjects belonging to the informatics

programmes, contribution to the development of learning materials, and the support of professional and research activities related to the field of informatics.

The Department's educational and research areas include, among others, programming, software development, database management, computer networks, systems analysis and design, artificial intelligence, the application of information systems, and the practical use of selected hardware and software technologies.

Through its educational, professional and academic activities, the Department supports students in acquiring up-to-date, applicable and marketable informatics knowledge, which they can use during their studies in practical assignments, project-based work and later professional activities.

Drone Technology and Image Processing Research Laboratory

The Drone Technology and Image Processing Research Laboratory is a research unit linked to the research, development and innovation activities of Dennis Gabor University. Its activities are primarily related to drone technology, image processing, remote sensing, geoinformatics and certain application areas of artificial intelligence.

The professional and research areas of the Research Laboratory include, in particular, drone-based data collection, the processing and analysis of image data, the application of geoinformatics and remote sensing technologies, and the study and development of vision systems and image processing solutions based on artificial intelligence. In its activities, the Research Laboratory also pays attention to information security and data management issues related to UAV systems.

The activities of the Research Laboratory may be linked to the University's programmes, specialisations, professional projects and research and development tasks in the fields of informatics, drone technology and image processing. Students may encounter the operation of drone systems, the processes of data acquisition and image processing, and the application of related hardware and software technologies within the framework of training programmes, project assignments, thesis topics, Scientific Students' Association work or other professional activities.

STUDENT UNION

A The active participation of the student community plays an important role in the operation of Dennis Gabor University. At the University, students are not only participants in their studies, but also important contributors to university public life, community building, student representation and quality development.

The Student Union of Dennis Gabor University, abbreviated in Hungarian as HÖK, is the independent self-governing organisation of the University's students. Every student who has a student status with the University is a member of the Student Union. The detailed rules of operation of the Student Union are laid down in its Constitution, which sets out the basic provisions on the structure of the organisation, its officers, committees, election procedures and operation.

The primary task of the Student Union is to represent student interests. In this capacity, it conveys student opinions, proposals and feedback to the University's management and organisational units, and contributes to ensuring that student perspectives are taken into account in the preparation of decisions affecting students.

The officers of the Student Union maintain contact with students, the University's management and the organisational units concerned. Representatives of the Student Union may participate in the work of University bodies, committees and decision-preparation forums within the framework laid down in the applicable legislation, the University's internal regulations and the Constitution of the Student Union.

The Student Union may contribute to signalling academic, social, community and service-related matters affecting students, and may provide students with information on opportunities, programmes, scholarships, grants, support schemes and procedures that concern them. It is important, however, that the Student Union does not replace the University's official administrative organisational units, in particular the Study Centre, and does not act as an authority or as an academic decision-making body.

The Student Union may also play a role in organising and supporting university community life. In this context, it may contribute to the organisation or promotion of professional programmes, cultural events, community occasions, student events and other programmes that strengthen student life.

Student self-government activities provide students with an opportunity to take an active part in shaping the university community, representing their interests and giving feedback on the operation of the University. The operation of the Student Union contributes to strengthening the student community, institutional dialogue and the development of student life.

Contact details of the Student Union: hok@gde.hu

Further information: gde.hu/gde-hok

THE STUDY CENTRE

The Study Centre is the central organisational unit of Dennis Gabor University responsible for student and academic administration. Its task is to support students' academic progression from admission to the final examination and the issue of the diploma, from an administrative, organisational and customer service perspective. The Study Centre operates under the supervision of the Rector and under the direction of the Director of Academic Affairs.

As the head of the Study Centre, the Director of Academic Affairs is responsible for ensuring that the tasks of the organisational unit are carried out professionally, lawfully, within the applicable deadlines and in a transparent manner for students. In this capacity, the Director of Academic Affairs organises the workflows of the Study Centre, ensures the continuity of administration, and supports the coordinated performance of educational organisation, academic administration and student service tasks.

The Study Centre performs and coordinates the main academic administration tasks relating to student status. These include, in particular, matters relating to admission, enrolment, registration, student status, dismissal, admission to the final examination, and the issue of diplomas and diploma supplements. The Study Centre maintains and keeps academic records

up to date, ensures the maintenance of electronic grade books, issues student certificates, and prepares and performs data reporting relating to students and lecturers, including tasks connected to the Higher Education Information System.

Student applications, complaints and other academic matters shall be handled in accordance with the rules set out in the Student Requirements System. The Study Centre has a primary administrative and coordinating role: it receives student enquiries, provides information, and prepares or forwards matters in which a decision by a committee, a manager or another organisational unit is required. The Study Centre shall not assume the decision-making powers of any bodies, managers or organisational units specifically designated by legislation or University regulations.

The Study Centre also contributes to the administration of students' financial and grant-related matters. In this context, it handles matters relating to fees and charges payable by students, performs tasks connected to student loan administration, and contributes to administrative processes relating to scholarships. The detailed rules on student fees and grants are set out in the Fees and Grants Regulations of the Student Requirements System.

The Study Centre plays an important role in the organisation of education and examinations. It contributes to the preparation of schedules, timetables and examination timetables aligned with training needs, manages courses and examination opportunities in the academic administration system, and supports the smooth conduct of academic and examination periods. In the thesis and final examination process, it performs the administrative and organisational tasks falling within its remit and, in cooperation with the departments, contributes to the organisation of review, consultation and final examination processes.

The Study Centre also coordinates the operation of the Neptun system in relation to student and educational administration. In this context, it performs academic administration tasks relating to the Neptun system, manages user authorisations, participates in system operation, prepares the necessary reports and data submissions, and carries out organisational, administrative and educational tasks related to the use of the Neptun and Unipoll systems.

The Study Centre operates a one-stop student service desk, the purpose of which is to ensure that students receive assistance with academic, administrative and service-related matters through a single contact point. The Study Centre receives and handles student enquiries, provides primary academic administration, and offers information and academic counselling in matters falling within its remit.

Within the scope of student services, the Study Centre contributes to the organisation of professional internships and trainee programmes, the provision of career orientation and career counselling services, the operation of the job placement system, the organisation of alumni activities, and the operation of the Graduate Career Tracking System. It also participates in collecting feedback from students, lecturers, employees, society and partners, and in conducting other surveys.

The Study Centre also contributes to the academic administration of international students and supports administrative processes relating to the academic progression, information provision and university integration of international students.

The detailed rules on the operation, tasks and powers of the Study Centre are set out in the Organisational and Operational Regulations of the University. The detailed procedural rules relating to student matters are laid down in the Student Requirements System, and the template of the student training agreement is available as an annex to this Academic Information Guide.

Administration and Office Hours

The University primarily informs students of news, deadlines and important information concerning their studies, student status and university administration through the Neptun system. Information may be provided, in particular, through announcements displayed on the Neptun login screen and through Neptun messages.

The University operates a one-stop student service system. Questions concerning studies, student status, academic administration, student finances and other student services may be sent to info@gde.hu.

Students are requested to use email as the primary means of communication, as this allows administration to be tracked in writing and enables the easier submission of the necessary documents, applications, certificates or other attachments.

In-person administration is available only by prior appointment. Appointments may be booked via <https://gde.salonic.hu>.

In-person office hours:

- Tuesday: 13:00–16:00
- Wednesday: 08:30–12:00
- Thursday: 13:00–16:00

Contact details:

Academic affairs telephone number: +36 20 277 0107

Central telephone number: +36 20 999 8900

Email: info@gde.hu

Students are requested to use email as the primary means of communication, as this allows administration to be tracked in writing and enables the necessary documents, applications, certificates or other attachments to be submitted more easily.

THE UNIVERSITY'S PROGRAMMES AND EDUCATIONAL STRUCTURE

In the 2026/2027 academic year, the University offers bachelor's programmes, master's programmes and specialised postgraduate training programmes in accordance with the admission and training announcements in force from time to time. The mode of study, language of instruction and form of financing of the programmes shall be determined on the basis of the information published in the admission procedure and on the University's website.

Bachelor's programmes/ BSc

Programme title	Mode of study
Business Administration and Management	full-time

	distance learning
Business Informatics	full-time
	distance learning
Computer Science Engineering	full-time
	distance learning
Engineering Management / Engineering Management (DigiTech)	full-time
	distance learning

Master's programmes / MSc

Programme title	Mode of study
Business Informatics	full-time – English
	part-time – Hungarian
Computer Science Engineering	part-time – Hungarian

Specialised postgraduate training programmes

Programme title	Mode of study
ESG-focused Corporate Adviser specialised postgraduate training programme	part-time

BACHELOR'S PROGRAMMES/ BSC

Business Administration and Management (BSc)

Item	Content
Degree level	Bachelor's degree, baccalaureus/bachelor; abbreviated as BSc
Qualification	Economist in Business Administration and Management
Available specialisations	Virtual Enterprise Corporate Digitalisation Project Management
Field of study	Economics
Duration of the programme	7 semesters
Number of credits required to obtain the bachelor's degree	180+30 credits
Aim of the programme	The aim of the programme is to train economic professionals who, on the basis of their knowledge of economics, applied

	economic sciences and methodology, as well as the professional knowledge acquired during the programme, are able to understand, plan and analyse the operational processes and economic relations of business organisations and institutions. After acquiring practical knowledge and experience, they are able to manage and organise business and entrepreneurial activities and processes. The programme prepares students to continue their studies in a master's programme.
Professional internship requirements	The professional internship shall last one semester and shall include at least twelve consecutive weeks of internship, as specified in the curriculum.
Availability of the model curriculum	http://gde.hu/business-administration-and-management
Detailed description of the programme	The detailed description of the programme, the model curriculum and the course requirements are available on the University's website and in the Neptun system.

Business Informatics (BSc)

Item	Content
Degree level	Bachelor's degree, baccalaureus/bachelor; abbreviated as BSc
Qualification	Business Informatics
Available specialisations	Business Intelligence; Fintech
Field of study	Informatics
Duration of the programme	7 semesters
Number of credits required to obtain the bachelor's degree	180+30 credits
Aim of the programme	The aim of the programme is to train business informatics professionals who are able to understand and solve real business processes and the problems inherent in

	them within the conditions and value system of the information society; to manage IT tasks supporting value-creating processes; to increase the knowledge base and business intelligence of organisations by applying modern information technology; to model, regulate and plan infocommunication processes and technologies on a collaborative basis; and to develop and operate applications and supervise their operation in accordance with the expected quality requirements. The programme prepares students to continue their studies in a master's programme.
Professional internship requirements	A project-structured internship of at least eight weeks, comprising 320 certified working hours, to be completed individually or in a team at a suitable organisation or at a higher education institutional training site
Availability of the model curriculum	http://gde.hu/business-informatics
Detailed description of the programme	The detailed description of the programme, the model curriculum and the course requirements are available on the University's website and in the Neptun system.

Computer Science Engineering (BSc)

Item	Content
Degree level	Bachelor's degree, baccalaureus/bachelor; abbreviated as BSc
Qualification	Computer Science Engineering
Available specialisations	Multimedia and Digital Image Processing; Software Development
Field of study	Informatics
Duration of the programme	7 semesters
Number of credits required to obtain the bachelor's degree	180+30 credits
Aim of the programme	The aim of the programme is to train computer science engineers who are able to

	perform tasks related to the design and development of data and software systems for technical IT and information infrastructure systems and services, as well as to solve tasks related to their installation and operation. The programme prepares students to continue their studies in a master's programme.
Professional internship requirements	A professional internship of at least eight weeks, organised at a professional internship provider.
Availability of the model curriculum	http://gde.hu/computer-science-engineering
Detailed description of the programme	The detailed description of the programme, the model curriculum and the course requirements are available on the University's website and in the Neptun system.

Engineering Managment (BSc)

Item	Content
Degree level	Bachelor's degree, baccalaureus/bachelor; abbreviated as BSc
Qualification	Engineering Managment
Available specialisations	Digital Technology / DigiTech track
Field of study	Engineering
Duration of the programme	7 semesters
Number of credits required to obtain the bachelor's degree	180+30 credits
Aim of the programme	The aim of the programme is to train engineering managers who have appropriate knowledge of natural sciences, engineering sciences, business administration and organisational sciences, and who are able to contribute effectively to the management of material, technical, IT, financial and human processes of production and service companies of various types, as well as to related projects. They are also able to manage the operation of organisations,

	including the planning and implementation of development processes. The programme prepares students to continue their studies in a master's programme.
Professional internship requirements	A professional internship of at least six weeks, organised at a professional internship provider.
Availability of the model curriculum	https://gde.hu/bsc---technical-management-digitech
Detailed description of the programme	The detailed description of the programme, the model curriculum and the course requirements are available on the University's website and in the Neptun system.

MASTER'S PROGRAMMES / MSc

Business Informatics (MSc)

Item	Content
Degree level	Master's degree, magister/master; abbreviated as MSc
Qualification	Business Informatics
Available specialisations	Drone Data Management
Field of study	Informatics
Duration of the programme	4 semesters
Number of credits required to obtain the master's degree	120 credits
Aim of the programme	The aim of the programme is to train business informatics professionals who are able to understand complex business processes, identify problems and develop alternative solutions. They are capable of identifying and developing requirements for information systems that support value-creating processes, managing completed applications, and carrying out and coordinating research and development tasks. The programme prepares students to continue their studies in a doctoral programme.

Professional internship requirements	An internship of at least six weeks, comprising 240 certified working hours.
Availability of the model curriculum	https://gde.hu/business-informatics-msc
Detailed description of the programme	The detailed description of the programme, the model curriculum and the course requirements are available on the University's website and in the Neptun system.

Computer Science Engineer (MSc)

Item	Content
Degree level	Master's degree, magister/master; abbreviated as MSc
Qualification	Computer Science Engineer
Available specialisations	Drone Technology
Field of study	Informatics
Duration of the programme	4 semesters
Number of credits required to obtain the master's degree	120 credits
Aim of the programme	The aim of the programme is to train computer science engineers who, after acquiring advanced knowledge of the natural sciences and specialised engineering knowledge related to the field of informatics, are able to design new information systems and devices, develop and integrate information systems, and carry out and coordinate research and development tasks in informatics. The programme prepares students to continue their studies in a doctoral programme.
Professional internship requirements	A professional internship of at least six weeks, organised at a professional internship provider.
Availability of the model curriculum	https://gde.hu/computer-science-engineering-msc
Detailed description of the programme	The detailed description of the programme, the model curriculum and the course

	requirements are available on the University's website and in the Neptun system.
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SPECIALISED POSTGRADUATE TRAINING PROGRAMMES

ESG-focused business consultant

Item	Content
Type of programme	Specialised Postgraduate Training Programmes
Qualification	ESG-focused business consultant
Duration of the programme	2 semesters
Number of credits required to obtain the qualification	60 credits
Aim of the programme	The aim of the programme is to enable participants to become familiar with the conditions, opportunities and methods of implementing an ESG approach in practice in different areas and sectors of the economy. The programme places particular emphasis on enabling participants to understand how ESG considerations supporting sustainable operation, long-term value creation and responses to market challenges can be integrated into the strategic and operational functioning of companies and organisations.
Professional internship requirements	A professional internship of at least one month, organised at a professional internship provider, the further requirements of which shall be determined by the curriculum of the programme.
Availability of the model curriculum	https://esg.gde.hu
Detailed description of the programme	The detailed description of the programme, the model curriculum and the course requirements are available on the University's website and in the Neptun system.

ADULT EDUCATION

A In addition to its higher education activities, Dennis Gabor University also carries out adult education activities. Training courses provided within the framework of adult education shall be governed by the legislation applicable to adult education, the University's adult education documents, and the information materials relating to the training course concerned.

Adult education registration number: B/2022/000424

Adult education licence number: E/2024/000036

Further information: <https://gde.hu/felnottkepzes>

ACADEMIC AND STUDENT INFORMATION

Course descriptions and requirements

The educational and academic requirements of the programmes are set out in the training programme, the curriculum, the model curriculum, the course descriptions and the course requirements announced for the relevant semester. These documents help students understand the structure of the programme, the sequencing and prerequisites of courses, the credits to be completed, and the conditions for completing each course.

The curriculum defines the educational and academic requirements of the programme, the language requirements and the detailed rules of the programme. The curriculum includes compulsory and freely elective courses. In order to obtain the qualification, students shall take and complete compulsory courses carrying the number of credits prescribed in the curriculum, and shall obtain the number of credits prescribed in the curriculum from freely elective courses.

The recommended curriculum, namely the model curriculum, contains a recommended course schedule that enables students to complete their studies within the duration of the programme. The model curriculum includes, in particular, the main information concerning the degree level and the name of the qualification, the aim and competences of the programme, the duration of the programme and the number of credits to be obtained, compulsory and compulsory elective courses, the contact hours and credit value of courses, the language of instruction, the type of assessment, prerequisites, criterion requirements, specialisation choices, professional internship, thesis or diploma thesis, the conditions for admission to the final examination, and the method of calculating the diploma average.

The course description sets out the professional content and completion framework of the relevant course. It includes, in particular, the name and code of the course, the responsible organisational unit, the course coordinator and the lecturer, the aim and professional content of the course, its credit value, prerequisites, the knowledge, skills and competences to be acquired, the detailed course programme, the assessment system, the conditions for obtaining the signature, the method of determining the grade, in-semester student assignments, learning materials required for study, and the technical and other aids that may be used.

Course descriptions shall be made available among the information accessible at the time of course registration and shall also be presented orally to students at the first class. The oral

information shall not differ from the content recorded in the Neptun system. The course coordinator shall ensure that course descriptions are uploaded to the Neptun system by the deadline specified in the Student Requirements System.

The course requirements define, for the relevant semester, the conditions for obtaining the signature, the tasks required for completing the course and their deadlines, and the method of assessment and evaluation. The course requirements shall be prepared by the course coordinator and approved by the head of department by the first day of the registration period. The lecturer shall inform students of the course requirements at the beginning of the course.

The course requirements include, in particular, the number, topics and dates of in-semester assessments, the possibility of making up or improving performance, the conditions for obtaining an in-semester grade, the rules of the examination in the case of an examination grade, the manner in which requirements completed during the study period are taken into account in the final grade, the conditions for an offered grade, and those in-semester assignments that may no longer be made up during the examination period. The course requirements shall not be amended during the semester.

A course is announced for a given semester by creating the corresponding class. The data of classes, including in particular the course name and code, the lecturer and any contributing lecturers, the related department, the requirement system, the minimum and maximum number of students, and the timetable schedule, are available in the Neptun system. An examination class is a class without contact hours and without an attendance requirement, in which an examination and a repeat examination may be taken in the relevant semester.

Students are responsible for regularly monitoring the course information, requirements, deadlines and changes published in the Neptun system.

Academic and Examination Regulations

The educational and academic requirements of the programmes are set out in the training programme, the curriculum, the model curriculum, the course descriptions and the course requirements announced for the relevant semester. These documents help students understand the structure of the programme, the sequencing and prerequisites of courses, the credits to be completed, and the conditions for completing each course.

The curriculum defines the educational and academic requirements of the programme, the language requirements and the detailed rules of the programme. The curriculum includes compulsory and freely elective courses. In order to obtain the qualification, students shall take and complete compulsory courses carrying the number of credits prescribed in the curriculum, and shall obtain the number of credits prescribed in the curriculum from freely elective courses.

The recommended curriculum, namely the model curriculum, contains a recommended course schedule that enables students to complete their studies within the duration of the programme. The model curriculum includes, in particular, the main information concerning the degree level and the name of the qualification, the aim and competences of the programme, the duration of the programme and the number of credits to be obtained, compulsory and compulsory elective courses, the contact hours and credit value of courses, the language of instruction, the type of assessment, prerequisites, criterion requirements,

specialisation choices, professional internship, thesis or diploma thesis, the conditions for admission to the final examination, and the method of calculating the diploma average.

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The course requirements define, for the relevant semester, the conditions for obtaining the signature, the tasks required for completing the course and their deadlines, and the method of assessment and evaluation. The course requirements shall be prepared by the course coordinator and approved by the head of department by the first day of the registration period. The lecturer shall inform students of the course requirements at the beginning of the course.

The course requirements include, in particular, the number, topics and dates of in-semester assessments, the possibility of making up or improving performance, the conditions for obtaining an in-semester grade, the rules of the examination in the case of an examination grade, and the manner in which requirements completed during the study period are taken into account in the final grade, the conditions for an offered grade, and those in-semester assignments that may no longer be made up during the examination period. The course requirements shall not be amended during the semester.

A course is announced for a given semester by creating the corresponding class. The data of classes, including in particular the course name and code, the lecturer and any contributing lecturers, the related department, the requirement system, the minimum and maximum number of students, and the timetable schedule, are available in the Neptun system. An examination class is a class without contact hours and without an attendance requirement, in which an examination and a repeat examination may be taken in the relevant semester.

Students are responsible for regularly monitoring the course information, requirements, deadlines and changes published in the Neptun system.

Education and Academic Committee

The Education and Academic Committee is one of the bodies acting in academic and examination matters at the University. With the exception of credit transfer and equity matters, a student may turn to the Education and Academic Committee if, in the student's view, the handling of their academic or examination matter has been contrary to legislation or University

regulations. The application may be submitted by the student through the application interface of the Neptun system, with the supporting documents attached.

The composition of the Education and Academic Committee is determined by the Organisational and Operational Rules of the University, and its administrative tasks are performed by the designated member of staff of the Study Centre.

The decision-making powers of the Education and Academic Committee include, in particular, the assessment of applications concerning student status, authorisation of transfer between institutions, authorisation of the establishment of guest student status, changes in the mode of study, changes of specialisation, and changes of programme within the same or a related field and level of study. The Committee shall also decide on changes from a bachelor's programme to higher education vocational training within the same field of study, applications for a preferential study arrangement, and authorisation of a third and any further passive semester.

If, by its decision, the Education and Academic Committee imposes an obligation on a lecturer or an organisational unit, or if the expertise of the organisational unit concerned is required for making the decision, the Committee shall request the opinion of the person or unit concerned in advance.

The main provisions concerning the Education and Academic Committee are set out in the Student Requirements System, and its procedural rules are regulated by a joint Rectorial and Presidential instruction.

The rules governing the operation of the Education and Academic Committee are set out in the Student Requirements System published on the University's website.

Student Appeals and Remedies

A student may seek a remedy against decisions made in matters relating to their studies, examinations or student status in accordance with the provisions of the Student Requirements System. The purpose of the remedy procedure is to ensure that the student may request a review of a decision affecting them if, in the student's view, their rights have been infringed.

In the event of an infringement of their rights, the student may turn to the Student Union, submit an appeal, which shall be assessed by the University in accordance with the provisions of the Act on National Higher Education, and, after exhausting the available remedies, with the exception of court proceedings, may initiate proceedings before the Commissioner for Educational Rights.

In academic and examination matters, the persons and bodies specified in the Student Requirements System shall act at first instance. These include, in particular, the Rector, the Vice-Rector for Education, the Director of Academic Affairs, the head of department, the Education and Academic Committee, the Credit Transfer Committee, and the Equal Opportunities and Social Affairs Committee. The person or body with competence and jurisdiction shall always be determined on the basis of the subject matter of the case.

The decision issued at first instance shall include the decision itself, information on the available remedy, the established facts and the evidence accepted as the basis thereof, the reasons for rejection in the case of a rejecting decision, and the legal or regulatory provisions on which the decision is based. Decisions shall be communicated to the student by the University in accordance with the Student Requirements System.

The University shall communicate decisions and notices relating to the student's academic and examination matters, and to the related financial matters, through the Neptun system or by registered letter with acknowledgement of receipt. Any decision, information, notification or notice sent through the Neptun system shall qualify as written communication and shall be deemed to have been served on the day following dispatch. Decisions affecting the existence of student status, as well as decisions made in disciplinary or damages matters, may not be served through the Neptun system.

The decision shall become final within 15 days of its communication or, in the absence of communication, of the student becoming aware of it, if the student does not seek a remedy within that period or expressly waives the right to do so. The decision may be enforced only after it has become final.

The person assessing the appeal may not be the person who made the contested decision or failed to make the decision, nor a close relative of that person, nor any person from whom an objective assessment of the case cannot be expected.

On the basis of the appeal, the University may reject the application, instruct the person who failed to make a decision to do so, amend the decision, or annul the decision and instruct the decision-maker to conduct a new procedure. The second-instance decision shall become final upon communication.

The student may challenge the decision closing the appeal procedure in an administrative court action. The submission of the statement of claim shall have suspensive effect, and the statement of claim may also be submitted on the grounds of infringement of the provisions relating to student status.

The rules on student appeals and remedies are set out in the Student Requirements System published on the University's website.

Credit Transfer Committee

The Credit Transfer Committee is one of the bodies acting in academic and examination matters at the University. The University operates the Credit Transfer Committee in order to coordinate interoperability and to examine the equivalence of knowledge content. The composition of the Committee is determined by the Organisational and Operational Rules of the University, and its administrative tasks are performed by the designated member of staff of the Study Centre.

An applicant or student may request the Credit Transfer Committee to recognise knowledge acquired through formal, non-formal or informal learning, work experience, competences, and previously completed academic requirements as academic achievement. The application

shall be accompanied by documents certifying the completion of studies, including in particular the grade book, document, certificate or certified copies thereof, as well as certified descriptions or syllabuses of the curriculum units. Knowledge acquired through work experience may be certified by a portfolio prepared by the applicant, a job description and an employer's certificate.

The Credit Transfer Committee may also conduct a preliminary credit transfer procedure upon application. In such procedure, it shall decide on the recognition of credits for academic requirements already completed by the applicant and those to be completed by the end of the semester in progress at the time of submission of the application, and shall determine whether the credits prescribed in the admission requirements are available. Credits recognised in advance by the Credit Transfer Committee shall be deemed recognised by the University at the actual commencement of studies without the submission of a further application.

A basic condition for credit recognition is that the content of the previously completed course or acquired knowledge content can be compared with the content of the course or requirement included in the curriculum of the programme concerned. Credits may be recognised only once for the acquisition of the same knowledge content. The University shall recognise the student's academic achievement obtained at another higher education institution, at any level of study, and recognised by credits, if the knowledge content of the previously completed course or courses and that of the course or courses in the relevant curriculum are at least 75% identical. If the difference in content does not exceed 25%, credit recognition shall be mandatory. The comparison shall be based on a detailed analysis of the course programmes and requirements.

The student may submit an application for the recognition of a course or courses during the application period, through the Neptun system, addressed to the Credit Transfer Committee, with the necessary official supporting documents attached. The Credit Transfer Committee shall decide on credit recognition. An individual decision of the Committee shall be considered applicable for five years in the case of credit recognition applications with identical content.

If the course proposed for recognition is not included in the curriculum of the programme concerned, the credit may be recognised as a freely elective course in accordance with the Student Requirements System. In the case of a substituted course, the credit value specified in the curriculum shall apply, and the grade shall be identical to the grade of the substituting course. If the substitution is based on the completion of several courses, the grade shall be determined by the Credit Transfer Committee on the basis of the rounded arithmetic average of the grades of the substituting courses.

A substituted course means a course included in the curriculum of the student's programme which the Credit Transfer Committee recognises as equivalent to the completion of another course or other courses.

The decision of the Credit Transfer Committee shall be recorded in writing in the form of a resolution. The Study Centre shall send the decision to the student within 5 days of the decision being made.

The rules on credit transfer are set out in the Student Requirements System published on the University's website.

Fees and Grants Regulations

The Fees and Grants Regulations constitute Chapter IV of the Student Requirements System. The Regulations contain the financial rules relating to student status, including in particular the rules on students' form of cost-bearing, the period of support, services available free of charge and against payment of a fee, payment obligations, self-financing fees, service and special procedure fees, and student fee reductions.

The specific amounts of self-financing fees, and the rules for determining and applying them, are set out in a separate joint Rectorial and Presidential instruction. The self-financing fees for programmes starting in the relevant academic year are set out in Annex 1 to the joint Rectorial and Presidential instruction on self-financing fees, while the self-financing fees for programmes started in previous academic years are set out in Annex 2 to that instruction. The payment obligations of students shall always be governed by the self-financing fees in force and applicable to their student status, programme and year of admission.

The Regulations also determine the sources, legal titles and rules of use of student grants, the general conditions for announcing and paying scholarships, and the main provisions on the assessment of social circumstances and equal opportunities support. Under the Student Requirements System, these include, among others, the rules on academic scholarships, the National Higher Education Scholarship, institutional professional, academic and public-life scholarships, regular and exceptional social scholarships, the Bursa Hungarica Higher Education Municipal Scholarship, basic support, professional internship scholarships, demonstrator scholarships, and certain international scholarship programmes.

In fees and grants matters, the persons and bodies specified in the Student Requirements System shall act at first instance, including in particular the Rector, the Director of Finance, the Director of Academic Affairs, and the Equal Opportunities and Social Affairs Committee. The Equal Opportunities and Social Affairs Committee is the official body of the University acting in social affairs and equal opportunities matters. The Committee decides, among other things, on matters relating to regular and exceptional social scholarships, basic support, professional internship scholarships, demonstrator scholarships, equal opportunities applications, the extension of the period of support, and the semester-by-semester institutional assessment of students' social circumstances. Applications shall be submitted electronically through the Neptun system.

Knowledge of the provisions of the Fees and Grants Regulations is particularly important in relation to self-financing fees, payment deadlines, fee reductions, scholarships, social support, and student financial administration. The detailed and always applicable rules are set out in the Student Requirements System, the joint Rectorial and Presidential instruction in force on self-financing fees, the calls for applications, and the information published in the Neptun system.

The Fees and Grants Regulations are included in the Student Requirements System published on the University's website. The joint Rectorial and Presidential instruction in force concerning the specific amounts and application rules of self-financing fees, together with its annexes, is

available on the University's website.

Conditions of Programmes Supported by a Hungarian State Scholarship or Partial State Scholarship

Students participating in programmes supported by a Hungarian state scholarship or Hungarian partial state scholarship are subject to the provisions of the Act on National Higher Education, its implementing regulations, the Student Requirements System, and the student declaration made at the time of enrolment.

A student participating in a programme supported by a Hungarian state scholarship or Hungarian partial state scholarship accepts the conditions of the supported programme by making the declaration at the time of enrolment. These undertakings include, in particular, that the student shall obtain the diploma in the relevant programme within the deadline specified by law, as a general rule within one and a half times the duration of the programme.

In the event of successful completion and award of the diploma, a further statutory obligation is that, within twenty years of obtaining the diploma, the student shall maintain a Hungarian employment relationship, or another legal relationship aimed at work performed in Hungary that may be taken into account under the law, for a period corresponding to the duration of the studies pursued with a Hungarian state scholarship or Hungarian partial state scholarship.

Separate rules apply to the period of support. Under the Student Requirements System, as a general rule, a person may pursue studies in higher education vocational training, bachelor's programmes and master's programmes supported by a Hungarian state scholarship or Hungarian partial state scholarship for a total of no more than 12 semesters. Any semester for which the student has registered shall qualify as part of the period of support. The period of support of a student with a disability may be extended by a maximum of 4 semesters by decision of the Equal Opportunities and Social Affairs Committee, under the conditions specified in the Student Requirements System.

If the student fails to fulfil the conditions of the programme supported by a Hungarian state scholarship or Hungarian partial state scholarship, this may have the consequences specified by law and by the Student Requirements System. These may include, in particular, the continuation of studies in a self-financing form, the exhaustion of the period of support, the termination of student status if the student does not wish to continue their studies in a self-financing programme, and, in the cases specified by law, an obligation to repay the support or to maintain a Hungarian employment relationship.

The conditions of programmes supported by a Hungarian state scholarship or partial state scholarship are set out in the Act on National Higher Education, the related implementing legislation, the Student Requirements System published on the University's website, and the declaration made by the student.

Academic Calendar

The schedule of the academic year, namely the academic calendar, contains the periods and deadlines that are essential for the organisation of studies, including in particular the dates of the study period, the examination period, the registration period, the course registration period, and other academic deadlines.

Students are responsible for regularly monitoring the academic calendar, the deadlines published in the Neptun system, and the related information. Registration, course registration, examination registration, submission of applications, and the fulfilment of academic obligations shall be aligned with the published deadlines.

Course registration means the student's registration in the Neptun system for classes and examination classes announced for the relevant semester, with a timetable slot, time and lecturer. A course may be registered for only if the student has fulfilled the prescribed prerequisites.

The detailed rules on examination registration, withdrawal of examination registration, absence from an examination, making up an examination, and the possibilities of repeat examinations and improvement examinations are set out in the Academic and Examination Regulations chapter of the Student Requirements System published on the University's website.

The University publishes the academic calendar in the Neptun system.

Semester Opening Newsletter

At the beginning of each semester, the Study Centre summarises the most important information relating to academic administration in a semester opening newsletter. The purpose of the newsletter is to provide students, in one place, with an overview of the main deadlines of the relevant semester and information relating to registration, course registration, examinations, applications, payment obligations and other student administration matters.

The semester opening newsletter is for information purposes only and does not replace knowledge of the Student Requirements System, the academic calendar, deadlines and announcements published in the Neptun system, or other official University information. Students are responsible for regularly monitoring the information published in the Neptun system and on the University's official platforms.

Enrolment and Registration

Student status is established by enrolment following admission or transfer. An applicant who has been admitted or transferred may establish student status in the academic semester to which the admission decision relates. If the applicant fails to fulfil the enrolment obligation, they lose the right to enrol.

Enrolment is completed upon acceptance by the University, no earlier than on the first day of the relevant semester. Enrolment is subject to the completion of the enrolment form, the conclusion of the student training agreement and payment of the self-financing fee in the case of self-financing students, and the signing of the declaration prescribed by law in the case of students supported by a state scholarship or partial state scholarship.

Pursuant to Section 39(3) of the Act on National Higher Education, before enrolment the University concludes a student training agreement with students classified into self-financing programmes. The agreement contains the name of the programme and the amount of the self-financing fee, which may not be modified during the period of student status. The template of the student training agreement is included in this Academic Information Guide and in the

Contract Template Repository. The student training agreement is recorded as an annex to the enrolment form, and the Study Centre keeps the register of the agreements.

No further enrolment is required during the existence of student status. In subsequent semesters, during the registration period, the student shall declare through the Neptun system whether they intend to take an active or passive semester in the relevant semester. A student who has failed to fulfil their payment obligations may not register.

A joint condition for maintaining an active semester and student status is that the student registers for at least one course by the end of the course registration period, and fulfils any outstanding payment obligations from the previous semester or semesters and those due for the current semester by the beginning of the course registration period.

Decisions on registration after the registration period, withdrawal of registration, and the authorisation of late course registration, course dropping and class modification fall within the decision-making powers of the Director of Academic Affairs. In the event of late enrolment or registration, or failure to meet certain academic deadlines, the fees specified in Annex 1 to the Student Requirements System shall be payable.

The student records the courses and classes they wish to take in the Neptun system. Course registration means the student's registration in the Neptun system for classes and examination classes announced for the relevant semester, with a timetable slot, time and lecturer. A course may be registered for only if the student has fulfilled the prescribed prerequisites.

Objections and corrections relating to course registration data recorded in the Neptun system and to recorded academic results may be handled in accordance with the procedure specified in the Student Requirements System. The correction, following review, of academic results recorded incorrectly or incompletely falls within the decision-making powers of the Director of Academic Affairs.

Final Examination

Students complete their studies by taking a final examination. The final examination may be taken only in the language of the programme and during the designated final examination period. Students shall register for the final examination in the Neptun system by the deadline specified in the academic calendar. With the Rector's authorisation, an early final examination may be taken if this is justified by the deadlines relating to application for a master's programme.

A student may be admitted to the final examination if they have obtained the final certificate, have fulfilled the upload requirements relating to the thesis or diploma thesis, and the average of the grades proposed by the reviewers is at least pass. A further condition is that the student must have no outstanding payment obligation towards the University.

The final examination may be completed in the examination period following the acquisition of the final certificate, during the existence of student status, or within no more than two years after the termination of student status. No final examination may be taken after five years have elapsed from the termination of student status.

The final examination shall be taken before a final examination board. The final examination

board consists of a chair and at least two further members. The board shall be composed in such a way that at least one of its members is a university or college professor or associate professor, and at least one of its members is not in an employment-related legal relationship with the University or is a lecturer of another programme of the University. Before the final examination, the secretary of the final examination board verifies the student's identity.

The final examination consists of the defence of the thesis and the answering of professional questions. The thesis defence takes place orally: the student summarises the essence of their thesis and then answers the questions asked by the reviewer and the final examination board.

The final examination board decides on the grades for the thesis and the oral examination in a closed session. In the event of a tied vote, the vote of the chair shall be decisive. The result of the final examination is announced by the chair of the final examination board after the examination has been closed. The result of the final examination is the average of the grades awarded for the thesis and the professional questions.

The final examination is successful if the student receives at least a pass grade for the defence of the thesis and for answering the professional questions. A successful final examination may not be improved. If the thesis defence is graded fail, the student may not continue the final examination and shall write a new thesis.

In the event of unjustified absence from the final examination, the next examination shall qualify as a repeated final examination. A repeated examination may be taken only in the next final examination period. Students may register for a repeated final examination in the Neptun system, subject to payment of the fee specified in Annex 1 to the Student Requirements System.

During the repeated final examination, the failed parts of the previous final examination shall be repeated. The result of a successful partial examination may not be improved.

STUDENT SERVICES

The University aims to provide students, throughout the entire duration of their studies, with a supportive environment that promotes successful academic progression, professional development and integration into the university community.

The University's website, the Academic Information Guide published on it, and messages sent through the Neptun system are considered the customary means of providing information at the University. Current information, calls, deadlines and other notices relating to student services are primarily available through these platforms.

Students may submit their applications through the Neptun system. If the applicant does not have a Neptun code, in particular in the case of transfer applicants or guest students, the application may also be submitted through the Unipoll system. The Study Centre provides information in the Neptun system on the deadlines for submitting applications and on any fees that may be payable.

The University's student services include student counselling, which provides students with psychological counselling, with particular regard to their social situation and their health and mental condition. Counselling may also cover crisis management, career orientation and personal development.

The University may also provide mentoring support for students. Through personalised counselling, the mentor supports students in academic and learning-related matters, in particular in finding their way in the university environment, interpreting course requirements, becoming aware of their rights and obligations, managing learning difficulties, planning examination preparation, maintaining contact with lecturers, preparing their timetable during the course registration period, and in career planning and choosing a specialisation.

The University's student services may also be linked to academic administration, career building, professional internships, trainee opportunities, career orientation, mobility opportunities and university community life. The University may also provide information on cultural, professional and leisure programmes, as well as on opportunities that may support students' community, professional and personal development.

Students are responsible for regularly monitoring the information published in the Neptun system, on the University's website and on the University's official communication platforms.

Sport and Leisure Opportunities

The University considers it important that, in addition to fulfilling their academic obligations, students should also be able to pay attention to their physical and mental well-being, active recreation and the development of community relationships. To this end, the University may provide information on sports, leisure, cultural and community opportunities available to students.

In the vicinity of the campus, students may find several freely accessible urban sports and recreational opportunities that support active leisure. These may include, in particular, running and cycling routes in the green areas along the Danube, as well as outdoor sports opportunities available nearby. These do not qualify as student services provided by the University; however, they may contribute to regular physical activity, active recreation and the development of community relationships.

The University may also organise sports days, community programmes and other student events, either on its own initiative or in connection with student initiatives. Leisure and community programmes may include professional, cultural, technological and career development events, as well as student programmes organised with the involvement of the Student Union.

Current information on sports, leisure and community opportunities is available in the Neptun system, on the University's website and on the University's official communication platforms. Students are encouraged to monitor these platforms regularly in order to receive timely information on current programmes, calls and registration opportunities.

Student Competence Development, Learning Support and Mentoring

The University aims to ensure that, during their studies, students acquire not only professional knowledge, but also develop learning, self-awareness, communication and cooperation skills that support them in everyday university life and in their later professional careers.

The University supports academic progression through learning support and counselling opportunities. This may include, in particular, academic counselling, mental health and

career counselling, and the organisation of programmes that support students' integration, independent learning, career orientation and conscious professional development.

Before the start of the academic year, the University may organise a student competence development training course for first-year students. The purpose of the training is to facilitate students' integration into university life, introduce the operation of the University, provide practical assistance in using the Neptun system, and support the development of conscious and independent learning habits.

Mentoring and student counselling provide an opportunity for students to receive personalised support, where necessary, in academic, career orientation, life management or mental health matters. Student counselling may also provide psychological support, particularly where the student's academic progression, well-being or integration into university life is affected by personal, social, health-related or mental difficulties. Counselling may also provide assistance in managing crisis situations, career orientation and matters relating to personal development.

Current information on student competence development, learning support, mentoring and counselling is available in the Neptun system, on the University's website and on the University's official communication platforms. Students are encouraged to monitor these platforms regularly in order to receive timely information on available programmes and support opportunities.

Equal Opportunities

The University considers it important that students with disabilities, special needs or undergoing long-term medical treatment should have the best possible access to the conditions necessary for completing their studies. To this end, the University may provide support, allowances or exemptions in accordance with the Student Requirements System, so that students can fulfil their academic obligations in a manner adapted to their condition and individual needs.

In order to receive support, the special need must be certified, and the relevant application must be submitted through the Neptun system. On the basis of the application, the Equal Opportunities and Social Affairs Committee decides what assistance, allowance or exemption may be provided to the student. In making its decision, the certified condition, the individual needs and the academic requirements shall always be taken into account.

Allowances may support the student in various ways. These may include, for example, granting longer preparation time, modifying the method of assessment, providing breaks, holding the examination in several parts, allowing certain practical requirements to be completed in another form, or authorising the use of special technical and infocommunication devices. The specific allowances shall always be adapted to the student's situation and the requirements of the programme.

A student undergoing long-term medical treatment may also receive the allowances provided for students with disabilities if, due to their illness, they have a special need affecting learning and certify this in the manner specified in the Student Requirements System.

The equal opportunities coordinator assists students in understanding the available options, preparing the necessary documents and applications, and ensuring that individual needs can be taken into account during academic and assessment processes. It is advisable to indicate the need for support at the beginning of the academic year, so that the necessary allowances and different assessment conditions can be prepared in good time.

If the student has been granted an allowance or exemption by the Equal Opportunities and Social Affairs Committee, they shall contact the lecturer of the relevant class at least 4 working days before the assessment, so that the practical application of the accommodations can be agreed in good time.

The Equal Opportunities and Social Affairs Committee shall decide on applications within 30 days of submission. The student may seek a remedy against the decision within 15 days of its communication or, in the absence of communication, of becoming aware of the decision.

Equal Opportunities Coordinator: Erika Szloboda-Vercz

Email: szloboda.vercz.erika@gde.hu

Telephone: +36 20 277 0107

Student Mobility

Student mobility provides students with the opportunity to gain academic, professional and cultural experience abroad, develop their foreign-language competences, and expand their professional knowledge in an international environment.

For the University's students, opportunities for partial studies abroad or professional internships abroad may primarily be available within the framework of the Erasmus+ programme. The University-level tasks relating to the Erasmus+ programme, the decision-making procedure concerning student mobility, and the detailed rules for implementing the programme are set out in a Rectorial instruction.

Within the framework of the Erasmus+ programme, students who meet the application conditions may pursue partial studies at a foreign partner institution, complete a professional internship at a foreign company or organisation, participate in short-term or long-term mobility programmes, and take part in blended intensive programmes combining online and in-person participation.

The recognition of courses, academic activities and professional internships completed during mobility shall be governed by the Student Requirements System, the decisions of the Credit Transfer Committee, the internal rules applicable to the Erasmus+ programme, and the relevant agreements. The detailed rules on the completion and acceptance of professional internships are set out in a separate Rectorial instruction.

Students participating in the Erasmus+ programme may receive scholarship support under the conditions specified in the call for applications. The amount and conditions of the support depend on the type and duration of the mobility, the host country, and the rules of the relevant call for applications. Additional support opportunities may also be available in connection with the programme, in particular in the case of social circumstances, long-term illness, disability, or other circumstances specified in the call for applications.

An Erasmus+ mobility application may be submitted by a student who meets the conditions specified in the current call for applications, the programme rules and the University's internal provisions. Applications are assessed in accordance with the University's relevant internal rules.

Current information on mobility programmes, partner institutions, application conditions, support opportunities and deadlines is available on the University's website and in the Neptun system.

Mobility Coordinator: Dr Natália Kiss

Email: kiss.natalia@gde.hu

Telephone: +36 20 359 1935

Further information: <https://gde.hu/erasmus>

Library Services

Library services support academic work, preparation for examinations, the preparation of a thesis or diploma thesis, and independent professional orientation. The library and its basic services form part of the student services directly related to education that are available free of charge.

The use of the library helps students access the resources necessary for acquiring course material, consulting specialist literature and independent learning. Library services may also support preparation for examinations, the preparation of a thesis or diploma thesis, and the development of a modern engineering, informatics, economic and management approach.

In connection with studies, the University also provides digital learning and administrative platforms. These include, in particular, the Neptun academic administration system, access to electronic learning materials and educational content, and the use of online communication and learning support platforms related to education. Depending on the nature of the programme, students may also use IT tools or specialised software environments in connection with the completion of certain courses, practical classes or projects.

The library also supports teaching, research, academic and cultural activities by providing specialist literature, information on specialist literature and information services. Detailed conditions for using library services and current contact details are provided through the University's official communication platforms.

Accommodation

The Budai Student Hotel, a private student residence, operates at the University's registered seat at 1119 Budapest, Fejér Lipót utca 70. Detailed and up-to-date information on accommodation options, available places, services, fees and application conditions is available on the website of the Budai Student Hotel: <http://www.bdhotel.hu>.

The use of student residence places or other accommodation options depends on the availability of places and on the conditions of the relevant service provider. If a student is interested in other accommodation options, the Study Centre may provide information on further student residence or other accommodation options available in District XI or in the

vicinity of the University.

When choosing accommodation and submitting an application, students are advised in all cases to take into account the current information provided by the accommodation provider concerned, in particular with regard to available places, application conditions, fees, and contractual and payment terms.

ACADEMIC STUDENT LIFE

Scientific Students' Association

The Scientific Students' Association, or TDK in Hungarian, provides students with an opportunity to try themselves in an academic environment already during their university years and to carry out research work that goes beyond the compulsory course material. The TDK is not only a competition, but also a creative professional community, where an interesting question may become a research topic, and research may lead to presentable results.

TDK work may be carried out individually or in a team, with the professional support of one or more lecturers or consultants. The research topic may be proposed by a lecturer, but students may also initiate a topic on the basis of their own academic interests. The research may be related to the student's programme, professional interests, future thesis or diploma thesis.

Students may present the results of their research at the institutional Scientific Students' Association Conference of Dennis Gabor University. Suitable papers may be published and may be given the opportunity to progress to the National Scientific Students' Association Conference, known in Hungarian as the OTDK.

Participation in the TDK also provides an opportunity for professional and personal development. It supports the foundations of independent research work, strengthens academic thinking, and develops written and oral professional communication, debating skills, project work and presentation skills. TDK experience may also be an advantage in preparing a thesis or diploma thesis, continuing studies, applying for professional scholarships or grants, and later entering the labour market.

The TDK is intended for students who would like to explore a professional or academic topic of interest to them in greater depth, carry out independent research, and present their results at an institutional or national academic forum.

Further detailed information and application opportunities are available on the University's website:

<https://gde.hu/tudomanyos-diakkor>

Dennis Gabor Talent Point

The aim of the Dennis Gabor Talent Point is to identify, support and develop talented young people studying in secondary and higher education, particularly in the field of informatics. The activities of the Talent Point are carried out with the involvement of mentors, who support the development of students' talents through professional counselling, mediation and personalised support.

The Talent Point may provide an opportunity for students who would like to explore a professional or academic topic in greater depth, are open to independent research, are willing to work with the support of a mentor, and would later present their results in a thesis, diploma thesis, Scientific Students' Association paper or professional forum.

The activities of the Dennis Gabor Talent Point may also be linked to the University's Scientific Students' Association work. Within the framework of Scientific Students' Association research, students may present their results at the institutional TDK conference, and successful students may be given the opportunity to participate in the National Scientific Students' Association Conference or other professional conferences.

As a result of the 2024/2025 accreditation process, the Dennis Gabor Talent Point was awarded the title of Accredited Excellent Talent Point. This recognition provides feedback that the professional work of the Talent Point contributes to the identification, support and development of young talents.

In the register of tehetseg.hu, the Talent Point is listed under the name Dennis Gabor Talent Point TP 150 000 248 as an Accredited Excellent Talent Point.

Further information on talent development programmes and professional opportunities is available on the University's website:

<https://gde.hu/gabor-denes-tehetsegpont>

INFORMATION FOR INTERNATIONAL STUDENTS

English-language programmes at Dennis Gabor University

Dennis Gabor University may offer English-language bachelor's and master's programmes in accordance with the admission information, training announcements and self-financing fee regulations in force from time to time.

The programmes available in English may include, in particular:

Bachelor's programmes / BSc

- Business Informatics
- Computer Science Engineering
- Engineering Management

Master's programmes / MSc

- Business Informatics
- Computer Science Engineering

The list of programmes announced in English, the mode of study, the language of instruction, the admission conditions and the self-financing fees are set out in the admission information published for the relevant academic year and in the University's applicable internal regulations and instructions.

Application and admission

Applicants for English-language programmes shall meet the admission requirements applicable to the programme concerned. These may include, in particular, proof of completed

secondary education or a previous higher education qualification, appropriate academic background, sufficient English-language competence, and the submission of the documents required by the University.

Applicants shall provide true and complete information during the admission procedure. The University may refuse or terminate the processing of an application, or take the measures provided for in the applicable rules, if the applicant provides false information, submits invalid or misleading documents, or otherwise breaches the rules of the admission procedure.

The detailed admission conditions, the application deadlines, the documents to be submitted, the admission procedure fee, the rules of the admission interview and the method of assessment are set out in the current admission information published by the University.

Application process and required documents

Applicants shall submit their application and the required supporting documents in the manner and by the deadline specified in the current admission information. The application may be subject to the submission of documents in English or with certified English translations.

The documents required may include, in particular:

- completed application form;
- valid passport or, for EU/EEA citizens, national identity card;
- certificate of completed secondary education or previous higher education qualification;
- transcript or other document certifying previous studies;
- curriculum vitae in English;
- motivation letter, if required by the admission information;
- proof of English-language competence, if required;
- medical certificate, if required;
- proof of payment of the admission procedure fee, where applicable;
- any further document specified in the current admission information.

The University may request the submission of original documents or certified copies, and may verify the authenticity and content of the documents submitted.

Admission procedure fee

The admission procedure may be subject to the payment of an admission procedure fee. The amount, payment method, payment deadline and refund rules of the admission procedure fee are set out in the current admission information and the applicable University regulations.

The admission procedure fee covers the administrative handling of the application and, where specified in the admission information, the admission assessment or interview. As a general rule, the admission procedure fee is non-refundable, unless otherwise provided by the applicable rules or the relevant admission information.

Entrance examination and admission interview

The admission procedure for English-language programmes may include an online admission interview and the assessment of the applicant's previous academic performance, language competence, motivation and professional suitability.

Applicants shall be informed of the date and method of the admission interview in accordance with the current admission procedure. The University may also require a motivation letter or other written material as part of the admission assessment.

Admission decision and appeals

The admission decision is made on the basis of the applicant's submitted documents, academic background, admission interview, English-language competence and other criteria specified in the admission information.

Applicants shall be informed of the admission decision in the manner specified by the University. If the applicant considers that the admission procedure or the decision has breached the applicable rules, the applicant may seek a remedy in accordance with the University's admission regulations and the applicable legal provisions.

Acceptance letters and enrolment

Following a successful admission procedure, the University may issue a conditional or final letter of acceptance, depending on the status of the application, the payment of the required fees and the fulfilment of the admission conditions.

Enrolment is subject to the fulfilment of the conditions specified by the University, including the submission of the required documents, payment of the applicable self-financing fee, and, in the case of self-financing students, the conclusion of the student training agreement.

Students shall register in the Neptun system and shall complete the administrative steps required for establishing student status. The detailed rules on enrolment and registration are set out in the Student Requirements System and in the information published by the University.

Legal and administrative obligations of international students

International students are responsible for arranging and maintaining their lawful residence in Hungary. Depending on their nationality and legal status, this may include obtaining a visa, residence permit, registration certificate, address registration or other official document required by the Hungarian authorities.

The University may provide information and certificates necessary for residence-related administration, including a letter of acceptance or student status certificate, where the conditions for issuing such documents are met. However, the student is responsible for submitting applications to the competent authority and for complying with the applicable immigration and residence rules.

International students are advised to check the current rules and requirements on the official website of the competent Hungarian authority before travelling to Hungary and during their stay.

Residence permit and visa information

Students from outside the European Economic Area may be required to apply for a visa and/or a residence permit for the purpose of studies. Students from the European Economic Area may

be subject to registration and address notification obligations if they stay in Hungary for more than the period permitted without registration.

The documents required by the authority may include, in particular, a valid passport or identity document, a letter of acceptance or student status certificate, proof of accommodation, proof of financial means, proof of health insurance, proof of tuition or self-financing fee payment, and other documents specified by the authority.

Residence-related rules, procedure fees, deadlines and documentary requirements may change. Students shall always rely on the current information published by the competent Hungarian authority.

Living costs

International students are responsible for ensuring that they have sufficient financial resources to cover their living costs during their stay in Hungary. Living costs may include, in particular, accommodation, meals, local transport, health insurance, study-related expenses, communication costs and other personal expenses.

The amount of living costs may vary depending on the student's accommodation, lifestyle and individual circumstances. Students are advised to plan their budget before arrival and to take into account the current requirements of the competent Hungarian authority when applying for a visa or residence permit, including any requirement to prove sufficient financial means.

The University may provide general information to support students' preparation; however, students are responsible for ensuring that they have the financial resources necessary for their studies and stay in Hungary.

Health insurance

Valid health insurance is required for staying in Hungary and for residence-related administration. International students are responsible for ensuring that they have health insurance coverage that meets the requirements applicable to their legal status in Hungary.

The required scope of insurance may depend on the student's nationality, residence status and the rules applicable to the residence permit or registration procedure. Students are advised to arrange appropriate health insurance before arrival and to maintain valid coverage throughout their stay in Hungary.

Accommodation

The University does not necessarily operate its own student residence for international students. Information on available accommodation options, including private student residences or other housing opportunities, may be provided by the University or by external service providers.

The use of accommodation depends on the availability of places and the conditions of the relevant accommodation provider. Students are responsible for choosing accommodation, concluding a rental or accommodation agreement, and fulfilling the related payment and administrative obligations.

Working while studying

International students may be allowed to work in Hungary during their studies, subject to the conditions laid down by the applicable legislation and their residence status. The permitted extent and conditions of work may depend on whether the student is an EEA or non-EEA national and on the type of residence permit or legal status held by the student.

Students shall check the current employment rules applicable to their status before taking up employment.

Transport and student discounts

Students with valid student status may be eligible for certain student discounts, including discounts in public transport, under the rules applicable from time to time. The availability and conditions of discounts may depend on the possession of a valid student card or temporary student certificate.

Current information on student transport discounts is available from the relevant transport service providers and through the official student card administration information.

Student card application

Students may apply for a student card in accordance with the official student card procedure. The procedure may require prior identification at a government office and the submission of the student card application through the Neptun system.

Until the physical student card is issued, students may be entitled to a temporary student certificate, subject to the applicable rules. Detailed information on the student card application process is provided through the Neptun system and the University's official communication platforms.

Study and community support

The University supports international students in their integration into academic and university life. Support may include information provided by the International Centre, assistance with academic administration, orientation activities, community programmes, mentoring opportunities and information on practical matters related to studying in Hungary.

The University may also provide information on student services, mobility opportunities, cultural and professional programmes, and other opportunities supporting academic progression and integration into the university community.

Emergency information

In case of emergency in Hungary, the general emergency number is 112.

International students are advised to keep the contact details of their embassy or consulate in Hungary, their health insurance provider, their accommodation provider and the University's relevant contact person available at all times.

Contact

International Centre / Mobility coordination:

Dr Natália Kiss

Email: kiss.natalia@gde.hu

Telephone: +36 20 359 1935

General academic and student administration:

Study Centre

Email: info@gde.hu

Telephone: +36 20 277 0107

Further information

The most important information for international students is available on the University's website, in the Neptun system and through the official communication platforms of the University.

This information is a summary. The detailed and governing rules are set out in the applicable legislation, the Student Requirements System, the admission information, the student training agreement, the University's internal regulations and instructions, and the official information published by the competent Hungarian authorities.

SUMMARY

The Academic Information Guide is intended to help students find their way more easily when starting their university studies, planning their academic progression, and dealing with everyday questions of university administration.

Students are advised to review the Guide carefully and to regularly monitor the references included in it, as well as further information published on the University's official platforms. The most important academic and administrative information is available on the University's website at www.gde.hu and in the Neptun system.

The Academic Information Guide is a summary document. The detailed and governing rules relating to programmes, student status, academic requirements and university administration are set out, in particular, in the Student Requirements System, the training programmes, the curricula, the course descriptions, the academic calendar published in the Neptun system, and the University's internal regulations and instructions in force.

Students are requested to regularly follow the news, calls and information relating to studies, deadlines, administration and university life on the University's official platforms. It is also important that students regularly check the mailbox belonging to the email address provided in the Neptun system, as the University and the Study Centre may send important information affecting students by Neptun message, email or circular letter.

We trust that the Academic Information Guide will provide useful support in everyday university life and will assist students in conscious and successful academic progression.

We wish you successful, productive and rewarding studies at Dennis Gabor University.

Annex 1: Template of the Student Training Agreement

STUDENT TRAINING AGREEMENT

concluded by and between

Dennis Gabor University

Registered seat: 1119 Budapest, Fejér Lipót utca 70.

Institutional identification number: FI54333

Represented by: Dr Krisztina Zimányi, Rector

Tax number: 18122772-2-43

as the higher education institution providing the programme (hereinafter: the University),

on the one hand, and

Name:

Name at birth:

Student identification number:

Place of birth:

Date of birth:

Mother's name:

Permanent address:

Temporary address:

Nationality:

Identity card / passport number:

Tax identification number:

Social Security number:

as a student participating in a self-financing programme of the University (hereinafter: the Student),

on the other hand,

the University and the Student hereinafter jointly referred to as the Parties, on the date and at the place indicated below, under the following terms and conditions.

I. SUBJECT MATTER OF THE AGREEMENT

1. The Parties conclude this Agreement on the basis of Act CCIV of 2011 on National Higher Education (hereinafter: the NHE Act), the implementing decrees of the NHE Act, and the internal regulations of the University.
2. The University shall organise the programme in [name of programme], at [level of study], in [mode of study] mode (hereinafter: the Programme). The University shall provide the Programme to the Student in accordance with the requirements laid down in the applicable legislation, the training and outcome requirements of the programme, and the training programme and model curriculum adopted by the Senate of the University. The aim of the Programme, the qualification to be obtained, and the knowledge, skills and competences to be acquired are defined by the training and outcome requirements of the programme and by the University's training programme.
3. After the Student has fulfilled the requirements specified in the curriculum and obtained the credits required for completion of the Programme, the University shall issue a final certificate. If the Student successfully passes the final examination, the University shall issue a diploma indicating the qualification obtained.



4. Place of the Programme: Dennis Gabor University, Budapest. Language of the Programme: [Hungarian/English].
5. Duration of the Programme as defined by law: [duration of programme] semesters. The total number of credits to be obtained is at least [required credits]. The Student shall obtain at least one third of the credits required for the final certificate at Dennis Gabor University.
6. Based on the schedule of the Programme according to the model curriculum, the expected completion of studies is: [academic year], [autumn/spring] semester. During the Programme, academic activities shall be organised in accordance with the University's academic calendar, model curriculum, timetable and internal regulations. The average number of contact hours in the Programme is [average number of hours] hours/week in full-time mode, and [average number of hours] hours/semester in part-time or distance learning mode.

II. PAYMENT TERMS OF THE SELF-FINANCING PROGRAMME

7. The Student participates in the Programme in a self-financing form of financing and is obliged to pay a self-financing fee.
8. Upon first enrolment in the Programme, and also in subsequent semesters, the self-financing fee shall be determined as a fixed amount. The amount of the self-financing fee payable by the Student is HUF [self-financing fee] per semester, which may not be unilaterally modified during the period of the Student's student status relating to the Programme.
9. In subsequent active semesters, provided that the Student does not suspend their student status, the Student shall pay the self-financing fee for the relevant semester in one instalment. The self-financing fee shall be paid without a late payment fee, in a verifiable manner, by the beginning of registration and course registration for the semester concerned, or, where a reduction has been authorised, as specified in the final decision concerning the reduction.
10. The Parties record that the self-financing fee is not proportional consideration for any individual service, but the fee for participation in the Programme for the relevant semester. Accordingly, the University is entitled to the self-financing fee determined for the relevant semester even if the Student does not complete the active semester for any reason, including in particular failure to take examinations, failure to complete courses or suspension of student status during the semester, provided that the Student has registered for the relevant semester.
11. In addition to the self-financing fee, the University may impose a fee or payment obligation on the Student only on the basis of legislation or statutory authorisation. The amounts of fees and charges applicable to the relevant academic year shall be determined by a joint Rectorial and Presidential instruction.
12. Payment shall be made through the Neptun system or by bank transfer on the basis of an invoice. In the event of late payment, the Student shall pay a late payment fee for each missed payment occasion, on the legal title of delay caused in academic administration, in the amount specified in Annex 1 to the Student Requirements System.
13. Until the self-financing fee has been paid, the University is entitled to restrict or deny access to online learning materials, educational platforms and other student services subject to payment of a fee.

III. RULES ON THE REFUND OF THE SELF-FINANCING FEE

14. If the Student has registered for courses, has paid the self-financing fee, but does not commence their studies, and notifies the University of this in writing within 1.5 months following the commencement of the current semester — by 14 October in the autumn semester, or by 14

March in the spring semester — 70% of the self-financing fee paid shall be refunded to the Student upon request.

15. If the Student has not paid the self-financing fee, has registered for courses, but does not commence their studies, and notifies the University of this in writing within 1.5 months following the commencement of the current semester — by 14 October in the autumn semester, or by 14 March in the spring semester — the Student shall pay 30% of the self-financing fee by the last day of the second month of the semester concerned, that is, by 31 October in the autumn semester or by 31 March in the spring semester.
16. If the Student or their authorised representative withdraws the declaration on maintaining student status after 15 October in the autumn semester or after 15 March in the spring semester, exclusively due to force majeure, in particular due to a serious accident or long-term hospital treatment, the time-proportionate part of 70% of the self-financing fee already paid shall be refunded to the Student within 15 days of making the declaration.
17. If the Student has failed to pay the self-financing fee by the deadline, the Student shall pay 30% of the full self-financing fee, and the amount exceeding the time-proportionate part of the 70% fee component.
18. If the University does not launch the Programme specified in this Agreement, or if the Programme is interrupted for a reason attributable to the University, the full self-financing fee paid by the Student shall be refunded to the Student.

IV. DECLARATIONS AND ACADEMIC OBLIGATIONS OF THE STUDENT

19. The Student declares that they have become familiar with the legislation applicable to their student status and with the provisions of the University's internal regulations.
20. The Student shall fulfil their academic obligations in accordance with the applicable legislation, the University's internal regulations, the training programme and the course requirements.
21. The Student shall pay particular attention to class attendance as required by the course requirements and to obtaining in-semester grades or examination grades for the courses taken in each semester. Failure to fulfil these obligations may entail the legal consequences specified in the applicable legislation and internal regulations, including termination of student status.
22. In the event of failure to fulfil academic requirements, the Student may continue their studies, or retake the course not completed, under the conditions specified in the applicable legislation and internal regulations.

V. TASKS AND OBLIGATIONS OF THE UNIVERSITY

23. The University shall prepare the course programmes and the model curriculum corresponding to the requirements of the Programme specified in Section 2.
24. The University shall ensure the personal and material conditions of the Programme by organising academic activities, classes and open laboratories announced in the timetable or outside the timetable.
25. The University shall organise and conduct the final examination required for completion of the Programme.
26. The University shall issue and manage the documents relating to the Programme and examinations in accordance with the applicable legislation and internal regulations.

27. If an unavoidable obstacle arises in holding classes according to the timetable, the University shall be entitled — except in cases of force majeure — to modify the timetable with prior information.

VI. DATA PROCESSING AND NOTIFICATION OF CHANGES IN DATA

28. The University processes the personal data specified in Annex 3 to the NHE Act in connection with the Student's student status, in accordance with the applicable legislation and the University's privacy notice.
29. The Student shall notify the University in writing within 8 days of any change in the data provided in this Agreement and in the data processed in connection with their student status as specified in Annex 3 to the NHE Act.
30. The Student may obtain information on the University's data processing activities from the privacy notice available on the University's website.

VII. FINAL PROVISIONS

31. The Parties shall endeavour to settle any disputes arising in connection with the performance of this Agreement primarily through consultation and in an amicable manner. If consultation does not lead to a result, Hungarian courts shall have jurisdiction to adjudicate the dispute, and the court having competence and territorial jurisdiction under the rules on competence and jurisdiction in force from time to time shall proceed.
32. Matters not regulated in this Agreement shall be governed by the provisions of Hungarian law in force from time to time, in particular the NHE Act, Act V of 2013 on the Civil Code, the implementing decrees of the NHE Act, and the internal regulations of the University.
33. This Agreement shall enter into force on the date of signature and is executed in 2 (two) original copies. By signing this Agreement, the Parties acknowledge that they have received 1 (one) original copy each. The University shall place one original copy of the Agreement in the Student's personal file and shall retain it in accordance with the applicable records management and data protection rules.

The Parties have read and interpreted this Agreement and sign it approvingly as being in full accordance with their will.

Done in Budapest, on [date]

Dr. Krisztina Zimányi
Rector
Dennis Gabor University

Student