**General information for students participating in non-Hungarian language courses**

**on the rights and obligations during the student relationship**

The purpose of this document is to provide general and transparent information for non-Hungarian language students, in connection with the student relationship established at the Hungarian Dance University (hereinafter: the University) about their rights and obligations.

The the following laws and internal legal standards applied in the context of the information:

- Act CCIV. of 2011 on national higher education (hereinafter: Nftv.);

- the Organizational and Operational Regulations of the Hungarian Dance University (III. vol.) about the student rights and obligations (hereinafter: MTE-HKR.);

– the Code of Ethics of the Hungarian Dance University.

*The beginning of the student relationship*

A student relationship with the University can be established by enrolment, which must be done personally at the beginning of the studies. Upon enrolment, the student is obliged to present the documents confirming his personal data to the University.

After that, the registration is required at the beginning of each academic semester to maintain an active student status. This is possible electronically through the study system (the so-called Neptun system, website: <https://host.sdakft.hu/mtfhw/login.aspx> ).

The student may not register for the given academic semester if he/she owes the University any legal title.

*Student rights and obligations*

- The student is obliged to fulfill her/his academic obligations as prescribed in the study requirements (sample curriculum).

- The student is obliged to fulfill his academic obligations as stipulated in the study requirements (sample curriculum) - in order to complete the subjects, the student is obliged to register for one of the exam days announced in the Neptun system and appear for the exam. The examination is conducted by the instructor(s) appointed by the lecturer of the subject or the head of the department/institute. Adequate preparation must be provided for the examinee. The grades obtained by the student must be recorded in the Neptun system. In the event of a written assessment, the student is entitled to view the corrected written thesis. In the case of a failed exam, the student can take a second exam in the same exam period. An unsuccessful second exam can be repeated once.

- In order to successfully complete her/his studies, the student must meet the requirements of her/his studies, the student must complete all the subjects prescribed for his training, prepare and defend his thesis/diploma thesis in accordance with the regulations, and needs to pass the final exam in accordance with the study requirements, as well as must comply with the prescribed language requirements. An additional condition for the successful completion of studies is that the student must not have any debts towards the University.

- The student is obliged to pay the prescribed fee for the services used.

- The student is obliged to continuously monitor the messages received in the Neptun system.

- The student has the right to submit a request to the University - electronically or on paper - to which she/he is entitled to receive an understandable and well-founded answer in accordance with the laws and internal regulations.

- If required, the student is entitled to submit an application for dormitory accommodation.

- Students participating in full-time and evening courses are entitled to a student card, as well as to use related services and discounts.

- The student is obliged to comply with the essential obligations related to the student's legal relationship. The basic obligation of students arising from their legal relationship as students is to comply with the laws and the University's regulations, to use and protect the devices entrusted to them or used by them as intended, and to comply with the prescribed accident prevention, health and safety rules. In the event of a significant violation of these obligations, the student is liable for disciplinary action and compensation.

- The student's further obligation to observe the provisions of the University's Code of Ethics and, at the same time, the student's right to expect others to observe the basic ethical rules. Thus, it is especially expected to observe our basic rules of human coexistence, to respect the human dignity of others, to maintain the good reputation of the University and all other university citizens, to observe and observe the basic community behavioral norms. In case of committing an ethical offense, an ethical procedure can be initiated against the student, within the framework of which the University can apply sanctions.

*Fairness requests:*

- The student who, through no fault of his own, failed or was unable to fulfill one of his prescribed study obligations, may apply to the director of the institute with a detailed list of reasons in order to get another chance. The request must be submitted immediately after the reasons underlying it arise, or in the case of an obstacle, after the obstacle is removed. The director must assess the application within eight days of its submission. The student receives a decision on the permit, which he must present to the relevant department when requesting an appointment.

- After fulfil the possibilities provided for improving or replacing the student's unsuccessful study obligations, she/he can apply to the director of the institute, citing reasons of fairness. In case of request, the director of the institute may authorize the replacement of signatures and replacement of practical marks for one subject no more than once per semester until the end of the second week of the exam period. The decision must be sent to the student, who must present it at the instructor's request.

*Termination of the student relationship*

The student relationship is terminated in the following cases:

– if the student announces that she/he is terminating her/his studentship;

– at the end of the academic semester in which the student obtained a final certificate (absolutory);

- if the student's legal relationship as a student is terminated by the rector - due to payment arrears - after the student has been unsuccessfully summoned and the student's social situation has been investigated;

- exclusion applied in the context of a disciplinary procedure, as in the case of a sanction.

The student relationship can be terminated by the University with a unilateral legal declaration in the following cases:

a) does not fulfill the minimum 10 credits which are prescribed, without the exemption decision (permission) of the director of the institute,

b) does not meet the minimum 3.00 (cumulative) weighted academic average required to continue studies,

c) if she/he received an insufficient grade in the professional major subject exam and also failed the remedial exam before the committee appointed by the rector,

d) the total number of unsuccessful exams taken in the same subject reaches five (he did not obtain a valid grade even with six opportunities to obtain marks),

e) if the examination committee cannot classify the student of the bachelor's degree in dance artist returning from a suspended legal relationship either into a year or into another major or specialization,

f) in the semester in question, his absences in the compulsory professional classes of the professional subject(s) exceeded 33% of the number of hours of the given subject,

g) whose unexcused absences in full-time training in the classes held in the professional main subject exceeded the total number of hours in one week,

h) did not register for the next academic semester on two consecutive occasions without the director of the institute's decision authorizing the use of an additional passive semester and did not respond to TI's (Director of Education) invitation to continue his studies,

i) if, due to the training rhythm of the University, after a break of more than two consecutive semesters, he does not start his studies without the decision of the director of the institute authorizing the use of an additional passive semester,

j) who was unable to complete a compulsory or compulsory elective subject (with all the related exam conditions and exam options), may not continue his studies in the given course. If there is a major/specialization whose training and output requirements do not include successful completion of the given subject, the student can request to take it over. If there is no such major or major, the student's legal relationship as a student will be terminated by a unilateral statement from the University.

The condition for terminating the student relationship is that the Department of Education calls on the student in writing to comply with her/his obligations by the specified deadline and informs the student of the legal consequences of failure to do so. The obligation to submit a written invitation can also be fulfilled through the Neptun system, and it also meets the formal criteria of the invitation if this regulatory provision is cited in it. The University makes a decision on the termination of the student relationship, which must be communicated to the student in writing. In all cases, the student is entitled to a legal remedy against the decision, which right and the method of exercising this right must be drawn to the student's attention and informed in the decision.