

EÖTVÖS LORÁND UNIVERSITY



FACULTY OF LAW

*

STUDENT INFORMATION BULLETIN
2026/2027 Academic Year, Fall Semester

*

LAW, POLITICS AND ECONOMICS MA PROGRAM

Budapest
2026

2026/2027. ACADEMIC YEAR FALL SEMESTER

Full-time programmes

calendar week/ *period's week								calendar week/ *period's week							
	September								December						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		Mon	Tue	Wed	Thu	Fri	Sat	Sun
36/0		1	2	3	4	5	6	49/13		1	2	3	4	5	6
37/1	7	8	9	10	11	12	13	50/14	7	8	9	10	11	12	13
38/2	14	15	16	17	18	19	20	51/1	14	15	16	17	18	19	20
39/3	21	22	23	24	25	26	27	52/2	21	22	23	24	25	26	27
40/4	28	29	30					53/3	28	29	30	31			
	October								January						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		Mon	Tue	Wed	Thu	Fri	Sat	Sun
40/4				1	2	3	4	53/3					1	2	3
41/5	5	6	7	8	9	10	11	1/4	4	5	6	7	8	9	10
42/6	12	13	14	15	16	17	18	2/5	11	12	13	14	15	16	17
43/7	19	20	21	22	23	24	25	3/6	18	19	20	21	22	23	24
44/8	26	27	28	29	30	31		4/7	25	26	27	28	29	30	31
	November								February 2nd Semester						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		Mon	Tue	Wed	Thu	Fri	Sat	Sun
44/8							1	5/0	1	2	3	4	5	6	7
45/9	2	3	4	5	6	7	8	6/1	8	9	10	11	12	13	14
46/10	9	10	11	12	13	14	15	7/2	15	16	17	18	19	20	21
47/11	16	17	18	19	20	21	22	8/3	22	23	24	25	26	27	28
48/12	23	24	25	26	27	28	29	9/4							
49/13	30														



Registration period (Sept 1 – Sept 4, 2026)



***Instruction period** (Sept 7 – Dec 11, 2026 = 14 weeks)



Public holiday / teaching break (autumn break: Oct 26–30, 2026)

(Oct 23, 2026) (Dec 24–25, 2026) (Jan 1, 2027)



****Exam period** (Dec 14, 2026 – Jan 29, 2027 = 7 weeks)



University opening ceremony: Sept 4, 2026, 10:00



Faculty opening ceremony: Sept 7, 2026, 13:00

Law, Politics and Economics opening ceremony: Sept 3, 2026, 14:00

SCHEDULE FOR THE 2026/2027 ACADEMIC YEAR

FULL-TIME PROGRAMS

FALL SEMESTER

OPENING CEREMONY AND FORMAL OATH-TAKING

The University's formal opening ceremony	4 September 2026 (Friday) 10:00	ELTE Aula Magna (Egyetem tér 1-3, 1st floor)
The Law, Politics and Economics MA program's formal opening ceremony and the oath-taking of students enrolling in 2026	3 September 2026 (Thursday) 14:00	Ground Floor, Faculty Council Room (1053 Budapest, Egyetem tér 1-3.)

ENROLLMENT

Law, Politics and Economics MA 26 August 2026 (Wednesday) 10:00	Building B (Kecskeméti u. 10-12)
--	-------------------------------------

REGISTRATION

All programs	6 September 2026 (Sunday) until 20:00	In the Neptun system
--------------	--	----------------------

COURSE REGISTRATION

Ranked course registration	28 August 2026 (Friday) from 20:00 3 September 2026 (Thursday) until 17:00	In the Neptun system
Competitive registration	4 September 2026 (Friday) from 16:00 11 September 2026 (Friday) until 16:00	In the Neptun system
Final deadline (forfeiture) for submitting late course registration requests	18 September 2026 (Friday)	In the Neptun system

FIRST DAY OF CLASSES

All programs	7 September 2026 (Monday)	According to the timetable
--------------	---------------------------	----------------------------

LAST DAY OF CLASSES

Full-time program	11 December 2026 (Friday)
-------------------	---------------------------

FALL BREAK

For all full-time students	From 26 October 2026 (Monday) To 30 October 2026 (Friday)
----------------------------	---

EXAMINATION PERIOD

Duration of the examination period	14 December 2026 (Monday) – 29 January 2027 (Friday)	
Publication of examination dates	Mid-November 2026	In the Neptun system
Registration for examinations	Early December 2026	In the Neptun system, from the announced time

PAYMENT OF TUITION FEES AND OTHER FEES

All programs	By 15 October 2026 (Thursday)	In the Neptun system
--------------	-------------------------------	----------------------

DEADLINE FOR SUBMITTING PETITIONS

Credit recognition petitions	11 September 2026 (Friday)	On the required form, addressed to the Credit Transfer Committee, at the Student Registrar's Office
Petitions related to tuition fees	19 September 2026 (Saturday) 17:00 (Saturday of the second week of the instructional period)	In the Neptun system (Neptun / Finances / Payment)
Exceptional study schedule for the fall semester of the 2026/2027 academic year	11 September 2026 (Friday)	On the required form, addressed to the Academic Affairs Committee, at the Student Registrar's Office

The ELTE Faculty of Law reserves the right to deviate from the provisions of this bulletin based on the applicable university or sectoral regulations in force at any given time. In such a case, we will notify you without delay. Thank you for your understanding!

GENERAL INFORMATION

FACULTY LEADERSHIP

Dean

Dr. Réka Somssich, Head of Department, University Professor
1053 Budapest, Egyetem tér 1-3, ground floor 12
Tel.: 411-6516, 411-6500/2446
Fax: 411-6515

Vice Deans

Vice Dean for Academic and Educational Affairs

Dr. Zoltán Pozsár-Szentmiklósy, Head of Department, habilitated Associate Professor
1053 Budapest, Egyetem tér 1-3, 1st floor 116
Tel.: 411-6519, 411-6500/3251

Vice Dean for International Affairs

Dr. Krisztina Rozsnyai, University Professor
1053 Budapest, Egyetem tér 1-3, 1st floor, 124
Tel.: 411-6504, 411-6500/2548

Vice Dean for Research Affairs

Dr. Tamás Szabados, habilitated Associate Professor
1053 Budapest, Egyetem tér 1-3, 124
Tel./Fax: 411-6532, 411-6500/2588

Faculty Secretary

Dr. Norbert Kovács
1053 Budapest, Egyetem tér 1-3, ground floor 12
Tel.: 411-6516, 411-6500/2596

The Doctoral Council***chairs***

Dr. Marianna Nagy, University Professor, Dr. András Körösenyi, University Professor
1053 Budapest, Egyetem tér 1-3, 117/325
Tel.: 411-6504, 411-6500/3251
Tel.: 411-6501, 411-6500/2188

secretary

Dr. Marianna Fazekas, Honorary University Professor
1053 Budapest, Egyetem tér 1-3, 116
Tel.: 411-6519, 411-6500/2715

The Scientific Students' Association Council (TDT)***chair***

Dr. Marianna Nagy, Head of Department, University Professor

THE FACULTY'S DEPARTMENTS AND HEADS OF DEPARTMENT

Department of Agricultural Law

1053 Budapest, Egyetem tér 1-3, ground floor 18-19

Tel.: 411-6514, 411-6500/2445

Head of Department: Dr. Mária Réti, habilitated Associate Professor

Office hours: Monday to Thursday, 9:00-11:00

Department administrator: Olga Németh

Department of Constitutional Law

1053 Budapest, Egyetem tér 1-3, III/307

Tel.: 411-6504, 411-6500/2448

Head of Department: Dr. Zoltán Pozsár-Szentmiklósy, habilitated Associate Professor

Office hours: Monday to Thursday, 9:00-12:00

Department administrator: Anna Brezovszki

Department of Criminal Procedure and Penitentiary Law

1053 Budapest, Egyetem tér 1-3, II/219-220

Tel.: 411-6511, 411-6500/2602

Acting Head of Department: Dr. Krisztina Rozsnyai, University Professor

Office hours: Monday to Thursday, 9:30-11:30

Department administrator: Edit Szabó

Department of Criminal Law

1053 Budapest, Egyetem tér 1-3, 1st mezzanine 201-202, II/216, II/222-223

Tel.: 411-6508, 411-6500/2405

Head of Department: Dr. Balázs Gellér, University Professor

Office hours: Monday, Wednesday and Thursday, 10:00-13:00

Department administrator: Gertrúd Csada

Department of Legal and Social Theory

1053 Budapest, Egyetem tér 1-3, III/311

Tel.: 411-6501, 411-6500/2807, 2879

Head of Department: Dr. Balázs Fekete, University Professor

Office hours: Monday to Thursday, 7:30-11:00

Department administrator: Dr. Krisztina Némethné Vargha

Department of Economics and Statistics

1053 Budapest, Egyetem tér 1-3, I/118, I/119, II/224-227, II/231-232

Tel.: 411-6524, 411-6500/2404, 2738

Head of Department: Dr. Károly Mike, habilitated Associate Professor

Office hours: Monday to Thursday, 10:00-12:00

Department administrator: Zsuzsa Dávidné Horváth

Department of Administrative Law

1053 Budapest, Egyetem tér 1-3, I/107, I/113, I/116-117

Tel.: 411-6500/2715; Fax: 411-6500/3270

Head of Department: Dr. Marianna Nagy, University Professor

Office hours: Monday to Thursday, 9:00-13:00

Department administrator: Orsolya Benkó

Department of Criminology

1053 Budapest, Egyetem tér 1-3, III/314

Tel.: 411-6521, 411-6500/2748

Acting Head of Department: Dr. Réka Somssich, University Professor

Office hours: Monday to Thursday, 9:00-11:00

Department administrator: Dorottya Laczkovich

Department of Hungarian State and Legal History

1053 Budapest, Egyetem tér 1-3, II/210-211

Tel.: 411-6500/2675, Fax: 411-6518

Head of Department: Dr. Kinga Beliznai, habilitated Associate Professor

Office hours: Monday to Thursday, 9:00-11:00

Department administrator: Krisztina Méhész

Department of Labor and Social Law

1053 Budapest, Egyetem tér 1-3, I.1/2/302-304

Tel.: 411-6521, 411-6500/2437, 2764

Acting Head of Department: Dr. István Horváth habilitated Associate Professor

Office hours: Monday to Thursday, 7:30-11:00

Department administrator: Dr. Krisztina Némethné Vargha

Department of International and European Public Law

1053 Budapest, Egyetem tér 1-3, I/122-124

Tel.: 411-6532, 411-6500/2588

Head of Department: Dr. Pál Sonnevend, University Professor

Office hours: Monday-Friday: 9:00-13:00

Department administrator: Klaudia Ilczki

Department of Private International Law and European Economic Law

1053 Budapest, Egyetem tér 1-3

Tel.: 411-6527, 411-6500/2722

Head of Department: Dr. Réka Somssich, University Professor

Office hours: Monday to Thursday, 9:00-11:00

Department administrator: Beáta Takács

Department of Financial Law

1053 Budapest, Egyetem tér 1-3, II/226, II/233, II/214

Tel.: 411-6509, 411-6500/2684

Head of Department: Dr. István Simon, Associate Professor

Office hours: Monday to Thursday, 10:00-12:00

Department administrator: Zsuzsa Dávidné Horváth

Department of Civil Procedure Law

1053 Budapest, Egyetem tér 1-3, II/202

Tel./Fax: 411-6522,

Head of Department: Dr. István Varga, University Professor

Office hours: Monday to Thursday, 9:00-11:30

Department administrator: Flóra Lénárt

Department of Civil Law

1053 Budapest, Egyetem tér 1-3, mezzanine 103-113, ground floor 17

Tel.: 411-6510, 411-6500/2533, 2430

Head of Department: Dr. Orsolya Szeibert, University Professor

Office hours: Monday to Thursday, 9:00-11:00

Department administrator: Krisztina Méhész

Institute of Political Science

1053 Budapest, Egyetem tér 1-3, 3rd floor 319-320, 3rd floor 322, 325, 3rd floor 328-329

Tel.: 411-6534, 411-6523, 411-6500/2638; 2755

Institute Director: Dr. Krisztina Arató, University Professor

Institute office hours: Monday to Friday, 9:00-12:00

Institute administrators: Fanni Jancsovcics

Henrietta Sturm

Department of Roman Law and Comparative Legal History

1053 Budapest, Egyetem tér 1-3, mezzanine 101, 2nd floor 218

Tel.: 411-6535

Head of Department: Dr. István Sándor, University Professor

Office hours: Monday to Friday, 9:00-11:00

Department administrator: Olga Németh

Foreign Language Education Organization Center

1053 Budapest, Kecskeméti u. 10-12, 1st mezzanine 117-120, III/320

Tel.: 411-6500/4671, 4676

Head: Tamás Eiler, language teacher

OTHER ORGANIZATIONAL UNITS OF THE FACULTY

Dean's Office

1053 Budapest, Egyetem tér 1-3, ground floor 12
Tel.: 411-6516, 411-6500/2446, 2596; Fax: 411-6515
Office Head: Dr. Norbert Kovács

Student Registrar's Office

1053 Budapest, Kecskeméti utca 10-12, 1st floor
Tel.: 483-8000/4656, Fax: 483-8089
Office Head: Dr. Zsuzsanna Bihari
e-mail: thtitk@ajk.elte.hu

International Office

1053 Budapest, Kecskeméti utca 10-12, 4th floor
Tel.: 483-8019, fax: 483-8018, 483-8020
Office Head: Dr. Ákos Udovecz
e-mail: erasmus@ajk.elte.hu

Research Organization Group

1053 Budapest, Kecskeméti utca 10-12, 4th floor 412
Tel.: 483-8025, 483-8000/4626
Head: Dr. Tamás Szabados
e-mail: ildikoberci@ajk.elte.hu

Faculty Library

1053 Budapest, Egyetem tér 1-3
Tel.: 411-6500/2628, 2632, fax: 411-6505
Head: Dániel Takács
e-mail: daniel.takacs@ajk.elte.hu

IT Group

1053 Budapest, Egyetem tér 1-3, ground floor 5
Tel.: 485-5255, 411-6500/2511, 3162
Head: Dr. Norbert Kovács
e-mail: kovacs.norbert@ajk.elte.hu

Students' Union (HÖK)

1053 Budapest, Kecskeméti u. 10-12, Inner courtyard

Tel.: 483-8010, 483-8009, fax: 483-8010

President of the Students' Union: Jázmin Beatrix Magyar

e-mail: hok@ajkhok.elte.hu

Finance Office

1053 Budapest, Egyetem tér 1-3, ground floor 15-17

Tel.: 411-6500/4035

Office Head: Emese Lenti

e-mail: lenti.emese@ajk.elte.hu

Facilities Management

1053 Budapest, Egyetem tér 1-3, basement 6

Tel., fax: 411-6528, 411-6500/2771, 2805

Head: István Bozsik

e-mail: bozsik.istvan@kancellaria.elte.hu

ERASMUS Office

1053 Budapest, Kecskeméti u. 10-12, 4th floor

Head: Dr. Ákos Udovecz (institutional agreements, teaching staff mobility)

Tel.: 483-8019, 483-8000/4679

Office hours:

Administration for incoming students: Ákos Udovecz (room 424)

tel: 483-8000 / 4692

Monday – Thursday: 10.00-12.00

Administration for outgoing students: Brigitta Dalnoki (room 420)

tel: 483-8015, 483-8000 / 4628

Monday – Thursday: 13.00-15.00

THE STUDENT REGISTRAR'S OFFICE

OFFICE HOURS

During the summer period

(6 July – 31 July 2026):

Weekdays: 09:00–10:30

During the summer period*

(3–21 August 2026):

CLOSED

During the summer period*

(24–28 August 2026):

Weekdays: 09:00–10:30

*(*On 28 August 2026 – due to enrollment – there are no office hours.)*

During registration week and the first week of the instructional period*

(31 August – 11 September 2026):

Monday–Thursday: 09:00–12:00 and 13:00–15:00

Friday: 09:00–12:00

*(*On 4 September 2026 – due to enrollment – there are no office hours.)*

From the 2nd week of the instructional period

(14 September – 11 December 2026):

Monday: 09:00–12:00

Wednesday: 13:00–15:00

Friday: 09:00–12:00

CUSTOMER SERVICE

Zsófia Ughy, Student Affairs Administrator

Tel.: 483-8000 ext. 4685, e-mail: ughy.zsofia@ajk.elte.hu

Law Program, full-time jogasznappli@ajk.elte.hu

Ágnes Nagy, Student Affairs Administrator

Tel.: 483-8000 ext. 4712, e-mail: nagy.agnes@ajk.elte.hu

Law Program, correspondence (part-time) jogaszlevelezo@ajk.elte.hu

Károly Menyhárt, Student Affairs Administrator

Tel.: 483-8000 ext. 4617, e-mail: menyhart.karoly@ajk.elte.hu

Judicial Administration BA Program igazsagugy@ajk.elte.hu

Labor and Social Security Administration BA Program munkaugy@ajk.elte.hu

Criminology MA Program kriminologiama@ajk.elte.hu

Katalin Kovács, Student Affairs Administrator

Tel.: 483-8000 ext. 4631, e-mail: kovacs.katalin@ajk.elte.hu

Political Science (undivided and BA) Program politologia@ajk.elte.hu

Political Science MA Program politikatudomany@ajk.elte.hu

Law, Politics and Economics MA Program LPEma@ajk.elte.hu

Beáta Takács, Student Affairs Administrator

Tel.: 483-8000 ext. 4710, e-mail: takacs.beata@ajk.elte.hu

Final examination matters zarovizsga@ajk.elte.hu

Fees applicable for the 2026/2027 academic year at the Faculty of Law

In effect from: 1 August 2025¹

	Title/Reason	Amount (HUF)
1	Missing an administrative deadline	5,000
2	Fee for issuing academic certificates from Neptun (taking into account the exceptions set out in Chapter 14 of Government Decree 87/2015 (IV. 9.))*	1 000/copy
3	Fee for issuing academic certificates not from Neptun (taking into account the exceptions set out in Chapter 14 of Government Decree 87/2015 (IV. 9.))*	2 000/page, max. 10,000*
4	Issuing a duplicate diploma, duplicate diploma supplement, or duplicate program certificate	10 000
5	Issuing a new diploma due to a change in registry data	10 000
6	Missing the deadline set for fulfilling a payment obligation (late fee)	4 500/item
7	Submitting a transfer request (for those requesting transfer from another higher education institution)	9 000
8	Course registration after the end of the course registration period (in cases attributable to the student)	5,000/course
9	Failure to certify completion of the internship, or late certification for a reason attributable to the student (except for teacher training programs subject to the Higher Education Act)	**
10	2nd resit exam (third exam taken in the same course during the same examination period)	3 500
11	Unexcused absence from an examination	6,000
12	Submission of a new thesis / diploma work / portfolio in case of a failing grade for the thesis / diploma work / portfolio	14 500
13	Submission of a new thesis / diploma work / portfolio in case the thesis / diploma work / portfolio was rejected for plagiarism	14,500

¹ No. LXXX/2025 (V. 26.) Senate Resolution on the fees applicable for the 2025/2026 academic year

14	First <i>final examination period</i> fee for a repeated final examination in case of a failed final examination, non-appearance at the final examination (unless the student had not obtained their pre-degree certificate by the time of the final examination), or failure to deregister by the specified deadline	10 000
15	Second <i>and subsequent final examination periods</i> fee for a repeated final examination in case of a failed final examination, non-appearance at the final examination (unless the student had not obtained their pre-degree certificate by the time of the final examination), or failure to deregister by the specified deadline	12,000
16	Registering for a course for the 2nd time ^{2*}	4,000/course
17	Registering for a course for the 3rd or subsequent time ^{3**}	14,500/course
18	Fee for repeated organization of subject-specific teaching practice and continuous individual school practice	12 000
19	Fee for unnecessary course registration***	3,000/course
20	Repeated validation of the same student ID card in the same semester	3,500
21	Mailing a new or validated student ID card as registered mail with return receipt	1,200
22	Mailing, as registered mail, the certificate that has replaced the temporary student ID card since 1 January 2012	1,000
23	Mailing the Neptun ID and password as registered mail	1,000
24	Mailing a certificate related to student status as registered mail	1,000
25	Excess credit fee****	1,000/credit
26	Guest student fee	12,000/credit
27	Law honorary diploma	26,000
28	Recognition (nostrification) fee	100,000

The above items do not affect self-funded tuition fees or library and dormitory fees; information on those can still be found on the faculty websites or from your student affairs administrator, as well as on the library's and dormitories' websites.

* Documents to be issued free of charge:

² To be calculated taking into account prior course registrations.

³ To be calculated taking into account prior course registrations.

- **free of charge** the first issuance of all documents related to the program or to obtaining a doctoral degree [Higher Education Act,⁴ Section 81(1)(f)], furthermore:
- **free of charge** the first issuance of a diploma and diploma supplement not issued during the student's enrollment (also for former students) [Implementing Decree,⁵ Section 34(6)];
- **free of charge** the issuance of every enrollment certificate during the student's enrollment [Implementing Decree, Section 40(7)];
- **free of charge** the certification, once per semester, of the data of the courses and curricular units taken each semester (name, code, instructor's name, credit value, method of assessment, weekly or semester contact hours, type of class, evaluation and date of fulfillment of requirements, name of evaluating instructor) and, per program, the data on the closing of the semester (closing date, credits taken, credits completed, (cumulative) weighted grade point average, credit index, corrected credit index, aggregated corrected credit index) [Implementing Decree, Section 41(1)(d)].

*** Registering for a course a 2nd time:**

- second registration of mandatory curricular units (lecture, seminar, etc.),
- the student pays for it immediately,
- it does not count toward the excess credit limit.

**** Registering for a course a 3rd or subsequent time:**

- third registration, and (as a matter of dean's discretion) fourth registration, of mandatory curricular units (lecture, seminar, etc.),
- the student pays for it immediately,
- it does not count toward the excess credit limit.

***** Unnecessary course registration fee [Code of Studies and Examinations, Section 61(3a)]**

- Course registration is considered unnecessary if, during the **last 72 hours of the competitive registration phase**, the number of registered courses at any point in time **exceeds by more than five** the number of courses **definitively registered at the close of the course registration period**.
- The fee is assessed **per course exceeding five** registered.

******* Excess credit fee**

- Course registrations for which the student pays immediately (registering for a course a 2nd or subsequent time) are not included among the credit registrations exceeding by 10% the credit number specified in the training and outcome requirements.
- Code of Studies and Examinations Section 130 (5) The following count against the 100% quota:
 - a) the first registration of courses appearing in the model curriculum, and
 - b) the first registration of freely electable courses, up to the credit value prescribed for obtaining the degree.
- (6) Every further course registration for which the student does not pay immediately counts against the 10% quota.
- freely / compulsorily **electable** courses (optional, alternative) beyond the **credit value required according to the model curriculum**,

must be paid from the point when the student has **exhausted the 10% quota** that is free of an additional fee.

⁴ Higher Education Act: Act CCIV of 2011 on National Higher Education http://njt.hu/cgi_bin/njt_doc.cgi?docid=142941

⁵ Implementing Decree: Government Decree 87/2015 (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education http://njt.hu/cgi_bin/njt_doc.cgi?docid=174936.367315

Information for students with special needs studying at ELTE

According to Section 108(6) of Act CCIV of 2011 on National Higher Education, a student with special needs (disabled) is one who has a physical, sensory, or speech disability, or, in the case of multiple co-occurring disabilities, is multiply disabled, or has an autism spectrum disorder or another psychological developmental disorder (a severe learning, attention, or behavioral regulation disorder). Although not required by law, our University also supports students with long-term or chronic illnesses.

Forms of support

So-called disability affairs coordinators work in every faculty of our University. Their task is to register students with special needs studying at the faculty, to make proposals to the relevant committees on the use of the increased funding norm, to assess students' needs, to organize the provision of assistance, to ensure accessibility, to procure and lend equipment, and to provide advice to students with special needs and to instructors. The coordinators' work is supported by committees with faculty-specific names, working closely with the Students' Unions. The forms of support are:

- Assessing special needs and discussing them with the student, and drawing up a certificate about them (e.g. sending the student the lecture slides or transparencies in digital form; sign language interpretation; use of a note-taker; replacing a written exam with an oral one or vice versa; completing a different course in place of one that cannot be completed due to the disability; adapting course materials; granting extra time in exams, etc.);
- Providing a personal assistant and note-taker, and concluding contracts;
- Lending special equipment;
- Making faculty libraries accessible (accessible computer workstations, reading devices);
- Focus group discussions with students with special needs;
- Individual counseling;
- Labs supporting accessible language learning: our University operates two language labs that any ELTE student may use for accessible, independent language learning:
 - ELTE Faculty of Science Media Library
 - ELTE Faculty of Humanities Equal Opportunities Room
- Special language courses for students with disabilities: at the Faculty of Social Sciences and the Faculty of Humanities, but any ELTE student may take them. Registration:
 - at the Faculty of Social Sciences, with disability affairs coordinator Zsolt Bugarszki (e-mail: bzsoolt@gmail.com)
 - at the Faculty of Humanities, with Nóra Kugler, chair of the Equal Opportunities Committee (e-mail: kuglernora@t-online.hu)

The condition for supporting the student: registration

We can provide students with special needs the appropriate support only if they apply in person to their faculty's disability affairs coordinator and submit the appropriate certificate to them, i.e. register. The registration deadline is: 30 September. The certificate must be provided as follows:

- ***In the case of a chronic illness:*** a specialist medical opinion, or an opinion from the body formerly known as ORSZI (National Institute for Rehabilitation and Social Expertise), now called NRSZH (National Rehabilitation and Social Office), stating the ICD code of the illness in question, its duration, its severity, or the extent of the health impairment.

- ***In the case of a disability:***

- an opinion from the body formerly known as ORSZI (National Institute for Rehabilitation and Social Expertise), now called NRSZH (National Rehabilitation and Social Office);
- or – in the case of a disability or special educational need already present during compulsory school age – an opinion from one of the expert committees (National Expert and Rehabilitation Committee for Vision Testing, for Hearing Testing, for Movement Testing, for Speech Testing, the metropolitan or county Expert and Rehabilitation Committee for Testing Learning Ability, the Autism Foundation and Research Group, or Vadaskert Hospital and Outpatient Clinic).
- In the case of dyslexia, dysgraphia, or dyscalculia, the student may consult a forensic speech therapy expert and submit that expert's opinion to the NRSZH. Another option is to request an assessment from the National Expert and Rehabilitation Committee (Tel.: 461-37-31). In either case, the assessment involves a cost.

Faculty disability affairs coordinator

Dr. András Bencsik

bencsik.andras@ajk.elte.hu

ELTE Faculty of Law, Department of Administrative Law
1053 Budapest, Egyetem tér 1-3, 1st floor 116
Tel.: 483-8000 ext. 27-15, or 411-6519

Students' Union Equal Opportunities Officer

eselyegyenloseg@ajkhok.elte.hu

ELTE Faculty of Law Students' Union Office
1053 Budapest, Kecskeméti u. 10-12

Counseling psychologist – Online psychological counseling

At the Faculty of Law, students may take advantage of free psychological counseling with psychologist Orsolya Handa.

The psychological counseling that the Faculty has provided for years continues uninterrupted in online form during any period of remote instruction ordered due to an epidemiological situation. We consider it important to continue ensuring, despite such circumstances, that our students can cope more effectively with unexpected life situations that arise – with particular regard to managing the changes caused by the necessary measures adopted due to an epidemic.

What does online psychological counseling mean?

During counseling, a psychologist meets with the student a few times in the form of an online consultation. The purpose of the consultations is to explore the problem the student brings, helping them understand it better; in the process, certain competencies of the student may develop and their toolkit for handling situations more effectively may expand.



Who is the service for?

The option is available to those with active student status at the faculty.

What kinds of issues do students typically consult a psychologist about?

The nature of the situations is wide-ranging; some frequent examples include:

- issues related to family life
- social and relationship difficulties
- problems related to studies
- mobilizing coping strategies
- developing assertive communication
- other crises arising from life circumstances
- difficulties due to the epidemiological situation and changes in education

How does online counseling work in practice?

Online counseling is an increasingly common format, recommended in situations where an in-person meeting is not possible. Psychological counseling works well in online form and, based on experience, is also effective with students. Online meetings, prearranged and conducted via an application providing a live connection, using a device with a webcam (e.g. mobile phone, tablet, computer, etc.), typically take place weekly, for 50 minutes. The online format differs from in-person counseling in that, to ensure the consultation is undisturbed, the student needs to choose the location and circumstances of the conversation more carefully (e.g. so as not to be overheard by others, an uninterrupted Internet connection, enabling the camera, etc.)

What happens to my data?

One of the fundamental conditions of psychological work is confidentiality and the confidential handling of data, so whatever is discussed falls under psychologist-client privilege.

How can I apply?

You can request an appointment for the online consultation with psychologist Orsolya Handa electronically, at the e-mail address handa.orsolya@ajk.elte.hu

KEY INFORMATION

The most important general information about Eötvös Loránd University is contained in the *ELTE Fact Book*, published annually by the University, which is also available in full on the ELTE website (www.elte.hu). In addition to the information contained in the Fact Book, we present the following information here.

The academic advising at the Faculty of Law is provided by the Student Registrar's Office; see its contact details in the chapter on the Student Registrar's Office, as well as on the www.ajk.elte.hu website.

The faculty coordinator dealing with students with disabilities is Dr. András Bencsik, Assistant Professor; see his contact details in the chapter "Information for students with special needs studying at ELTE."

The Student Registrar's Office publishes current information on the September enrollment on its notice board and on the Faculty's website (www.ajk.elte.hu) two months in advance (in July).

The fees and tuition fees collected by the Faculty are governed by the Faculty Council's resolutions in force at any given time, which are available on the Faculty's website via the path "Education/Academic Affairs, Bulletins/Tuition Fees and Other Fees."

At the Faculty of Law, computers operated by the Faculty Library and the IT Group are available to students.

In addition to the sports and leisure opportunities provided by ELTE (through BEAC and PPK), the Faculty's students also have opportunities through faculty dance courses, the Moot Court Circle, and programs organized by the Students' Union; for the latter, see the relevant chapters of this bulletin.

THE MOST IMPORTANT ACADEMIC INFORMATION

The basic documents of the program are the training and outcome requirements, the training program, the model curriculum (recommended course schedule), and the current semester's study bulletin (timetable).

The Training and outcome requirements (TOR), at the legislative level, summarize concisely and uniformly nationwide the professional aims of a given higher education program, the main areas of study to be taught and their credit proportions, etc. The TOR currently in force for our programs is set out in Ministerial Decree 15/2006 (IV. 3.) OM on the training and outcome requirements of bachelor's and master's programs.

Based on the TOR, the Senate of the higher education institution approves the training program of the given program, which — in accordance with the so-called program-launch application approved by the Hungarian Accreditation Committee (MAB) — lists in detail the individual courses, their purpose, curricular classification, credit value, contact hours, syllabus, required and recommended literature, form of assessment, etc. Training programs are available on the ELTE website. Part of the training program is the curriculum, which can be found at the following path Education/The Faculty's Programs – Recommended Curricula.

The training program is further specified by the model curriculum (recommended course schedule), also approved by the Senate,, which lists the courses recommended or available for registration in each semester, and their most important data, in particular the courses specified as prerequisites or co-requisites for given courses, as well as the number of credit points obtainable upon completing given courses. The model curricula of the programs are available on the faculty website (www.ajk.elte.hu).

The current semester's study bulletin, i.e. the current course schedule, is compiled by the Faculty's Student Registrar's Office under the supervision of the Vice Dean for Education, and is published before the start of every semester on the Faculty's website as well as in printed form, accessible at the Faculty Library. In addition to the model curriculum and other general information, the course schedule in force at any time states the schedule applicable for the given semester, the current deadlines prescribed for academic actions, and the location and time of the mandatory courses announced.

We draw attention to the fact that the authoritative source for the prerequisites of individual courses is the model curriculum published in the current course schedule bulletin. If the description of a given course in the current course schedule bulletin lists fewer prerequisites than the authoritative model curriculum, or omits the prerequisites entirely, but the course is nevertheless registered for and completed without the prerequisites, the Student Registrar's Office will delete such course registration ex officio under Section 19(4) of the Code of Studies and Examinations. We therefore draw every student's attention to the need to check academic prerequisites against the model curriculum.

The rules on the method of assessing acquired knowledge are contained in Sections 64-69 and 231-232 of the Code of Studies and Examinations. The methods of assessment form a hierarchical system: signature, seminar grade, oral/written report, colloquium, basic examination, comprehensive examination, final examination. With the exception of the signature, every form of assessment is given as a five-grade mark.

A typical form of assessment is the colloquium, in which the student can demonstrate mastery of one semester's (exceptionally two semesters') worth of material for a mandatory course specified in the curriculum. The colloquium can be held not only orally but also in writing, or as a combination of the two forms (see Section 67 of the Code of Studies and Examinations).

The form of assessment for completing practical classes not credited with credit points is the signature, under the pre-2010 Law curriculum and the pre-2010 rules of the Code of Studies and Examinations signature.

The form of assessment for completing seminars is the five-grade seminar grade.

The oral or written form of assessment for completing courses specified in the curriculum (primarily alternative and elective ones) is the oral/written report, which is a five-grade assessment.

The examination that closes a two-semester mandatory course and tests knowledge of its entire material is the basic examination and the comprehensive examination, both of which are always oral examinations (though they may be combined with a written entry test, see Section 68(2) of the Code of Studies and Examinations).

The highest-level form of assessment, marking the completion of studies, is the final examination (formerly called: state examination), which covers the complete material — of at least two semesters — of the courses most important for the program, and is conducted orally before a three-member committee. Special, strict rules apply to the final examinations marking the completion of studies, in particular to their repetition (Sections 82 and 240 of the Code of Studies and Examinations).

The form used to certify attendance of final-examination preparatory lectures (formerly called: specialized seminars) is the "signature."

Students enrolled in the undivided Law master's program, upon successfully completing their studies, obtain, under Ministerial Decree 15/2006 (IV. 3.) OM, a master's degree level of qualification and the professional qualification of Lawyer (in English: *Jurist*). Under Section 52(7) of the Act on National Higher Education (Act CCIV of 2011) and the cited Ministerial Decree, obtaining the law degree also entitles the holder to use the doctoral title referring to the legal professional qualification (dr. jur.). For this, the University issues a doctoral diploma in state and legal sciences with traditional Latin and Hungarian wording.

Correspondence (part-time) programs, as programs not funded by the state, operate as fee-paying/self-funded services. The amount of the tuition fee is determined by the Faculty Council (the resolution in force can be viewed on the www.ajk.elte.hu website by clicking the Student Registrar's Office materials link). The cost of the program *depends on the date of the student's first enrollment at the University*, and the student (or, if the student has an agreement to this effect, the employer) is obliged to pay this amount by the date specified each semester.

Students may contact the Faculty's Student Registrar's Office to handle their academic matters; the chapter on the Student Registrar's Office provides information on office hours.

The procedure for student legal remedies is set out in Chapter IX (Sections 160-168) of the Code of Studies and Examinations.

Below, based on problems that regularly arise in the practice of the Student Registrar's Office, we would like to draw students' particular attention to a few important points:

- 1) 1) Missing deadlines that are mandatory for students, set out in or established under the regulations, generally cannot be excused and results in forfeiture; furthermore, in certain cases it entails payment of a special procedure/late fee, and missing deadlines may, in given cases, even extend the duration of studies.
- 2) 2) At the start of university studies, the student is required to enroll in person on the day and at the place specified by the Student Registrar's Office, and to register through the Electronic Study System (NEPTUN) at the start of every semester. At the beginning of the semester, the student may choose to suspend their studies in accordance with points 7 and 67 of Section 4 of the Code of Studies and Examinations. Under Section 45(1) of the Higher Education Act, such suspension may not continuously exceed two semesters; otherwise, the student must be dismissed.
- 3) 3) The student is personally responsible for registering for courses through Neptun during the course registration period. The student bears any disadvantages resulting from failure to fulfill this obligation.
- 4) 4) When registering for courses, care must be taken to also register for the courses specified as co-requisites for given courses; furthermore, from the second semester onward, registration for many courses is tied to the fulfillment of prerequisite(s). There is no possibility of registering for courses retroactively, and if a student registers for and/or completes a course without the required prerequisites, the Student Registrar's Office will delete such course registration ex officio.
- 5) 5) Attendance at seminars and practical classes is mandatory (Section 63(2) of the Code of Studies and Examinations). The sanctions for absence are set out in Section 66(1) of the Code of Studies and Examinations.
- 6) 6) For accepting the report in seminars, or for giving the practical grade for practical classes, departments may also require performance during the term (e.g. successfully writing in-class tests) (Section 63(3) of the Code of Studies and Examinations). If these obligations are not fulfilled, the department determines the conditions for correction or make-up. If obligations during the term are not met, acceptance of the report or the granting of the practical grade may be refused. For certain subjects (e.g. Administrative Law), completing the associated practical class is a condition for admission to the subject examination (colloquium); therefore, if the practical class is failed, both the subject and the practical class must be registered for again.

- 7) 7) Departments determine differently the consequences of late arrival at or absence from examinations. It is advisable to find out about these consequences and the possibility of being excused in advance.
- 8) 8) In the case of a failed colloquium, its repetition (resit exam) is possible at the earliest on the 3rd day after taking the failed exam, and on the 5th day in the case of a basic examination or comprehensive examination (Section 73(5) of the Code of Studies and Examinations), provided that there is an available slot on the given exam day.
- 9) 9) Departments provide exam slots corresponding to at least 120% of the number of students (excluding resit exams), distributed evenly between the first and second halves of the examination period (Section 70(4) of the Code of Studies and Examinations).
- 10) 10) Departments provide a resit exam opportunity for students who failed an exam by the end of the penultimate week of the examination period (Section 73(1) of the Code of Studies and Examinations), but they are not required to ensure that every student can exhaust the maximum of two resit exam opportunities theoretically available within the same examination period.
- 11) 11) A course (curricular unit) may be registered for at most three times during the course of studies, and the exam for a curricular unit may be attempted at most six times in total. If the student is unable to pass the exam for a given curricular unit even in the semester of the third registration, or receives a failing grade even on the sixth exam attempt for a curricular unit overall, they must be dismissed from the Faculty (Section 52 of the Code of Studies and Examinations).
- 12) 12) A student who, by the midpoint of the program's duration, has not completed 20% of the credits prescribed in the curriculum (**in undivided programs**, at least 60 credits during the first five registered semesters; **in BA programs**, at least 36 credits during the first three registered semesters; **MA Program** in MA programs, at least 24 credits during the first two registered semesters) must be dismissed (Section 52(1)(d) and Section 223(1) of the Code of Studies and Examinations).
- 13) 13) A further sanction for earning a low number of credits is the reclassification of a student in a state-funded/state-scholarship program to a fee-paying/self-funded form of training; this applies to a student who, over the average of the last two **over the average of the last two semesters** in which their student status was not suspended (i.e. was **active**), and who did not participate in the foreign training

specified in Section 81(3) and (4), did not earn at least **eighteen credits**, and did not reach the study average established in the institution's organizational and operational rules, as specified in the Government decree – study average established in the institution's organizational and operational rules, as specified in the Government decree. (Sections 132 and 132/A of the Code of Studies and Examinations, based on Section 48(2) of the Higher Education Act).

- 14) 14) Reclassification for students admitted in the 2016/17 semester and subsequent semesters: Each academic year, the higher education institution **is required to reclassify to self-funded training** a student participating in a program supported by a Hungarian state (partial) scholarship **who, in their last two active semesters, did not earn at least 36 credits by completing courses or exam courses, or did not reach the average specified in Annex 10 of Government Decree 87/2015 (IV. 9.),** as well as a student who withdraws their declaration under Section 48/D(2).

* * *

CREDIT RECOGNITION. Students participating in credit-system training may have credits earned elsewhere recognized, and if recognized, they are exempted from the academic obligations relating to the given course in the ELTE Faculty of Law's course schedule. The conditions for credit recognition are:

- the substitute course must be at least 75% identical in content to the course in the ELTE Faculty of Law's course schedule;
- content correspondence presupposes not only thematic overlap but also equivalence in the level and depth of the training;
- the course in the Faculty of Law's course schedule for which the student submits a credit recognition request must be registered for in Neptun;
- requests for credit recognition may be submitted on the form found on the website, together with the attachments specified on the form;
- the request for credit recognition must be submitted to the relevant administrator at the Student Registrar's Office by the date given in the "Petitions" section of the "Schedule of the Academic Year" chapter;
- if the Faculty's Credit Transfer Committee recognizes the credit, it is entered in the student's record book, and the applicant is exempted from the examination obligation for the given course;
- the Committee makes its decision by the 13th week of the instructional period, in the semester the request was submitted.

THE STUDENTS' UNION

The Students' Union is the sole legitimate self-governing organization representing the interests of the Faculty's students, which participates in the preparation, adoption, and implementation of decisions that determine the operation of the Faculty and the University. Among many other things, it handles and assists students with their university-related affairs; it supports and organizes the professional, cultural, sporting, and other community activities of the Faculty's students. It organizes student evaluation of faculty teaching work. It collects and organizes information related to scholarships, grant applications, and job opportunities, conducts student exchanges, and maintains contact with student organizations of foreign universities. It also provides the financial and infrastructural background necessary for publishing the faculty newspaper Jurátus.

Contact details of the Students' Union:

1053 Budapest, Kecskeméti u. 10-12

Phone number: 483-8000/4642, Fax: 483-8010

Website: **ajkhok.elte.hu**

E-mail: hok@ajkhok.elte.hu

The office's opening hours (during the instructional period):

Monday: 14:00 - 16:00

Wednesday: 12:00 - 14:00

Thursday: 14:00 - 16:00

During the examination period the office is closed; individual matters are handled by e-mail at a pre-arranged time.

CLASSROOMS AND PRACTICAL-CLASS ROOMS

Building "A" (Egyetem tér 1-3)

Classroom I	SOMLÓ AUDITORIUM	1st floor 106
Classroom II	DÓSA AUDITORIUM	1st floor 109
Classroom III	RÉCSI AUDITORIUM	1st floor 111
Classroom IV		1st floor 114
Classroom V		2nd floor 221
Classroom VI	FAYER AUDITORIUM	1st mezzanine 203
Classroom VII	NAGY ERNŐ AUDITORIUM	1st mezzanine 305
Classroom VIII	VÉCSEY AUDITORIUM	2nd mezzanine 503
Classroom IX	GROSSCHMID AUDITORIUM	3rd floor 305
Szladits Seminar Room		mezzanine 110
Criminal Law practical-class room		1st mezzanine 201
Kautz Gyula Seminar Room		2nd floor 231
Valki László Seminar Room		1st floor 122
	IT Lab I	4th floor 605 (attic)
IT Lab II	4th floor 604 (attic)	
PhD Room		3rd floor 321
Navratil Ákos Room		1st floor 118
Legal Theory practical-class room		3rd ^{1/2} floor 401
A/1	practical-class room (Weiss Emilia Room)	ground floor 3
A/2	practical-class room	basement 5
A/3	practical-class room	basement 4
A/4	practical-class room	basement 8
A/5	practical-class room	basement 10
A/6	practical-class room	mezzanine
A/7	practical-class room	1st floor 125
A/8	practical-class room	2nd floor 240
A/9	practical-class room	3rd floor 340
A/10	practical-class room	3rd floor 318
A/11	practical-class room	3rd floor 323
A/12	practical-class room	3rd floor 324
A/13	practical-class room	4th floor 602 (attic)
A/14	practical-class room, Multimedia Meeting Room	4th floor 603 (attic)
A/15	practical-class room	Library

Building "B" (Kecskeméti utca 10-12)

B/I	classroom	ground floor 3
B/II	classroom	1st mezzanine 112
B/1	practical-class room	ground floor 1
B/2	practical-class room	ground floor 2
B/3	practical-class room	ground floor 4
B/4	practical-class room	mezzanine
B/5	practical-class room	mezzanine
B/6	practical-class room	2nd floor 202
B/7	practical-class room	2nd floor 204
B/8	practical-class room	2nd floor 205
B/9	practical-class room	2nd floor 211
B/10	practical-class room	2nd floor 212
B/11	practical-class room	3rd floor 302
B/12	practical-class room	3rd floor 304
B/13	practical-class room	3rd floor 305
B/14	practical-class room	3rd floor 307
B/15	practical-class room	3rd floor 310
B/16	practical-class room	3rd floor 311
B/17	practical-class room	3rd floor 314
B/18	practical-class room	3rd floor 315
Language Lab		1st mezzanine 118