



MISKOLCI
E G Y E T E M

**ORGANISATIONAL AND OPERATIONAL REGULATIONS
OF
THE UNIVERSITY OF MISKOLC**

**VOLUME III
STUDENT REQUIREMENTS SYSTEM**

University Regulations No. 1.3

Effective date: 1 September 2024

GENDER DISCLAIMER

The masculine form used in this document always refers to female, male and diverse persons simultaneously. Exclusively for the purpose of better readability, the gender-specific spelling as well as multiple designations are not used. All personal designations are therefore to be understood as gender-neutral.

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Pursuant to Act CCIV of 2011 on National Higher Education (hereinafter: NHEA), and following the expression of opinion by the Senate of the University of Miskolc, the Board of Trustees of Universitas Miskolcensis Foundation adopts Volume III of the Organizational and Operational Regulations of the University of Miskolc entitled “Student Requirements System” with the following contents.


General Provisions

Section 1

- (1) The scope of the Student Requirements System (hereinafter: SRS) shall apply to all bachelor programmes, master programmes, doctoral programmes, unified single-cycle models, postgraduate specialisation programmes, tertiary vocational programmes, and students participating in these forms of studies, in all forms of studies (full-time, correspondence, evening, full or partial Hungarian state scholarship, self-funded), as well as to all employees of the University of Miskolc.
- (2) The scope of the Regulations shall also apply to students subject to Act CXXXIX of 2005 on Higher Education (hereinafter: HEA), with the proviso that the legislation in force at the time of the establishment of their student legal status shall apply to them. Wherever these Regulations use the term full or partial Hungarian state scholarship or self-funded, this shall be understood to include state-funded, paid financial status as well.
- (3) The Regulations may also set out provisions for former students of the University of Miskolc whose student legal status has been terminated for some reason.
- (4) Special provisions for doctoral students are contained in the Regulations for Doctoral Programmes and Awarding Doctoral (PhD) Degrees at the University of Miskolc and the Organisational and Operational Regulations of the Doctoral Schools of the disciplines.
- (5) The Faculty Council, with the consent of the Faculty Students’ Union, shall establish additional rules in the matters specified in these Regulations and in other matters not covered by these Regulations, not contradicting these Regulations. The faculty student requirements systems adopted by resolution of the Faculty Council shall form an additional annex to these Regulations. Faculty rules that are in conflict with the law or university regulations shall not be applied; in case of doubt, the Vice-Rector for Academic Affairs shall decide on the question of conflicting content.

Section 2

The provisions of SRS shall be applied subject to the rules of NHEA, Act CL of 2016 on the General Administrative Procedure (hereinafter: GAP Act), Government Decree No. 423/2012 (XII. 29.) on the higher education admission procedure (hereinafter: APD), Government Decree No. 248/2012 (VIII. 31.) on certain provisions necessary for the implementation of Act CCIV of 2011 on National Higher Education, Government Decree No. 87/2015. (IV.9.) on the implementation of certain provisions of Act No. CCIV of 2011 on National Higher Education, and Government Decree No. 51/2007 (26.III.) on grants available for higher education students and fees payable by them, and other related legislation, in force at the time.

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Chapter I ADMISSION REGULATIONS

Scope of the Admission Regulations


Section 3

- (1) Pursuant to the provisions of Sections 39-41 of NHEA, the scope of the Admission Regulations shall extend to Hungarian citizens and non-Hungarian citizens, as defined in Subsection (2), applying for the tertiary vocational programmes, bachelor programmes, master programmes, single-cycle models, as well as postgraduate specialisation programmes announced by the University of Miskolc in the higher education admission prospectus (hereinafter: the "Prospectus"), as well as to the lecturers and professors and employees of the University of Miskolc who are involved in the admission procedure.
- (2) The scope of the Regulations shall extend to the applicants of non-Hungarian citizenship listed in Section 39(1) of NHEA. Persons not mentioned in Section 39(1) of NHEA may pursue their studies in higher education only on a self-funded basis.
- (3) The requirements of the application for doctoral programmes and the rules of the admission procedure are contained in the Regulations for Doctoral Programmes and Awarding Doctoral (PhD) Degrees at the University of Miskolc and the Organisational and Operational Regulations of the Doctoral Schools of the disciplines.

Faculty Admission and Examination Committees

Section 4

- (1) The faculties shall establish admission committees for the organisation of the admission procedure and the performance of the tasks related to admission, and they may establish examination committees.
- (2) The faculties shall determine the composition of the admission committee in their faculty regulations. The chairperson of the admission committee shall be the dean of the faculty or his deputy appointed by him. Its members shall be appointed by the dean for a period not exceeding the term of his own appointment.
- (3) The dean shall be responsible for setting up the examination committees and the appointment of their members for the given year. The number of committees shall be determined in accordance with the number of applicants for admission.
- (4) For each academic year, the SU of the faculty concerned shall delegate 1/3 of the number of members to the admission committees and the examination committees.
- (5) The lecturers and professors and non-teaching employees of the faculty, as well as the students delegated by the faculty SU shall be obligated to participate in the administration of admission examinations if they are appointed to do so.

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Admission requirements defined for bachelor programmes, single-cycle models and tertiary vocational programmes belonging to institutional competence


Section 4/A

- (1) The secondary school leaving examination subjects and their levels defined for the calculation of secondary school leaving examination points in the bachelor programmes, single-cycle models and tertiary vocational programmes, the elective secondary school subjects that may be included in the calculation of academic credits, and the fifth elective secondary school leaving examination subjects that may be included in the calculation of the secondary school leaving examinations average points and the range of institutional points and the method of attesting them are set out in Annex 5.
- (2) The University shall not set a minimum number of points as a condition for admission to the programmes.
- (3) The University shall determine the secondary school leaving examination points of applicants for tertiary vocational programmes on the basis of the percentage of the two best results in the secondary school leaving examination subjects shown in their school-leaving certificate or certifications.

Higher-education vocational admission examination

Section 5

- (1) The University of Miskolc shall organise a higher-education vocational admission examination (hereinafter: vocational examination).
- (2) The vocational examination may not be repeated.
- (3) The examination shall be conducted in accordance with the rules of the current secondary school leaving examinations, an extract of which is contained in the invigilation instructions.
- (4) If the invigilator detects an irregularity during the vocational examination, he shall take away the examinee's examination paper, note on it the irregularity and the exact time the paper was taken away, sign it and return it to the examinee, who may continue the vocational examination. The invigilators shall investigate the recorded irregularity immediately after the written examination has been completed. A detailed report of the investigation of the irregularity shall be drawn up in each case. The invigilators may take the following decisions, taking into account the seriousness of the act:
 - a) declare the answer to the examination question invalid in whole or in part, and the marking staff shall assess the performance in the examination by disregarding the invalid part, or
 - b) declare the examination invalid.
- (5) The institution shall allow one working day for viewing the marked examination paper. The candidate may submit written comments to the Director for Enrolment and Education Management by the end of the first working day following the viewing. The Deans of the Faculties decide whether to accept or reject the comments with the agreement of the Director of the Institute designated by the Dean, in charge of the discipline.

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Tasks related to the compilation of the Prospectus


Section 6

- (1) The faculties shall provide the Educational Authority with data for the compilation of the Prospectus for all tertiary vocational programmes, bachelor programmes, master programmes, single-cycle models, postgraduate specialisation programmes, doctoral programmes within the period specified by the Educational Authority.
- (2) The Maintainer of the institution of higher education shall be entitled and obligated to fulfil the data provision obligation and to issue the legal statements required by APD, and shall exercise these rights and obligations through the person appointed by the Maintainer. The publication of data provided by institutions of higher education is subject to the approval of the Minister responsible for higher education.
- (3) At the University, the Deans are responsible for data provision at the institutional level and for the transmission of faculty data by the deadline, the Vice-Rector for General and Scientific Affairs is responsible for the transmission of data on doctoral programmes by the deadline, and the person appointed by the Maintainer is responsible for the approval of the Prospectus. The Director for Enrolment and Education Management coordinates data provision by the faculties by the deadlines and the approval of the Prospectus.
- (4) From the list of bachelor and master degree programmes, single-cycle models, post-graduate specialisation programmes, and tertiary vocational programmes approved by the Senate for launching and registered by the Educational Authority, the faculties shall, simultaneously with the announcement, publish the conditions in the Prospectus under which the degree programme announced will not be launched.
- (5) The faculties shall prepare and publish the faculty chapters of the institutional prospectus regulated by Section 53 of Government Decree No. 87/2015 (IV. 9.) on their websites and shall forward those in electronic form to the Director for Enrolment and Education Management. The summary institutional prospectus of the University of Miskolc and the faculty prospectuses shall be published in electronic form on the central website of the University by the Director for Enrolment and Education Management. The institutional prospectus is adopted by the University Senate.

Admission decisions, legal remedy

Section 7

- (1) If, at the time of enrolment, the faculty, upon examination of the originals of the simple duplicate copies submitted for the admission application, finds that false information has been provided by the applicant which has affected the determination of the admission result, the rector shall annul the admission decision.
- (2) The applicant may appeal against the admission decision or against any institutional decision or measure in connection with the admission procedure within fifteen days of the date of notification of the decision. The appeal shall be submitted to the Dean's Office of the faculty concerned and addressed to the Student Appeals Committee.

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Rules for applicants with a tertiary degree or a diploma awarded for the completion of tertiary vocational programmes

Section 8

- (1) Based on the provisions of Section 15/B of APD, applicants with a tertiary degree or a diploma awarded for the completion of tertiary vocational programmes who apply for a bachelor programme, single-cycle model programme or tertiary vocational programmes announced by the University of Miskolc may be ranked by taking into account their previous tertiary education studies and by waiving the advanced-level secondary school leaving examinations requirement.
- (2) Applicants referred to in Clause (1) shall be required to enclose with their application for admission their diploma attesting tertiary qualification or diploma awarded for the completion of tertiary vocational programmes. An exception to this rule shall be made for applicants whose data are transferred from the Higher Education Information System.
- (3) The following scoring method may be applied on the basis of the grade of the diploma obtained by the applicant:
 - excellent (5) and good (4) = 400 points
 - satisfactory (3) = 370 points
 - pass (2) = 340 points
- (4) Pursuant to Section 15/B of APD, the additional points specified in Sections 20 to 21 and 24(1) shall be added to the points calculated on the basis of Clause (3).
- (5) From the general higher education admission procedure of 2024 onwards, the institutional points shall be added to the points calculated pursuant to Clause (3) in order to determine the total number of points achieved by the applicant.

Provisions applicable to applicants for master programmes

Section 9

- (1) In their faculty regulations, the faculties shall be obligated to lay down their admission requirements for the master programmes they offer, with the stipulation that the same admission requirements shall apply irrespective of the institution of higher education in which the applicant obtained his diploma.
- (2) Applicants for master programmes announced by the University of Miskolc shall be entitled to a maximum of 10 extra points under the legal title of equal opportunities.

Provisions applicable to applicants for postgraduate specialisation programmes**Section 10**

- (1) The deans shall be responsible for the administration of the admission procedure for postgraduate specialisation programmes.
- (2) In the case of applications for a postgraduate specialisation programme, the applicant shall pay the procedural fee specified in the Regulations on Fees and Allowances. The procedural fee shall be payable to the faculty administering the admission procedure. The procedural fee paid in may not be reclaimed by the applicant. The admission procedure of an applicant who has not paid in the institutional procedural fee despite a written request for correcting deficiencies shall be terminated.
- (3) The faculties shall lay down the admission requirements and the method of ranking for postgraduate specialisation programmes in their faculty regulations.

Provisions applicable to applicants for dual study programmes**Section 11**

- (1) The application for dual study programmes shall consist of two parallel segments: a general admission procedure and a corporate selection segment.
- (2) Within the framework of the general admission procedure, students who have been admitted to and enrolled in a degree programme which is also offered in a dual study programme and who have passed the corporate selection procedure may apply for assignment to the dual study programme within fifteen days of the commencement of the study period and may indicate the classified organisation, which has already selected them, with which they wish to pursue their practical training. Applications submitted after this deadline may be considered by the dean of the faculty in cases of special merit.
- (3) The dean of the faculty shall decide on the assignment to a degree programme in the dual study programme format.

Provisions for persons with disabilities**Section 12**

- (1) An applicant with a disability shall be entitled to the same benefits during the admission procedure as those granted to him under the legislation on public education.
- (2) An applicant with a disability shall be entitled to additional points under these Regulations, for the application of which he shall be required to attach documents certifying the disability to the application for admission.
- (3) The participation of an applicant with a disability in the admission procedure shall not be prevented on the grounds of his disability.
- (4) If the faculty offering the programme stipulates a medical examination, career aptitude assessment or a practical examination as a condition for admission, it shall lay down in its faculty regulations the benefits to which the disabled student is entitled.

Rules on transfer

Section 13

- (1) Transfer is when a student of another institution of higher education or a student of the University of Miskolc (intra-institutional application for changing to an another degree programme) transfers to a programme in the same field of study.
- (2) The procedural fee specified in the Regulations on Fees and Allowances shall be paid at the same time as the transfer application is submitted.
- (3) General conditions of transfer:
 - a) Transfer is only possible between degree programmes of the same level in the same field of study. Exceptions are provided for in Sections 52(4) a) - c) of Government Decree 87/2015 (IV.9.).
 - b) A transfer may be initiated if the student has actually acquired at least 30 credits at the previous institution. An exception to this rule is the transfer from a bachelor programme to a tertiary vocational programme, the details of which are set out in the faculty regulations.
 - c) The sending institution shall certify on a “handover form” that the applicant has a student legal status, and is not subject to dismissal or disciplinary exclusion.
 - d) In the case of transfer from another institution of higher education, a diploma may be awarded only if the student has completed at least 1/3 of the credits of the programme at the University of Miskolc.
 - e) The applicant meets the specific requirements of transfer set by the receiving faculty in the faculty regulations.
- (4) A student with a state scholarship may be accepted for a state scholarship programme if the other institution transfers the state scholarship status or if the receiving faculty has a vacant state scholarship status.
- (5) Applications for transfer shall be considered by the admission committee of the receiving faculty. Subjects completed during previous studies may be credited on the basis of a copy of the academic record book and the syllabus (sillabi) of the subject(s), with a “credit request”. The Credit Transfer Committee decides on the admission of credits.
- (6) The deadline for the submission of applications for transfer in the case of transfers from the end of the study period to the autumn semester is, as a rule, 15 July, exceptionally, on the basis of special equitable reasons, 25 August, and in the case of transfers for the spring semester is 25 January. The student is exempted from the payment of procedural fees for late enrolment and late course registration if he is late due to the deadline for the transfer procedure through no fault of his own.
- (7) If a student of the University of Miskolc wishes to continue his studies in another institution of higher education, the dean of the faculty concerned shall be entitled to decide on the transfer of state funding. The receiving institution shall send the decision on the transfer and the date of enrolment or registration to the sending institution and the student. On the basis of the decision, the sending institution shall indicate transfer as the reason for the termination of the student legal status and shall record the date of the transfer in the Neptun system. The sending institution shall send the student’s academic record book or hand that over to the student within fifteen days of receipt of the notification of transfer. The handover of the academic record book shall be certified in the form of a handover-takeover document.

- (8) In the case of a student pursuing studies in a dual study programme, if the company or the student unilaterally terminates the student's employment contract, the student shall notify the faculty within eight days of the termination of the dual study programme and at the same time apply for transfer to a non-dual study programme in the same degree programme or to another classified organisation offering dual study programmes. The dean of the faculty shall decide on the termination of the assignment to a degree programme in the dual study programme format or on a change of organisation.

Registering an additional specialisation/subspecialisation, change of specialisation/subspecialisation

Section 14

- (1) A student may apply for admission to another specialisation/subspecialisation in the same specialisation degree programme from the first semester of the degree programme in a self-funded format. The completion of the new specialisation/subspecialisation shall be certified by a clause in the diploma.
- (2) Scholarships may be granted on the basis of the first (basic) specialisation/subspecialisation taken, but not for additional specialisations/subspecialisations. Students completing a second or a further specialisation/subspecialisation shall be required to pay the applicable fees of self-funding per specialisation/subspecialisation.
- (3) In their faculty regulations, the faculties are obligated to lay down the specific conditions of enrolment to an additional specialisation/subspecialisation and the amount of self-funding to be paid by the student.
- (4) In their faculty regulations, the faculties are obligated to lay down the conditions for authorising a change of specialisation/subspecialisation, with the change allowed to take place by 15 September for the autumn semester and by 15 February for the spring semester at the latest.

Parallel programmes

Section 15

- (1) Admission to a parallel programme shall be subject to an admission procedure.
- (2) Exceptions to the admission procedure shall be made when a student or former student of the University of Miskolc applies for admission - outside the central admission procedure - to a teacher training programme taken in parallel with a master programme, or if he applies for admission to a degree programme in the IT field of study at the University of Miskolc in a self-funded format where he has at least 30 credits that can be counted in. The detailed provisions governing these special cases shall be regulated by the faculties concerned in their faculty regulations.
- (3) If the second or additional programme is state-funded, the calculation of the period of funding shall be governed by Section 47(7) of NHEA.

Postgraduate specialisation programmes

Section 16

- (1) For admission to a programme conducted for postgraduate specialisation training, applicants shall hold a bachelor or master degree and a professional qualification attested

by a diploma. The student legal status shall be established by enrolment without a separate admission procedure.

- (2) The faculties shall lay down the application for enrolment in a postgraduate specialisation programme in their faculty regulations and publish the relevant information on the faculty website.
- (3) The dean of the faculty concerned shall decide on the announcement of the postgraduate specialisation programmes and the number of students to be admitted, and shall inform the Directorate for Enrolment and Education Management of his decision and the number of students admitted to the postgraduate specialisation programmes.
- (4) A student legal status may be established with a person who is not in a student legal status with the University for a programme conducted for postgraduate specialisation training, subject to the maximum number of students at the University, within the framework of a self-funded programme, for the courses specified in the educational programme, for a maximum of two semesters.
- (5) The amount of self-funding for a postgraduate specialisation programme shall be determined by the faculty council concerned. The student shall be required to sign a contract on the payment obligation.
- (6) The faculty admission committees concerned shall rank the applicants for the postgraduate specialisation programmes and then pass a decision on the admission.
- (7) Upon completion of the postgraduate specialisation programme, the University shall issue a certificate of the knowledge and credit value acquired. The skills acquired may be credited towards tertiary studies according to the rules of credit recognition.
- (8) With regard to this legal status, the student shall not be entitled to pursue studies for the purpose of obtaining additional vocational qualifications or professional qualifications, to apply for transfer, to establish an additional (parallel) student or visiting student legal status, to suspend his student legal status, except where the student is unable to fulfil the obligations arising from the student legal status through no fault of his own due to childbirth, accident, illness or other unforeseen circumstances, to apply for a transfer to a full or partial Hungarian state scholarship programme course, to claim a period of funding.

Visiting student legal status

Section 17

- (1) A student of the University of Miskolc may take and complete the subject included in the recommended curriculum at another faculty of the University or at another institution of higher education in Hungary or abroad within the framework of a visiting student legal status.
- (2) Visiting student legal status may be established with the permission of the Faculty Credit Transfer Committee. The application for permission shall be submitted to the Dean's Office by the end of registration week. Permission may be denied by the Credit Transfer Committee if it is unable to count the credits to be completed within the framework of the visiting student legal status towards the student's studies.
- (3) If the student is pursuing part-time studies at a foreign institution of higher education within the framework of a visiting student legal status, he may also apply for a preferential study regime.

- (4) Studies abroad shall be counted in accordance with the general rules on credit recognition. A student in a bachelor programme who has completed at least 60% of the required number of credits during the semester of study abroad shall be entitled to a scholarship. The following table is used to convert the grades for the foreign or home institution:

Hungarian grade	ECTS grade:
5	A-B
4	C
3	D
2	E
1	F

- (5) Even if he is authorised to pursue part-time studies, the student shall register for the semester in question, i.e. activate his semester.

Section 18

- (1) If a student of another institution of higher education/other faculty wishes to pursue part-time studies at a faculty of the University of Miskolc, he shall submit an application for the authorisation of the visiting student legal status. The application shall be submitted to the dean's office of the faculty that has announced the subject endeavoured to be taken up by the end of the registration week. This deadline may be waived for international students. The form available on the University's website, in the Document Repository, shall be used for the establishment of visiting student legal status.
- (2) The Faculty Study Committee shall decide on the authorisation, and the decision shall stipulate the amount, method and deadline for payment of any self-funding to be made by the applicant, taking into account the rule laid down in Section 82(4) of NHEA.
- (3) Based on the decision of the Faculty Study Committee, the Directorate for Enrolment and Education Management shall generate a Neptun code for the student, record the approved subjects in Neptun and keep a record of the visiting student as specified in Section 60 of Government Decree No. 87/2015 (IV. 9.).
- (4) The dean's office shall issue an official certificate of the credits acquired within the framework of the visiting student legal status and the academic results.


Chapter II

THE ORDER OF EXERCISING STUDENT RIGHTS AND FULFILLING STUDENT OBLIGATIONS, THE HANDLING OF APPLICATIONS RELATING TO STUDENT LEGAL STATUS AND THE RIGHT TO LEGAL REMEDY

General Provisions **Section 19**

- (1) Exercising student rights and fulfilling obligations shall be carried out in accordance with the law. Student rights are in particular:
- a) The right of the student to freely choose the institution of higher education at which he wishes to pursue his studies.
 - b) The right of the student to have his human dignity respected, in particular
 - ba) to have his rights relating to personality, including his right to freedom of personal development, his right to self-determination, his freedom of action, his right to family life respected, provided that the exercise of this right does not restrict others and does not endanger his health or physical integrity, or that of his peers or the employees of the University of Miskolc in the exercise of this right;
 - bb) to express his opinion freely on all matters, also concerning the functioning of the University of Miskolc and the student hostel, by respecting human dignity;
 - bc) to be informed about issues concerning his person and studies;
 - bd) to make suggestions, to address questions to the management, lecturers and professors of the University of Miskolc or the student hostel, and to receive a substantive answer within thirty days from the date of the request at the latest;
 - be) to have his religious belief, worldview or other convictions, national or ethnic minority status respected and be able to manifest that, provided that the exercise of this right does not conflict with the law, does not infringe the similar rights of others and does not restrict the enforcement of the right to education of his peers;
 - bf) to have his right to correspondence and housing in the student hostel respected, provided that the exercise of this right does not infringe the similar rights of others and does not restrict the exercise of the right to education of his peers.
 - c) It is the right of the student to pursue his studies at the University of Miskolc in a safe and healthy environment, and to receive assistance for his studies and career start, depending on his talent, ability and interests, in particular
 - ca) to use the equipment, facilities and services available at the University of Miskolc and in the student hostel (library, laboratory, computer facilities, sports and leisure facilities, etc.);
 - cb) to organise his study schedule according to the provisions of the educational programme, to choose the subjects, within the framework of which he may freely use the training opportunities provided by the University of Miskolc;
 - cc) to attend lectures, practical courses and seminars organised by the University of Miskolc;
 - cd) to choose between the lectures, practical courses, seminars and other activities offered in parallel, between the lecturers and professors, as a doctoral student, between the consultants;
 - ce) to have full and objective information provided for him;
 - cf) to receive care appropriate to his medical condition, personal ability and disability;
 - cg) to receive help to integrate into the community life of the institution, to maintain his physical condition and to lead a healthy life free from harmful addictions;


- ch) to be a member of a college for advanced studies, student research society, participate in their work, participate in the research and development activities of the University of Miskolc;
 - ci) to receive academic and research scholarships if the conditions are met;
 - cj) to submit an application for academic or artistic purposes, to publish the results of his academic or artistic work, to choose the topic of his bachelor or master thesis;
 - ck) to have academic and career guidance organised for him, and to benefit from its services;
 - cl) to have his student legal status suspended;
 - cm) to establish a visiting student legal status, to apply for transfer to another institution of higher education, to establish an additional (parallel) student legal status and to transfer to a study programme belonging to the same field of study.
 - d) The student has the right to learn about international practice in the course of his studies, to pursue part-time studies in an institution of higher education in the countries of the European Economic Area to this end, to use student loans for this purpose and to receive a scholarship if he is enrolled in a full or partial Hungarian state scholarship or a state-funded programme.
 - e) The student has the right to receive care in cash or in kind with regard to his financial circumstances, income situation and academic result, in particular
 - ea) to have student hostel accommodation provided for him;
 - eb) depending on the form of study, to receive social or other grants (in particular study grants, doctoral student grants, national higher education grants) or funding;
 - ec) to be entitled to make payment in instalments to meet his payment obligations;
 - ed) to have a student ID card issued to him and to benefit from the services and discounts associated with it;
 - ee) to perform work at the University of Miskolc and to receive a student salary in return;
 - ef) to be a member of or to work in a business corporation established or supported by the University of Miskolc and to receive a student salary in return;
 - eg) to conclude a study contract or student contract as provided by law.
 - f) The student shall have the right to assert his interests and to seek legal remedy, in particular
 - fa) to obtain the information necessary to exercise his rights;
 - fb) to participate, personally or through representatives, in decisions affecting his interests, in the management of the University of Miskolc, the student hostel;
 - fc) in the event of the violation of his rights, to initiate proceedings and to have recourse to the public;
 - fd) to apply to the Commissioner for Educational Rights;
 - fe) to be elected and eligible for election to the Students' Union and other bodies.
- (2) The obligations of the student shall be in particular:
- a) to fulfil the obligations set out in the Student Requirements System of the University of Miskolc;

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- b) to comply with the provisions of the other regulations of the University of Miskolc;
 - c) to observe the rules of use of the University of Miskolc premises and the areas belonging to the University of Miskolc, the rules of practical training, to safeguard and handle the equipment entrusted to him in accordance with the regulations, to protect the facilities and equipment of the University of Miskolc, to protect his own and his peers' physical health and safety, to acquire and apply knowledge protecting his health and safety;
 - d) to respect the traditions of the University of Miskolc and the human dignity of employees and fellow students of the University of Miskolc,
 - e) to give an opinion on the work of the lecturers and professors;
 - f) it is the student's obligation to continuously monitor the University's and the relevant faculty's websites, e-mail correspondence and Neptun system messages;
 - g) to behave in a respectful manner during study sessions and to refrain from any behaviour that may disturb the lecturers and professors, his peers or teaching activities;
 - h) for students establishing a student legal status from the first semester of academic year 2022/2023, and in a phasing-in system thereafter, to attend training on the use of Neptun and to successfully pass the test verifying their knowledge of the use of the Neptun system;
 - i) for students establishing a student legal status from the first semester of academic year 2022/2023, and in a phasing-in system thereafter, to successfully complete the entrance level assessment tests required by the University of Miskolc. If necessary, participate in competence development courses according to the guidelines of the institution.
- (3) The rights and obligations arising from the student legal status shall be exercised from the date of enrolment at the University of Miskolc.

Submission of applications Section 20

- (1) As a rule, student applications shall be submitted electronically via the Neptun system. Applications which cannot be submitted electronically shall be submitted on paper (e.g. institutional transfer, visiting student legal status, credit recognition for admission).
- (2) At the beginning of each semester, the faculties shall publish on the faculty website a list of cases and types of cases for which the assessment can only be initiated via the Neptun system, with the proviso that no other form of application may be used for such cases and types of cases.
- (3) As a rule, applications on paper shall be submitted to the Dean's Office of the competent faculty.
- (4) The procedure for processing applications is set out in Annex 1 to these Regulations.

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- (5) An application shall be considered on its merits, irrespective of the title under which it is presented.
- (6) Applications submitted on paper and the documents generated in connection with them shall be forwarded to the Directorate for Enrolment and Education Management for placement in the student's personal file. Applications and related documents submitted by electronic means shall be stored in such a way that their content can be retrieved at any time in an unaltered form.

Procedure for processing the application

Section 21

- (1) An application may not be refused on the grounds that it has not been submitted to the organisational unit entitled to examine it. In such a case, the organisational unit to which the application was submitted shall immediately transfer it to the organisational unit entitled to examine it and shall inform the student of this fact and of the name and contact details of the organisational unit entitled to examine it.
- (2) The application shall be examined within the deadline set out in Annex 1. The deadline for the examination of the application shall not include the time required for the transfer of the case, the completion of the application, the suspension and the interruption of the procedure.

Communication of the decision

Section 22

- (1) Unless otherwise provided for in these Regulations, the body or person authorised to take a decision on the merits shall inform the student and all those to whom the decision applies by means of notification (by post, by public announcement or by electronic means).
- (2) The body or person authorised to take a decision on the merits shall communicate its decision in writing in the following cases:
 - a) if it affects the existence of the student's student legal status,
 - b) in the case of a disciplinary action or compensation for damages, or
 - c) if the student's application is rejected, in whole or in part, and therefore there lies legal remedy.
- (3) The written decision shall be sent by post or electronic means to the student and the persons concerned within eight days. In the event of unsuccessful delivery of a decision sent by post, the provisions of Section 86 of the GAP Act shall apply.
- (4) A document transmitted by electronic means shall be deemed to have been served pursuant to Section 41/C(1) of NHEA on the day of receipt as certified by the Neptun system, but no later than on the fifth day after the document was sent.
- (5) In exceptional cases, the decision may also be served by way of public announcement. In the case of service by public announcement, the decision shall be deemed to have been notified on the fifth day following that of its publication. The date of publication of the announcement shall not be counted in the deadline. The following decisions shall be notified by means of a public announcement:
 - a) the decision made in the first instance regarding social fundings and grants,

- b) the ranking of faculty students made during the evaluation of the national higher education scholarship.
- (6) The mandatory written decision made on the merits of the case shall include information on legal remedy, stating that an appeal against the first-instance decision may be lodged within fifteen days, addressed to the body entitled to hear the appeal, but shall be submitted to the body which made the first-instance decision.

Legal remedy

Section 23

- (1) The student may appeal against a decision or measure of the University of Miskolc, or against the failure to take a decision or measure, within fifteen days of the date of notification (or, failing this, of the date of gaining knowledge thereof).
- (2) Except as provided for in Clause (3), there shall be no right of appeal against decisions relating to the assessment of studies and decisions taken in the exercise of the power of equity.
- (3) An appeal against a decision relating to the assessment of studies may be lodged only if the decision was not based on the requirements adopted by the University of Miskolc, or if the decision is contrary to the provisions of the Organizational and Operational Regulations of the University of Miskolc, or if the provisions on the organisation and conduct of the examination have been violated.
- (4) The appeal shall be submitted to the body that made the first-instance decision. The body that made the first-instance decision shall forward the appeal, together with all the documents of the case and its opinion, to the body authorised to execute the procedure at second instance within three working days of receipt of the application. If the appeal has not been submitted to the body which made the first-instance decision, the first-instance body shall, at the request of the body authorised to act at second instance, forward all the documents of the case and its opinion to the body authorised to act at second instance within three working days.

The body competent to hear the appeal

Section 24

- (1) Applications for legal remedy shall be heard by the three-member Student Appeals Committee, which shall be composed of:
- a) the chairperson shall be the Director for Enrolment and Education Management (in case of his absence or in case of grounds for exclusion, the person appointed by the Rector);
- b) a lecturer or professor representative of the faculty whose student has submitted the application for legal remedy, or, in the case of student hostel matters, a person delegated by the head of the student hostel;
- c) a member of the Students' Union of the University of Miskolc (SU-UM), in matters concerning doctoral students a representative delegated by the Doctoral Students' Union of the University of Miskolc (DSU-UM).
- (2) The lecturer or professor members and alternate members of the Committee shall be elected by the faculty council of the faculty concerned, the term of office of the members shall be for the duration of the term of office of the Dean.

- (3) The deans shall immediately notify the Director for Enrolment and Education Management of the identity of the members and alternate members and of any changes in their persons.
- (4) These regulations may provide for the establishment of a committee of a different composition to consider appeals on specific subjects.

Exclusion
Section 25

The appeal lodged shall not be examined by the person against whom any of the grounds for exclusion stipulated in Section 57(4) of NHEA prevail.


Decisions on the appeal
Section 26

- (1) The decision on the appeal shall be made in accordance with the provisions of Section 57(5) of NHEA.
- (2) The appeal shall be decided within thirty days of receipt of the appeal.
- (3) In the course of the legal remedy procedure, the chairperson of the committee shall, if he deems it justified, initiate a personal hearing of the student. If the student requests not to be heard in person, or if the student fails to appear at the time of the personal hearing despite having been duly notified, the committee shall take a decision, taking into account the written additions and comments submitted by the student.
- (4) In the course of the legal remedy procedure, the chairperson of the committee shall have the right to make a decision (order) on procedural matters independently, without convening the committee, otherwise the committee shall have a quorum if all its members are present.

Representation
Section 27

- (1) In the legal remedy procedure, if the student is unable or does not wish to act in person, he may be represented by a proxy as stipulated under Section 6:15 of the Civil Code, provided that he has a power of attorney in the form of a notarial deed or a fully probative private deed.
- (2) In the case of a proxy, the body competent to hear the appeal shall in any case be obligated to examine the legality of the power of attorney. If the person concerned does not, despite being requested to do so, produce a valid power of attorney as referred to in Clause 1, the procedural steps taken by the proxy shall be null and void.

Judicial review
Section 28

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- (1) The decision passed during the legal remedy procedure shall be final upon notification. The student may challenge the decision taken by the examiner of the application for legal remedy within an administrative court procedure within thirty days of its notification, on the grounds of infringement of the law or of the provisions governing the student legal status. The submission of the statement of claim shall have suspensory effect.
- (2) In a disciplinary case, during the course of the legal remedy procedure, the body acting in the case may order interim measures in the event of the establishment of a particularly serious infringement.

Miscellaneous provisions

Section 29

- (1) There shall be no legal remedy in cases where the University of Miskolc and the student conclude a contract for the provision of services. In the event of a breach of the terms of the agreement, the aggrieved party may take legal action.
- (2) Exceptions to the provision of Clause (1) are student debts subject to the regulations of the University of Miskolc on the management of financial claims arising from student legal status.
- (3) A student may initiate proceedings before the Commissioner for Educational Rights if he has exhausted his right to legal remedy, with the exception of court proceedings.
- (4) The rules under this section shall also apply to former students whose student legal status has been terminated in the meantime.

Chapter III

STUDIES AND EXAMINATIONS REGULATIONS

Basic concepts

Section 30

- (1) An active semester is any semester after enrolment in which a student logs into the Neptun system electronically and takes at least one subject. An active semester also requires the student to pay the administrative fee via the Neptun system.
- (2) A passive semester is a semester in which the student's student legal status is suspended due to his explicit announcement or failure to perform his obligation to register. A semester for which the student registers electronically in the Neptun system but does not take any subjects is also considered a passive semester.

Programme and outcome requirements

Section 31

- (1) The professional requirements for the degree or vocational qualifications to be obtained shall be determined by the programme and outcome requirements laid down in legislation and by the professional and examination requirements for the professional qualifications.
- (2) Programme and outcome requirements: the totality of the knowledge, skills, abilities and aptitudes upon the acquisition of which a diploma attesting the level of the qualification and the professional qualifications in the given field may be awarded.

The course syllabi

Section 32

- (1) The knowledge to be acquired within the framework of each subject shall be defined in the course syllabi.
- (2) The course syllabi shall contain the subject code, its full and abbreviated title, the number of lessons per week (semester) (lectures, classroom practice, laboratory practice), the type of end-of-semester assessment (signature, or signature and practical grade, or signature and examination grade), the amount of academic work required to complete the subject in credits, the course supervisor, the academic prerequisites of taking the subject, the task of the subject in achieving the goal of the vocational training, a description of the course material, the method of establishing the grade (signature), possible examination requirements, the written course material (textbook, notes, workbook, literature, case studies, etc.) the most important technical and other aids that may be used, the tasks to be performed by the student with individual work, as specified by the subject supervisor. In the case of new subjects, the course syllabi should also include the competences to be acquired.
- (3) The syllabus of each subject and their pre-study conditions are approved by the faculty council of the faculties responsible for the degree programme, which, once finalised, shall be published on the faculty website and/or in the Neptun system.
- (4) In the evaluation of the teaching of the subjects, the opinion of the students shall be taken into account in the manner regulated in the quality assurance system.


The curriculum

Section 33

- (1) The curriculum shall contain the educational objectives of the degree programme and any specialisations/subspecialisations it may contain, the duration of the programme, the designation of the vocational qualifications, the list of the basic disciplines whose teaching is compulsory, the ratio of basic to vocational training and of theoretical to practical training, the maximum number of lessons per week, the minimum and maximum number of examinations during the academic term, the type of final examination, the subjects covered by the final examination, the requirements for the final examination and the method of calculating the final examination result and the grade of the diploma.
- (2) The curriculum shall specify, for each academic period, all the compulsory, compulsory elective, regulated elective and freely elective subjects, the number of theoretical and practical lessons, sessions under compulsory attendance, the duration of practical trainings, their schedules, the forms of assessment (examinations), the examinations

the grades of which are to be taken into account for the calculation of the average result, the detailed conditions for allowing the student to take the final examination and the requirements for the bachelor and master thesis.

- (3) The form of the curriculum shall be the recommended curriculum (hereinafter: recommended curriculum). Amendments to the academic obligations (recommended curriculum, prerequisites, etc.) not affecting the accreditation requirements shall be introduced in a phasing-in system at the discretion of the faculty. The concept of the phasing-in system is set out in Section 108(4) of NHEA.
- (4) The recommended curriculum offers a practical possibility in the given degree programme for the schedule of completing the subjects required for the degree or professional qualifications during the programme duration fixed in the qualification requirements.
- (5) The recommended curriculum shall include a breakdown of all courses by academic period, the rules for their announcement, the number of lessons per week (or semester) (lectures, classroom practice, laboratory practice) and credits allocated to each of them, the type of assessment (signature, or signature + practical grade, or signature + examination grade, rigorosum), the semesters in which the subject is announced, the criteria requirements and the deadlines for their fulfilment, the conditions and rules for the choice of specialisation/subspecialisation, the pre-study arrangements, the requirements for registering for and completing the dissertation (thesis), the conditions for being allowed to take the final examination, the courses of the final examination and the rules for calculating the final examination result.
- (6) In the case of bachelor programmes, selecting the specialisation/subspecialisation shall be made on the basis of the weighted grade point average calculated for the total number of credits obtained in the semesters completed so far and other objective assessment criteria established and published by the faculty, taking into account the minimum and maximum number of students announced.
- (7) A maximum of three pre-study requirements may be prescribed for a subject. The number of subjects for the pre-study requirements for the courses of the practical training shall be determined by the Faculty Council with the agreement of the Faculty SU.
- (8) A pre-study requirement may be prescribed with the proviso that the subject(s) in question may be taken with "partial" completion (i.e., signature obtained but no passing examination grade yet), but the examination may be taken only after successfully passing the prescribed preceding subject(s), or with the proviso that the subject may be taken only after successfully passing an examination or obtaining a practical grade in the prescribed preceding subject(s).
- (9) The recommended number of lessons in the recommended curriculum for full-time students shall be between the minimum requirements for accreditation and a maximum of thirty lessons per week. The recommended number of lessons shall not include language lessons and physical education lessons.
- (10) Physical education lessons and, where appropriate, language lessons shall be included in the curriculum. No credit shall be given for physical education lessons. Credit may be given for participation in language training.


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- (11) In music education, the special sessions required in the curriculum (preparation for concerts, sessions given by guest teachers, etc.) may be held on public holidays in accordance with the rules laid down by the faculty.
- (12) The recommended curriculum of the degree programmes taught by the faculty shall be published in the faculty's information booklets, on the faculty's website and in the Neptun system within thirty days after the authorisation to start the degree programme, but no later than the date of the announcement of the application. The dean of the faculty is responsible for publication.

The Study Committee Section 34

- (1) The first-instance body for students' study and examination matters shall be the faculty-specific Study Committee.
- (2) The number of members of the Faculty Study Committee shall be determined by the faculty council. It is chaired by the Vice-Dean for Education. Student participation in the Study Committee shall be 50% with voting rights. The lecturer and professor members of the Study Committee are elected by the faculty council for the duration of the Dean's term of office, the student members for one year each by the Faculty Students' Union.
- (3) The quorum of the Study Committee shall be at least 50% of the members plus 1 person.
- (4) Decisions of the Study Committee shall be taken by a simple majority vote. In the event of a tie, the chairperson shall have a casting vote.
- (5) The Faculty Study Committee shall decide on the following issues:
 - a) authorising a preferential study regime;
 - b) considering the application for visiting student legal status submitted by a student of another institution of higher education;
 - c) granting permission for the continuous interruption of a student legal status exceeding two semesters;
 - d) reclassification;
 - e) in other cases as specified in the student requirements.

The Credit Transfer Committee Section 35

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- (1) The Credit Transfer Committee shall make the professional decisions on the admission of subjects. There shall be at least one Credit Transfer Committee per faculty.
- (2) The number, composition and membership of the Credit Transfer Committees shall be determined by the Faculty Council, provided that at least two of its members have academic qualifications. The lecturer and professor members of the Credit Transfer Committee shall be appointed for the duration of the term of office of the dean.
- (3) The Dean's Office and the Directorate for Enrolment and Education Management shall keep a continuous record of the decisions of the Committee in the Neptun system.
- (4) Legal remedy against the decisions of the Credit Transfer Committee may be sought with the Student Appeals Committee, which shall act on the application for legal remedy in accordance with the general rules.

Timetable of the academic year

Section 36


- (1) The academic year shall be divided into semesters, including a registration period, a study period, an examination period, a period of practical training, and breaks.
- (2) The timetable of the academic semester shall be prepared by the Director for Enrolment and Education Management, taking into account the opinions of the faculty, and approved by the University Senate in the previous semester.
- (3) The study period, also including the registration week, shall be preferably fifteen weeks, followed by six weeks but at least twenty-seven working days of the examination period. In their study and examination regulations, the faculties may provide for the possibility of examinations on days off.
- (4) Faculties providing dual study programmes may derogate from the rules laid down in Clauses (1) and (2) in respect of their students participating in dual study programmes.
- (5) The starting time for timetabled sessions shall normally be eight o'clock in the morning. The duration of a lesson shall be forty-five minutes. There shall be a minimum of ten minutes' break between two consecutive lessons, but lessons may be held in a group with the agreement of the students. The lessons in the practical training shall be in accordance with the timetable of the public education establishment concerned.
- (6) The faculty council shall be entitled to determine the detailed rules for the starting times of the timetabled sessions, with the proviso that in the case of correspondence courses and full-time courses at Bartók Béla Faculty of Music, classes may also be scheduled for days off.
- (7) Holidays during the academic period shall be the statutory public holidays. In addition to these, the dean may authorise three days of school-free days per semester, the Rector two days. If necessary, the Rector may, on the authority of the Senate, order additional holidays. A maximum of eight school-free days in addition to the statutory public holidays may be authorised in an academic semester. The Dean's and the Rector's school-free days are set out in the academic year's timetable.
- (8) A part of the summer vacation (July-August) may be used for regular or training-related activities (practical trainings, course-related trainings, final trainings, etc.) as specified in the curriculum.

- (9) Deviations from the rules laid down in this clause, in particular from the academic timetable approved by the Senate, may be made in the case of postgraduate specialisation programmes organised in the form of block courses which also meet accreditation requirements. An application for derogation shall be submitted to the Director for Enrolment and Education Management, indicating the specific postgraduate specialisation programme planned to be offered, the different timetable of the training and its justification, and a summary of the documents containing the accreditation requirements. The Director for Enrolment and Education Management will decide whether to grant authorisation.

The student legal status

Section 37


- (1) A person may become a student of the University by admission or by transfer from another institution.
- (2) A student is in a student legal status with the University of Miskolc. The legal status is established by enrolment. The termination of the student legal status is realized by the deletion from the student register.
- (3) The student legal status is interrupted (passive semester):
- a) if the student has not completed registration as specified in these regulations;
 - b) if the student announces, no later than the end of the registration week, that he does not intend to fulfil his student obligations for the next academic term.
- (4) The duration of a continuous interruption in the student legal status, as defined in Subsection (3), shall not exceed two semesters. A student may use the option of interruptions on three occasions, this rule being interpreted as meaning that the case where the student takes a passive semester in two consecutive semesters shall also be deemed to be one occasion.
- (5) The student legal status may be interrupted in the first semester following enrolment, upon request, in cases of special merit.
- (6) Upon the student's request, the Faculty Study Committee may authorise the interruption of the student legal status
- a) for a continuous period of more than two semesters,
 - b) until the end of the academic term already commenced, for the training period in question provided that the student is unable, through no fault of his own, to fulfil the obligations arising from his student legal status as a result of childbirth, accident, illness or other unforeseen circumstances.
- (7) If the Study Committee authorises the interruption of a student legal status pursuant to Clause (6)b), the registration for the training period in question shall be deemed to be cancelled, provided that no legal consequences of the registration may be imposed for the academic term already commenced but affected by the interruption.
- (8) The student legal status shall be interrupted if the student is banned from pursuing studies as a disciplinary sanction and during the actual performance of military service in the voluntary reserve.

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Student's enrolment and registration obligation

Section 38

- (1) Only enrolled students may pursue studies at the University of Miskolc. Enrolment is required at the beginning of the student legal status with the University of Miskolc, at the commencement of studies. Thereafter, before the beginning of each academic semester, students shall register or declare an interruption in their studies in accordance with the procedure described in Clause (3).
- (2) The student shall immediately notify any changes to his personal data in Neptun and update the data that can be amended by him. The consequences of failure to do so shall be borne by the student. If the University of Miskolc learns of a change in the student's personal data from public records, it shall amend the personal data ex officio and notify the student of this immediately by electronic means via the Neptun system.
- (3) Conditions for enrolment and registration:
 - a) in the case of the commencement of studies, when registering for the first semester, together with enrolment: proof of personal data, provision of copies of the documents specified in the enrolment notification, except for identity documents, and full submission of the documents specified in the enrolment notification (return of copies of the application form and the documents forming part of the data), in the case of a student on a full or partial Hungarian state scholarship, signing the declaration on undertaking the conditions specified in NHEA, in the case of a self-funded student, signing the student training contract. (In the event of incomplete applications, the staff of the Directorate for Enrolment and Education Management may restrict examination admission until they have been completed);
 - b) for registration for the following semester: fulfilment of the academic obligations of the previous semester (according to the Neptun records), payment of any outstanding overdue debts to the institution under any legal title;
 - c) for students establishing a student legal status starting from the first semester of academic year 2014/2015, payment of the administrative fee via the Neptun system. An exception to this rule is made if the student pays the self-funded fees in one lump sum by means of a Student Loan or, at his request, typically because of a single invoice to be issued to his employer,
- (4) The student is required to register electronically in the Neptun system and take at least one subject within the prescribed time frame, but no later than the registration week for the semester in question. If both of these conditions are met, the semester is considered an active semester.
- (5) The student may request an extension of the deadline for enrolment and registration in advance, in justified cases, or, in the case of being prevented from attending, may justify his absence subsequently, up to fifteen days from the beginning of the study period. After this period, no certification may be made.
- (6) The student may withdraw his registration in writing within fifteen days of the beginning of the study period. A semester is considered an active semester even if the student does not attend classes and does not fulfil any of the curricular requirements. The administrative fee is not refundable upon withdrawal of enrolment/registration.
- (7) In a self-funded programme, the full amount of the self-funded fee may be legitimately claimed from the student if he is duly enrolled/registered for the semester in question,

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has signed up for subjects, regardless of whether he has attended classes, taken examinations or fulfilled any academic obligations.

- (8) The University of Miskolc shall not limit the number of active semesters available to students participating in self-funded courses until they receive their certificate of completion (*absolutorium*).
- (9) The Directorate for Enrolment and Education Management shall be responsible for the registration of student legal status, keeping additional records relating to the scope of the student's legal status, and issuing certificates.

Information on requirements

Section 39

- (1) The dean shall ensure that students commencing their studies are provided with written information on the curriculum requirements, the recommended curriculum and the obligations and rights of students at the time of enrolment. The dean shall also ensure that, at the time of enrolment, students are informed of the method of examination and the calculation of averages, the subjects to be taken, and information on the student research societies and specialisation options. At the time of first enrolment, information shall be provided on the names of the faculty's organisational and educational units, as well as the names of the lecturers and professors and employees in other positions.
- (2) The Directorate for Enrolment and Education Management shall be responsible for the preparation of the timetable for the semester and its publication on the university's website.
- (3) The announcement of the curricular requirements and the forms of assessment of the subject, textbooks and notes shall be published by the subject supervisor on the faculty website by the first day of the registration week. The lecturer or professor of the subject shall inform the students about this at the first class session of the course. Failure to do so shall not have any adverse consequences for the student.
- (4) By the end of the first week of the study period of each semester, the departments/institutes are obligated to send to the Dean's Office, under the supervision of the head of the department/institute, the scheduled dates for the written examination papers covering at least four weeks of teaching material to be written in the semester, and the dates for the submission of drawings and other assignments. In order to balance the students' study load, the Faculty's SU prepares the schedule of written examination papers on the basis of the dates collected by the Dean's Office, so that, as a rule, only two written examination papers can be scheduled for a week in the subjects included in the recommended curriculum, and only make-up and resit written examination papers can be scheduled for the last week of the study period. In the event of a dispute, the Study Committee is entitled to set the date in question in a given subject. Final dates shall be notified to the department/institute and to the students by the end of the third week of the study period.
- (5) Where these Regulations require publication in order to inform students, this shall be done on the university or faculty website or in the Neptun system.

Attendance at sessions


Section 40

- (1) The obligation to attend classes of the announced subjects shall be determined by the subject supervisor on the basis of the recommendation of the programme supervisor. The obligation to attend faculty classes, the method and time of checking attendance and certifying absence, the circumstances of making up for absence, the consequences of certified and un-certified absence shall be published by the first day of registration week in the manner described in Clause 39(5). The subject supervisor shall be responsible for publication. The specific conditions for the recognition of the semester and the permission to take examinations shall be determined by the department/institute in accordance with the curriculum.
- (2) Attendance of physical education classes shall be compulsory, as a criterion requirement, for all full-time bachelor programme students of the University for a minimum of two semesters and a maximum of five semesters of their studies. The Faculty of Health Sciences is obligated to organise sessions in a number of sports corresponding to the number of students, at least two lessons per week, in accordance with the timetable. The place and time of the sports sessions shall be published by the first day of registration week.
- (3) The minimum number of students required to start a freely elective subject shall be determined by the faculty council. If the minimum number of students required to start a given freely elective course is not registered during registration week, the department/institute shall cancel the course from Neptun and reassign the applicants to another session or time.

Preferential study regime

Section 41

- (1) The faculty may, upon the student's application, grant a preferential study regime if the student is unable to fulfil his academic obligations in the manner prescribed by the curriculum for justifiable reasons. The general conditions for granting a preferential study regime shall be determined by the Faculty Council. A student in a preferential study regime may be exempted from attending classes and other sessions. With the permission of the Faculty Study Committee, examinations may be taken outside the examination period in justified cases. The student may also be given individual opportunities to complete the semester (obtaining a signature or a practical grade) in agreement with the lecturer (e.g. individual reports, solving tasks, etc.). The deadline for obtaining the practical grade for the preferential study regime is the date set by the Faculty Study Committee.
- (2) The application for a preferential study regime shall be submitted electronically by the end of the first week of the study period. The application shall state the reasons for which the student is requesting a preferential study regime and, where possible, shall be supported by documentary evidence.
- (3) The application shall be subject to the opinion provided by the subject supervisor (and/or the head of the relevant department/institute) of the subject in question. The opinion shall propose the conditions, method and time of the completion of the subject (the acquisition of credits, if any).

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- (4) The chairperson of the study committee or the dean shall decide on the application for a preferential study regime within 15 days, taking into account the opinion of the department/institute, on the basis of the principles adopted by the Faculty Study Committee.
- (5) Upon his application, a student participating in the Mentoring Programme for Elite Athletes shall be granted a preferential study regime.
- (6) In justified cases, if the underlying cause arises at a later date, a preferential study regime may be applied for at a later date, subject to the procedural rules.

Credit recognition Section 42

- (1) The student may request the Credit Transfer Committee of the host faculty to recognise the subjects previously completed or completed within the framework of the visiting student legal status in the form of credit recognition. Knowledge and work experience acquired through prior non-formal, informal studies may also be recognised as fulfilling a study requirement.
- (2) The hosted subject is a compulsory substitute for the subject of a degree course if the knowledge indicated in the course syllabi covers 75% of the elements contained in the course syllabi of the subject of the degree programme or the application is for a freely elective subject. The lower limit for the course syllabi match required for credit recognition is regulated by the faculties at their own discretion. Only a subject that is different from all the subjects already taken into account for the fulfilment of a curriculum requirement may be taken into account for the fulfilment of a curriculum requirement.
- (3) A hosted subject may be recognized for the number of credits of the substituted subject assigned to the subject in the curriculum of the host degree programme. Grades earned for the substitute subject shall be accepted. If more than one grade belongs to it, their rounded arithmetic average shall be taken into account.
- (4) The agreement on mutual recognition of subjects concluded between the University of Miskolc and other institutions shall be made public and available to students. This obligation shall be incumbent on the dean of the faculty which is in charge of the degree programme concluding the agreement.
- (5) The student shall submit his application for recognition by the end of the first week of the study period by electronic means, together with the justification of the application and the documents supporting the justification. If necessary, the Credit Transfer Committee may request additional certification for the assessment. In cases of special merit, the Credit Transfer Committee is also entitled to examine applications submitted after the deadline on their merit.
- (6) If the student has obtained a diploma in a tertiary vocational programme and is continuing his studies in a classification degree programme, at least 50 % of the credits specified in the programme and outcome requirements for tertiary vocational programmes shall be recognised.
- (7) In accordance with the provisions of HEA, based on a certificate obtained in a tertiary vocational programme, at least thirty credits and up to a maximum of sixty credits may be counted towards a bachelor programme in the same field of study. Within this framework, the Credit Transfer Committee shall be entitled to determine the conditions under


which and the number of credits under which the certificates shall be included in the trainings launched under NHEA. In accordance with the provisions of NHEA, based on a certificate obtained in a tertiary vocational programme, the number of credits that may be counted towards a bachelor degree programme in the same field of study may be at least thirty and maximum ninety.

- (8) The University of Miskolc shall award a diploma only to students who have completed one third of the credits required for the award of the diploma at the institution. In the case of a joint programme, the faculties may deviate from this rule on the basis of a cooperation agreement.

The announcement of subjects

Section 43

- (1) The condition for students to be able to sign up for subjects taught in a given semester is making a final timetable available to the students by the beginning of the registration week. The detailed rules on the preparation of the timetable are set out in the Rector's Instructions.
- (2) When compiling the timetable, the schedule of compulsory lessons within a degree programme shall be determined in such a way that they do not conflict in the case of students progressing according to the recommended curriculum schedule. Deviations from this rule may be made in the case of registering for dual-programme single-cycle teacher training or in the case of registering for more than one specialisation.
- (3) In determining the subjects to be announced in the current semester, the following criteria shall be taken into account:
 - a) the total credit value of the freely elective subjects to be announced shall be at least 5 credits per degree programme,
 - b) for the compulsory elective subjects to be announced, the subjects shall be announced in such a way that the total number of credits reach twice the difference between 30 obtainable credits per degree programme per semester and the total credit value of the compulsory subjects.
- (4) Subjects announced for the current semester shall also include subjects that end with an examination only. During registration, students shall also sign up for subjects that end with an examination only (EO course). Students may sign up for an examination only subject if the student has fulfilled the mid-semester requirements for the subject in any previous semester.
- (5) If a student was unable to earn the credit for a subject taken in a given semester, he may retake the course in a subsequent semester. A subject, if it is not completed, may be taken an unlimited number of times during the period of study. If the mid-semester requirements have been met, the student only needs to take the examination in the following semester.
- (6) Subjects that end with an examination shall be announced each semester, with the announcement of timetabled classes in their current semester according to the recommended curriculum, and in the case of the announcement of examination courses, with the possibility of taking examinations only in their cross-semester.
- (7) The faculty shall, as a general rule, announce the subjects leading to a practical grade in the semester recorded in the recommended curriculum. Based on the decision of

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the Faculty Council, the faculty regulations may deviate from this rule and may also provide for the possibility of offering the practical subject in the form of an EO course.

- (8) Students shall be allowed to take up to 10 per cent of the total number of credits according to the model curriculum in subjects taught in a language other than Hungarian and up to 5 per cent in freely elective courses. Students may, under the conditions specified in the rector's instructions, perform voluntary activities in place of the freely elective subject, which may be recognised as freely elective subjects. When participating in a internship programme related to their studies, students have the opportunity to have the professional activity undertaken by them recognised as a freely elective subject. As a condition to the recognition of their credits, students shall participate in an internship programme of 20 hours per week with a contracting partner that has a cooperation agreement with the University of Miskolc and complete at least 23 credits in the semester in question. Credit recognition may only be applied up to the amount of the freely elective, not yet completed credits required for the course, up to a maximum of 5 credits per subject.
- (9) The heads of the departments/institutes concerned and the dean are responsible for the announcement of the subjects, the preparation and publication of the timetable is the responsibility of the Directorate for Enrolment and Education Management, in musical training the Dean of Bartók Béla Faculty of Music, and in the health sciences training the Dean of the Faculty of Health Sciences.
- (10) The faculty regulations may also provide for deviations from the rules set out in Clauses 43(4) to (6).


The academic record book

Section 44

- (1) The compulsory content of the academic record book is set forth in Section 41(3) of Government Decree No. 87/2015 (IV. 9.).
- (2) The University of Miskolc shall not keep a paper-based academic record book for its students pursuant to Section 41(1) of Government Decree No. 87/2015 (IV. 9.).
- (3) Upon termination of his student legal status, the student shall be issued a hard copy of the academic record book.
- (4) If the student continues his studies in another institution of higher education, his academic record book shall be issued only if the student has met any outstanding overdue payment obligations to the institution under any legal title and has arranged for the balance of the student's omnibus account to be transferred back to his own account. The Dean's Office of the faculty concerned shall ensure that this condition is met.

Section 45

- (1) Students shall enrol/register during the registration week and sign up for the subjects at the same time. Enrolment/registration and course registration shall be carried out via the Neptun system. The student will receive electronic notification of the course registration and the cancellation of subjects by subject, via the Neptun system.

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- (2) Within five days after the closure of the course registration period, the student may object to incorrect course registration data in the Neptun system. The objection shall be submitted to the Dean's Office of the faculty concerned, on which the Dean shall decide. On the basis of the objection, changes in the Neptun system may be made primarily in the case of administrative or computer errors.

Rules for access to the academic record book Section 46

- (1) Student rights:
- a) the student shall not have the right to write in the academic record book,
 - b) the student has the right to access his academic record book using his Neptun code for the entire duration of his legal status,
 - c) the student has the right to print a course completion sheet from the Neptun system during the specified period of study and to use it as a certificate of completion,
 - d) during the entire examination period of the semester in question, the student has the right to request the lecturers and professors or the dean to correct his grades in the case of incorrect entries, administrative errors or failure to make an entry,
 - e) the student has the right to request an extract from the academic record book, certified by the Directorate for Enrolment and Education Management, twice a semester, free of charge,
 - f) once a semester, the student may request a certified performance record, copies of which may be used to certify his studies.
- (2) Rights of lecturers and professors:
- a) the examiner shall make an evaluative entry in the academic record book for the examination in accordance with the assessment requirements announced,
 - b) the examiner may check the examination sheet and make corrections to the grades contained therein up to the last day of the examination period,
 - c) the examiner may check the examination sheets and initiate the correction of the grades in writing to the Head of the Dean's Office of the Faculty during the fourteen days following the end of the examination period.
- (3) The studies clerk of the Directorate for Enrolment and Education Management has the following powers: after the end of the legal remedy period, the studies clerk prints the academic record book pages of the current semester from the Neptun system, and keeps them in the student's registration book.

Rules on the assessment of knowledge Section 47

- (1) At the start of the examination, the student shall provide proof of identity by means of a valid photo identity document (personal identity card, student ID, passport, etc.).
- (2) When the oral examination is assessed, the examiner shall enter the grade on the examination sheet, sign the examination sheet and, if the student so requests, record the grade on the performance sheet printed out by the student and also sign it. The examiner enters the grade into the Neptun system on the basis of the examination

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sheet, on the day of the examination. The examination sheet shall be kept for five years in the institute/department concerned.

- (3) On the occasion of the written examination, when correcting the examination paper, the examiner shall enter the grade on the examination paper and the examination sheet previously printed from Neptun, and provide both with his signature. Based on the examination sheet, the examiner will enter the grade into the Neptun system within two days at the latest. Written examination papers shall be kept for one year in the institute/department concerned.
- (4) Following the closure of the examination period, the student can object to the erroneous data on his assessment in the Neptun system within a peremptory term of fourteen days. During the judgement of the objection, the examination sheet, certified by the examiner's signature and kept in the institute's administration, shall prevail over the data in Neptun.
- (5) When a practical grade is obtained, the course supervisor shall prepare a written statement using the roster printed from Neptun, which shall be authenticated by his signature, and shall enter the practical grade in Neptun on the basis of the statement.

Signatures and practical grades

Section 48

- (1) The conditions for the signature (for the recognition of the semester) shall be communicated to the students by the subject supervisor at the beginning of the semester, on the faculty website and orally at the first session, including the conditions for refusal to sign and for making up for the signature. Attendance in class is an essential condition for signature, and may be exceeded by the fulfilment of a specific academic obligation.
- (2) The result of a mid-term assignment or a written examination paper shall be taken into account in determining the examination grade or practical grade.
- (3) For obtaining the signature of a subject leading to an examination grade, a maximum number of written examination papers equal to the credit value of the course may be required in the semester in question.
- (4) The subject supervisor shall certify the fulfilment/non-fulfilment of the semester requirements for each subject (practical course) in the Neptun system (in the signature field) by the last day of the study period. In case the subject supervisor is unable to attend, the department/institute head or the dean will certify fulfilment.
- (5) If the student is absent for at least 60% of the lectures or 70% of the seminars, practicals or laboratory sessions and cannot provide adequate proof of absence, signature in the subject may be permanently refused and the student may only make up for the absence by retaking the course. The faculty councils may not impose more stringent conditions than those laid down in this rule.
- (6) A student who has not fulfilled the mid-year academic obligations of the subject prescribed by the course syllabi may not be granted an end-of-semester signature. The department/institute shall provide the opportunity to make up the omission no later than the last week of the study period.
- (7) During the study period, the departments/institutions shall enter the assessment of the fulfilment of the academic obligations (practical grade) in the Neptun system by the twelfth hour of the first day of the examination period. Heads of department/institute


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are responsible for the submission of the semester closure data by the deadline set. In the case of the dual-study subjects of students in dual study programmes, the deadline for obtaining a practical grade may be extended until the end of the examination period.

- (8) After the end of the study period, it is possible to make up the signatures and practical grades during the first two weeks of the examination period, including the cases of special consideration granted by the dean. The exact end of the make-up period is specified in the academic timetable for each semester. The subject supervisors/lecturers and professors are obligated to provide at least one make-up opportunity per week. During the examination period, it is possible to make up a signature or a practical grade in the same subject up to three times, the first time without application and without payment of a default fee, the second time with special consideration granted by the dean after payment of the fee laid down in the Regulations on Fees and Allowances. The third make-up may be made up in exceptional and justified cases, subject to the special consideration granted by the Rector, up to the date specified in the permission and after payment of the fees laid down in the Regulations on Fees and Allowances.
- (9) The student has the opportunity to improve a successful practical grade in the same subject once, free of charge. A successful practical grade may be improved up to the last day of the second week of the examination period.

Examination period Section 49

- (1) Examinations may be taken only during the pre-examination and examination periods specified in the study regulations, except for examinations of subjects taken as examination only courses and for subjects allowed as preferential. Examinations cannot be organised during the registration period.
- (2) Examinations for subjects taken as examination only courses shall, as a general rule, be taken during the examination period, but may also be taken during the period determined by the Faculty Council.
- (3) The number of examination places corresponding to at least 150 % of the number of students who have taken the subject and obtained a signature in it shall be allocated by the subject supervisor or examiner, taking into account the student's suggestions, ensuring that students can take the examinations in an appropriately distributed manner and that they have the time and opportunity to repeat failed examinations. The number of examination places shall be determined in such a way that at least one examination day is allocated in each degree programme and in each programme in each week of the examination period.
- (4) The head of the department/institute concerned shall ensure that the examination dates are entered in the Neptun system at least two weeks before the end of the study period.
- (5) Preliminary examinations may be taken in the last week of the study period. All students have the right to take preliminary examinations on the dates set by the department/institute, provided that they meet the conditions for the examination.

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Order of examinations


Section 50

- (1) Students may register for the scheduled examination dates (examination places) via the Neptun system from the date announced by the faculties. The student may register for the examination or change his registration until the twelfth hour of the day before the examination without any negative consequences. If the student fails to appear for the examination, he will be liable to pay a default fee and may only sit the second and third examinations on the next examination date. The fact of the failure to appear for the examination shall be recorded in the Neptun system. Failure to sit an examination will not be penalised by an “unsatisfactory (1)” grade.
- (2) Students may only be allowed to take an examination (colloquium, combined examination, rigorosum) if they have obtained the end-of-semester signature for the given subject, have no outstanding overdue debts to the institution, have fulfilled the conditions of the pre-study order fully and have closed their previous academic semester of study.
- (3) Examinations may only be taken if the student is in possession of a valid document proving his personal identity. The examinations shall be held on the official premises of the university. The dean may grant a derogation from this requirement in justified cases, specifying the place where the examination is to be held. The examination may be conducted orally or in writing, or both orally and in writing. The examiner shall ensure an undisturbed, relaxed atmosphere during the examination.
- (4) In the case of oral examinations, if not all students are present at the starting time indicated in the Neptun system (provided that it is not earlier than eight a.m.), the examiner shall be available for examination for a maximum of thirty minutes after the last student present who has been examined. Faculty regulations may specify a longer period. If the instructor is not present at the beginning of the examination, students should report this to the Dean’s Office of the faculty after waiting for thirty minutes.
- (5) Examinations shall be conducted by the instructor of the subject or by the instructor(s) appointed by the head of the department/institute. Oral examinations shall be public, but the Dean may limit the publicity in justified cases. Examinees shall be given the opportunity to prepare their answers before the examination, of which they may take written notes.
- (6) Within an examination period, the repeat resit examination, but, at the request of the student, also the first and the resit examination and all rigorosa and basic examinations shall be conducted before a committee of at least two members. In the case of a resit examination, at the request of the student, the committee shall be composed of a different lecturer from the lecturer who conducted the previous examination(s) or of an additional representative of the faculty (at least one instructor teaching the subject shall be present). The chairperson and the members of the committee are appointed by the head of the department/institute. If the head of the department/institute is the subject supervisor, the dean of the faculty decides on this matter.
- (7) The head of the department/institute conducting the examination shall provide for the (personal and material) conditions for the examination.

The main forms of assessing knowledge

Section 51

- (1) The appropriate forms of assessment, which shall be adapted to the educational objective and built upon each other, shall be determined by the curriculum, and the content requirements shall be determined by the course syllabi.
- (2) Assessment of knowledge of the subject material may be:
 - a) five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1);
 - b) three-grade scale: excellent (5), satisfactory (3), fail (1), which shall be indicated by grades, and
 - c) for compulsory practical training (production, workshop, final, etc.; school teaching practice does not constitute compulsory practical training) for which credit is awarded, the grading shall be as in b).
- (3) The main forms of assessment of the subjects are as follows:
 - (a) The signature at the end of the study period may be obtained by completing the academic obligation prescribed for the study period to the level of acceptance. The signature may be made up in accordance with Clause 48(8).
 - b) A practical grade (practical assessment) may be prescribed in the curriculum if the practical application of the subject, the assessment of application skills, is necessary for the educational objective. The requirements of a subject to be assessed with a practical grade shall be fulfilled by the student during the study period. The practical evaluation is done by means of a five-grade assessment. The practical grade may be made up in accordance with the provisions of Clause 48(8).
 - c) The report shall be the assessment of the acquisition of the amount of knowledge specified in the course syllabi, covering an academic period. It shall be assessed in accordance with Clause 2(b), which shall count towards the grade point average.
 - d) A colloquium shall be the assessment of the material covered in a subject, usually covering an academic period. Within the framework of this, the extent to which the student mastered the study material it is to be assessed, and whether he will be able to master the rest of the material built on the particular course. The colloquium shall be evaluated on a five-grade scale.
 - e) A basic examination (comprehensive examination) is a closing assessment of the entire material of a subject (covering at least two academic semesters). The comprehensive examination shall be evaluated on a five-grade scale.
 - f) The rigorosum is a form of assessment closing the entire material of a subject that is essential to the educational objective. The curriculum may require the joint assessment of several subjects during the rigorosum. The rigorosum shall be evaluated on a five-grade scale. No rigorosum may be required in a final examination subject. If a student takes a rigorosum at the end of the academic period, following this, no other form of assessment, except practical assessment, may be required for the material of the subject. If a separate rigorosa period is provided for taking the rigorosum, an examination may be prescribed on the material of the final academic period of the subject.
 - g) In the case of the students' compulsory practical (production, workshop, etc.) training, depending on the curriculum requirements, assessment shall follow the procedure described in Clause 2(c).
 - h) As for the forms of assessment of compulsory elective subjects required as alternative, the provisions of points Clause 5(a) to (g) shall apply.

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- (4) In freely elective subjects, the curriculum may require practical grades, reports or examinations. If the curriculum does not require assessment in the case of freely elective subjects, attendance at the sessions shall be certified by the instructor's signature, in which case no credit shall be attributed to the subject.
- (5) In addition to the forms of assessment listed in Clause (3) and to the assessment of the practical training, the faculty council may require other forms of assessment in the curriculum, in accordance with the educational objective.

Awarding grades without examination


Section 52

- (1) In the case of a practical grade, report or examination, the instructor may offer the student any grade on the basis of the student's performance during the academic period.
- (2) Students are not obligated to accept the assessment (grade) offered in this way but may request assessment by examination.
- (3) The terms and conditions of awarding grades without an examination shall be announced to the students concerned during the first week of the academic period or during the first lesson and shall also be announced on the faculty website.

Resitting unsuccessful examinations

Section 53

- (1) In the case of unsuccessful examinations, students may take a resit examination during the same examination period. Unsuccessful resit examinations may be retaken once (repeated resit examination), during the same examination period.
- (2) For repeated resit examinations, the student shall pay an examination fee set separately. The repeated resit examination as well as any further examinations attempted in the same subject during a later academic term is subject to a fee. Registration for examinations with a mandatory examination fee is possible only upon payment of the examination fee through the Neptun system.
- (3) If a student fails to complete the compulsory practical training through his own fault, or if he receives a "fail" assessment and does not make up or correct the failing grade within the time allotted, the practical training shall be repeated and re-registered in the Neptun system.
- (4) If the student has exhausted the make-up opportunities available for passing the examination successfully in the examination period in question or has been unable to make use of the examination opportunities through no fault of his own, he may request special consideration granted by the dean in a single subject and only once in the examination period in question.
- (5) If the student has exhausted the make-up opportunities available for passing the examination successfully in the examination period in question (normal and examination only course), or has been unable to make use of the examination opportunities through no fault of his own, and has used up the special consideration granted by the dean, he may request special consideration granted by the rector for making up the examination a total of three times during his studies.

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Improvement of the grade of a successful examination

Section 54

- (1) If a student wishes to improve the grade or assessment obtained in a successful examination, he may take one more examination per subject.
- (2) An examination improving a successful examination may be taken in accordance with the procedure for normal examinations on the examination dates specified for the current examination period.
- (3) The grade obtained in the examination improving the successful examination will be valid for the calculation of the semester grade point average even if that is lower than the previous one. No additional credit may be earned by improving the passing grade.

Practical training

Section 55

If the student can provide evidence of prior work experience that meets the goal of practical training as defined in Section 14(1) of Government Decree 230/2012 (VIII. 28.), the Credit Transfer Committee may, upon the student's request, recognise it as the completion of practical training. Only the work experience that meets the professional requirements of practical training and that is gained in a workplace or in a position corresponding to the given professional qualifications and that is at least of the duration specified in the programme and outcome requirements of the given degree programme may be recognised. The faculty's requirements concerning the attachments of the application, the deadline for its submission and the order of procedure are established in the faculty regulations. Work experience recognised as practical training shall be included in the diploma supplement as knowledge recognised on the basis of work and other experience, non-formal, informal learning.

Calculation and recording of academic results

Section 56

- (1) The student's academic results shall be entered in the Neptun system by the authorised persons. Any unauthorised entry in the Neptun system shall have disciplinary consequences.
- (2) The amount of the student's academic work is indicated by the sum of the credits earned in a given semester or since the beginning of studies.
- (3) The quality of the academic work is determined by the grade point average weighted by credits. For one semester:

$$\text{Weighted grade point average} = \frac{\sum (\text{credits completed} \times \text{grade})}{\text{sum of credits completed}}$$

In the case of tertiary vocational programmes where the completion of subjects cannot be measured in credits, the quality of academic work is determined by the arithmetic average of the number of grades.

- (4) In the case of three-level grading, when establishing the grade point average weighted by credits, excellent qualification shall be taken into account with a grade (5), and satisfactory qualification with a grade (3).

- (5) The result of the hosted subject shall be counted towards the weighted grade point average unless the student takes it from among courses not belonging to his professional training in addition to the limit allowed for elective courses.
- (6) Defining the amount of study grant shall be determined in accordance with the Regulations on Fees and Allowances, on the basis of a credit index for the quantitative and qualitative assessment of academic work. The credit index shall apply for one semester. Calculation method:

$$\text{Credit index} = \sum (\text{credit} \times \text{grade}) / 30$$


If the student has completed more than thirty credits, it is possible to include all credits in the denominator.

- (7) For the completion of the academic semester, after the end of the examination period, the Directorate for Enrolment and Education Management shall check, using the Neptun system, the fulfilment of the requirements of the student for the completion of the semester, as prescribed in the recommended curriculum and as undertaken in the individual curriculum, and record the fulfilment in the Neptun system.
- (8) For the calculation of the weighted grade point average or the credit index, all practical grades, examinations, combined examinations with the final result (i.e. the last grade in the case of a repeated examination) and the grades for the rigorosa shall be taken into account as the grade. The curriculum may also require that the results of the course paper and the compulsory practical training count towards the weighted average and the credit index.
- (9) The weighted grade point average and the credit index shall be calculated to two decimal places.
- (10) The weighted grade point average result:
 - a) excellent if the average is 5.00
 - b) very good if the average is between 4.51 and 4.99
 - c) good if the average is between 3.51 and 4.50
 - d) satisfactory if the average is between 2.51 and 3.50
 - e) pass if the average is between 2.00 and 2.51

Expiry and termination of the student legal status

Section 57

- (1) The student legal status expires by law in the cases listed in Section 59(1) of NHEA.
- (2) In the case of the termination of student legal status - with the exception of Section 59(1)d) of NHEA - a decision shall be passed and communicated to the student in writing. Before the decision is taken, it shall be checked whether the student has any outstanding overdue debts under any legal title or whether there is any balance in his omnibus account. Depending on the result of the check, the decision shall call upon the student to settle the debt or to take steps for the transfer of the balance in the omnibus account to his own account.
- (3) A student who has been dismissed or whose student legal status has been terminated may establish a student legal status again only in the course of a new admission procedure which has been successfully completed.

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- (4) The student legal status shall be terminated by the unilateral declaration of the University of Miskolc if
- a) the student has failed to register for the following academic semester for the third consecutive time;
 - b) the student has exhausted the possibility of enrolling for passive semesters pursuant to Section 37 (4).


In the case of points a) to b), the termination of the student legal status is conditional upon the Directorate for Enrolment and Education Management to notify the student in writing about the fulfilment of his obligation by the deadline set and to inform him of the legal consequences of the failure to do so. The written notification obligation stipulated in this clause may also be met via the Neptun system and shall meet the formal criteria of the notification if it quotes this provision of the regulations. In duly justified and documented cases deserving exceptional recognition, the decision of the Study Committee may diverge from the application of points (a) to (b).

- (5) A decision on the termination of the student legal status shall be taken and communicated to the student in writing. The verification described in Clause (2) above shall be carried out in this case as well, and the decision shall contain the notice stipulated there.
- (6) A student whose legal status has been terminated shall, in the case of admission to the same training, be required to obtain credits in accordance with the provisions of the study regulations in force, subject to the rules on credit recognition.

Special consideration granted by the dean Section 58

- (1) If a student has exhausted the possibilities provided for in these regulations for the fulfilment, correction of or making up for his unsuccessful academic obligations, or has failed or been unable to fulfil them through no fault of his own, he may apply to the dean of the faculty on the grounds of special consideration.
- (2) The application shall be made without delay, as soon as the grounds on which it is based have arisen or, in the case of any obstacle, as soon as the obstacle has ceased to exist. The dean shall decide on the application within 8 days.
- (3) On the basis of the application, the dean may give permission on one occasion per semester at most for making up for a signature in one subject, or making up for one signature and practical grade, and in addition the correction of a failed examination or the fulfilment of a missed academic obligation.
- (4) The student will receive a decision on the authorisation, which he shall present to the department concerned in order to request an appointment.
- (5) The decision shall be entered in the student's electronic academic record book by the Directorate for Enrolment and Education Management and the application and the decision on the application shall be placed in the personal file of the student concerned.

Special consideration granted by the Rector Section 59

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- (1) If the student has not been able to successfully complete his missing academic obligation even with the special consideration granted by the dean, he may submit an application to the Vice-Rector for Academic Affairs.
- (2) The application shall include the reasons for special consideration.
- (3) When considering the application, the Vice-Rector for Academic Affairs may authorise the fulfilment of the academic obligation for the period specified in the decision. No appeal may be lodged against the decision to refuse the application as a decision in a case of special consideration by the Rector.
- (4) During the course of his studies, the student may receive special consideration granted by the Rector stipulated in this Section a maximum of three times in total.
- (5) The decision shall be sent to the student, the Dean's Office, the head of the department/institute concerned and the Directorate for Enrolment and Education Management for further action, and the Directorate for Enrolment and Education Management shall enter the decision in the student's electronic academic record book.

Certificate of completion (*Absolutorium*) Section 60

- (1) The certificate of completion certifies that the student has fulfilled all the academic and examination requirements laid down in the curriculum. The fact is recorded in the Neptun system and in the registration book.
- (2) At the request of the student, the Directorate for Enrolment and Education Management will issue a certificate of the certificate of completion.

Dissertation and thesis Section 61


- (1) Students shall prepare a dissertation or thesis in accordance with the qualification requirements and the curriculum. The thesis or dissertation is a complex individual task requiring the synthesis and creative application of the knowledge acquired.
- (2) The rules for the topic setting, preparation and defence of the dissertation or thesis are laid down by the Faculty Council.
- (3) The credits assigned to the thesis (dissertation) shall be laid down in the recommended curriculum of the degree programmes in harmony with the programme and outcome requirements.
- (4) The prerequisites of the topic setting of the dissertation or thesis shall be stipulated in the recommended curriculum of the degree programme. The recommended curriculum of the degree programme shall include the "Dissertation or Thesis Writing".
- (5) Former students having completed their studies (having met the criteria of the certificate of completion and having no student legal status any more), may apply for permission to take the final examinations by submitting an application to the Dean of the relevant faculty.
- (6) The programme supervisor is responsible for the topic setting and record keeping of the dissertation or thesis.

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- (7) The deadline for submission of the dissertation or thesis shall be indicated in the academic timetable.
- (8) The dissertation or thesis may be made known to another person only if the author has expressly consented thereto. The author shall indicate whether or not consent has been given at the time of submission of the thesis.
- (9) The faculties are entitled to determine the faculty requirements for the preparation of the dissertation or thesis and the tasks of the organisation of the final examinations, with the proviso that the submission of the dissertation or thesis in digital form shall be compulsory and shall be archived by the Library, Archives and Museum.
- (10) With the involvement of the Library, Archives and Museum, the Directorate for Enrolment and Education Management shall ensure that the dissertation or thesis is uploaded to a separate database on the University's website, taking into account copyright, and that it is accessible to all, with the express consent of the author, from 1 September 2023 onwards, in the Neptun system. The dissertation or thesis, or any part of it which can be easily separated from the rest of the dissertation or thesis, which has been classified as confidential, or which by its nature cannot be digitised or would be disproportionately difficult to digitise, and the publication of which the author has not consented to or has subsequently withdrawn his consent, shall not be made public.
- (11) Theses produced under a confidentiality agreement shall be stored in a locked place by the host institutions in accordance with the terms of the confidentiality agreement.
- (12) A thesis to the disclosure of which the author has not consented or has withdrawn consent shall be stored in a locked place in such a way that only authorised persons have access to it.

Information on language requirements Section 61/A

- (1) Act LIX of 2022 amending certain Acts relating to higher education, vocational training and adult education (hereinafter, for the purposes of this section, the amending Act) shall abolish the requirement for a state-recognised language examination as a condition for awarding a diploma as of 1 September 2023 and shall transfer the competence for the stipulation of language requirements to institutions of higher education.
- (2) For students establishing a student legal status in basic, single-cycle and tertiary vocational programmes in the academic years 2022/2023 and 2023/2024, and in the future in a phasing-in system at these levels of education – at the faculty's discretion – even if different, depending on the level of the programme, the programme or degree programme – the teaching of specific foreign language skills is required.
- (3) The University shall not impose any additional language requirements on students who established their student legal status before the academic year 2022/2023 beyond the language requirements of their current model curriculum. In the event of a successful final examination, they will be awarded a diploma regardless of the date of the final examination.
- (4) The University shall provide its students with the opportunity to develop the foreign language skills necessary for the exercise of their professional qualifications in all its degree programmes in the form of foreign language classes and content-based language teaching,


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- (5) The language requirements for doctoral students shall be governed by the Regulations for Doctoral Programmes and Doctoral (PhD) Degree Awarding at the University of Miskolc and the Organisational and Operational Regulations of the Doctoral Schools of the disciplines.

Final examinations

Section 62

- (1) The final examination is a form of assessment required for the award of a higher education qualification, during which the candidate shall demonstrate that he has the knowledge required for the qualification and can apply the knowledge acquired.
- (2) The condition to receiving permission to take the final examination is that the candidates have a certificate of completion and have fulfilled the requirements of the academic plan. The student who has not fulfilled any payment obligation outstanding under any legal title towards the institution may not be permitted to take the final examination. The dean's office of the faculty concerned is obligated to check this fact, to authorise the permission to take final examinations, in accordance with the procedure laid down in the Regulations for the Management of financial claims arising from student legal status, and the conditions of the certificate of completion are checked by the Directorate for Enrolment and Education Management.
- (3) The Faculty Council may make taking the final examination conditional after the second year from the date of issue of the certificate of completion, and no final examination may be taken after the fifth year from the date of termination of the student legal status.
- (4) Main types of final examinations:
- a) the student (candidate) shall take a final examination before a final examination board(s) in the subjects prescribed by the curriculum, separately from the defence of the thesis/dissertation,
 - b) the student (candidate) shall defend his dissertation or thesis before the Final Examination Board, and take final examinations in the subjects prescribed by the curriculum,
 - c) the student (candidate) defends his thesis/dissertation before the Final Examination Board and presents on the disciplines related to the thesis/dissertation and their specific subjects,
 - d) the student (candidate) takes a written final examination, then defends his thesis/dissertation before the Final Examination Board, and then takes a practical and theoretical (oral) final examination.
- (5) No credit value can be assigned to the final examination.
- (6) The final examination shall be wholly or partly oral. The final examination may consist of several parts and may include a practical part.
- (7) The type of final examination to be used shall be specified in the recommended curriculum for the degree programme.
- (8) Final examinations may be taken during the final examination period specified in the academic timetable, with the exception of double degree courses, where the rules of the partner university where the student is completing his final semester shall apply. At the student's request, the Faculty offering the training and the partner university may

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decide to deviate from this by a joint decision. In the case of a multi-part final examination, the minimum preparation period between each examination shall be two weeks. In the case of a final examination consisting of one part (so-called complex final examination), at least four weeks shall be allowed for preparation before the final examination, starting from the end of the study period.


- (9) In the case of the type of final examination stipulated in Clause 4(a), the candidate may be allowed to take the final examination only after having successfully defended his thesis. In the case of the types of final examinations stipulated in Clause 4(b) and (c), the candidate may commence the examination in the final examination subjects if the Final Examination Board has approved his dissertation (thesis) with a grade of at least pass (2). For the type of final examination stipulated in Clause 4(d), the conditions for taking the final examination are set out in the Faculty Supplement to these Regulations.
- (10) The requirements for the final examination, the topics to be assessed, together with the bibliographical references, shall be published on the website of the department/institute organising the final examination by the first working day of the eighteenth and forty-eighth calendar weeks of each year at the latest (or by the deadline for submission of the dissertation or thesis set by the Faculty Council).
- (11) The faculty shall announce the assignment of students to the final examination.

Final Examination Board Section 63

- (1) Final examinations shall be taken before the Final Examination Board. If necessary, the Final Examination Board may be supplemented by teachers who have been appointed by the Dean to act as questioners (ad hoc committee members).
- (2) The Final Examination Board shall have at least two members in addition to the Chairperson. The board shall be composed in such a way that at least one member is a university or college professor or associate professor, and one member is not employed by the University of Miskolc or is a lecturer or professor of another faculty of the University.
- (3) The members of the committee shall grade the candidate's performance and then, in a closed session, determine the grade by voting in case of a dispute. In the event of a tie, the chairperson shall have a casting vote.

Result of the Final Examination Section 64

- (1) The result of the final examination shall be calculated on the basis of the grades obtained in the final examination and the grade of the dissertation or thesis, in accordance with the programme and outcome requirements and the curriculum, as specified in the recommended curriculum for the degree programme. The method of calculating the final examination results shall be laid down in the faculty regulations.
- (2) The results of the final examination shall be announced by the chairperson of the board on the day of the final examination.

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Resit of a failed final examination

Section 65


- (1) The conditions for rewriting the dissertation/thesis not accepted by the Final Examination Board shall be determined by the Study Committee on the recommendation of the competent department/institute. The student and the department/institute concerned shall be notified of the decision in writing within three weeks.
- (2) In the case of an unsuccessful final examination, the candidate may retake the final examination, subject to the restrictions laid down in Section 62(3).
- (3) Final examination resits may be taken in the next final examination period. The faculties may derogate from this provision in their faculty regulations if justified by the specific nature of the faculty.
- (4) In the case of a final examination resit, the candidate shall be required to take an examination only in the subject (subjects, parts) in which he has previously received a failing grade.
- (5) In the case of a final examination resit, the candidate shall pay a specially determined examination fee.

Resit of a successful final examination for the improvement of the grade

Section 66

In the event he has taken the final examinations successfully, the student is entitled to improve his performance in a subject/part of a final examination in the same final examination period.


Diploma Section 67

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- (1) Within thirty days of the successful completion of the final examination, the university shall make out and issue to the holder a diploma in Hungarian and English or in Hungarian and Latin, including the qualification and the Ministry of Education identification number. The levels of the qualification attested by the diplomas are indicated in Hungarian, English and Latin as follows:
 - a) basic level – Bachelor – baccalaureus (abbreviated BA or BSc),
 - b) master’s level – Master – magister (abbreviated MA or MSc).
- (2) On successful completion of tertiary vocational programmes, a diploma in accordance with this Clause shall be made out and issued, which does not certify an independent level of qualification.
- (3) A diploma shall also be issued upon successful completion of a postgraduate specialisation programme.
- (4) The diploma shall bear the original signature of the Rector and the stamp of the institution of higher education.
- (5) The diploma made out and issued in a foreign language shall include the personal data of the student (name, date of birth, place of birth) as recorded in the Neptun system and as evidenced by the personal identity document, in the mandatory form text.
- (6) The rules for calculating the grade of the diploma should also be specified in the faculty regulations. The grades of unsuccessful examinations shall be disregarded when establishing the grade of the diploma.
- (7) The University of Miskolc shall keep a register of certified and uncertified diplomas.

Diploma supplement Section 68

- (1) The diploma supplement is a public document treated as a security document, which the University of Miskolc shall issue to accompany the diploma. The diploma supplement shall provide detailed information on the holder’s degree and professional qualifications, the subjects studied, the credits obtained, the academic results, the institution of higher education issuing the diploma, the Hungarian higher education system, i.e. everything that may be important for employment and further education purposes.
- (2) The aim of the Diploma Supplement is to provide detailed and objective information on the nature, level and content of the studies pursued and successfully completed by the holder of the diploma as a supplement to the diploma certifying the higher education qualification, and thus to help ensure transparency and sound recognition of qualifications abroad. The diploma supplement does not contain any value judgements, does not contain any statement of equivalence and does not imply recognition.
- (3) The diploma supplement, taken as such, has no legal effect. The diploma supplement has primarily an informative value.


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- (4) The diploma supplement shall be issued to the student in Hungarian and English, together with the diploma. In the case of a programme conducted in a language other than Hungarian, the diploma supplement shall be issued in Hungarian and in the language of the programme. The first issue is free of charge.
- (5) The issuance of the diploma supplement is mandatory in tertiary vocational programmes, bachelor programmes and master programmes.
- (6) The issuance of the diploma supplement is closely linked to the credit system and the functioning of Neptun, and therefore the issuance of a complete diploma supplement in compliance with the European model is only possible for students who obtained their diploma after 1 March 2006, under a credit system curriculum and registered in Neptun.
- (7) Diploma supplements of full value may be issued to graduates who obtained a diploma before 1 March 2006, upon written request, in English, at a cost of 10% of the monthly amount of the normative allowance per active semester, only if the conditions set out in Clause (6) are met.

Content and form of the diploma supplement

Section 69

- (1) Pursuant to Government Decree No. 86/1996 (VI. 14.) on the protection of security documents, the diploma supplement is a category B security document, the list of which is set out in Annex 1 to the Decree.
- (2) The diploma supplement form consists of the following parts:
 - a) a thick off-white cover sheet, bearing the title *Oklevélmelléklet*, Diploma Supplement and the Hungarian coat of arms;
 - b) thin grey-green inner sheets, printed with a serial number, a border, the Europass logo and a watermark.
- (3) The diploma supplement function of the Neptun system is used to produce and archive diploma supplements in Hungarian and English (other foreign languages).
- (4) The content of the diploma supplement, in addition to the university coat of arms and the registration book number of the diploma, consists of eight groups of questions, which are:
 - a) the particulars of the diploma holder (name; date of birth; student identification number, registration number);
 - b) particulars of the diploma (professional qualifications and the title that accompanies it, degree programmes completed, the institution awarding the diploma, training institution, language of instruction);
 - c) particulars of the level of the programme (level of the programme, duration of the programme, conditions for entering the programme);
 - d) data on the content of the programme and the results achieved (requirements of the educational programme: governing legislation, decision, educational objective, credit value to be acquired, system of knowledge assessment, nature, length, credit value of the practical training; specific courses, subjects, credits: knowledge acquired during the studies, parallel or visiting student legal status, work experience

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and other experience (requirements, credits, grades); total credits acquired; system of assessment; grade of the diploma);

- e) the entitlements attached to the diploma (further education and professional);
- f) additional information (information on the holder of the diploma not provided above, brief description of the institution of higher education; indication of other sources of information);
- g) certification of the supplement (signature of the certifying person, stamp of the institution);
- h) a description of the Hungarian higher education system.

Re-issue of the diploma supplement

Section 70

- (1) Re-issue of the diploma supplement:
 - a) the re-issue of any lost or destroyed diploma supplements may be requested by the student in writing;
 - b) the request shall be submitted to the Directorate for Enrolment and Education Management;
 - c) in the application, the student's following data shall be provided for the identification of the applicant
 - ca) name,
 - cb) mother's name,
 - cc) place and date of birth,
 - cd) Neptun code,
 - ce) name of the degree programme completed with a successful final examination,
 - cf) the language of the copy of diploma supplement (Hungarian or English),
 - cg) the requested manner of the collection of the diploma supplement prepared (collecting in person or sending by post).
 - d) the fee set forth in the Regulations on Fees and Allowances shall be paid for the issuance of the copy of the diploma supplement.
- (2) The amount collected for the issue of the diploma supplement copy is due to the Directorate for Enrolment and Education Management.

System of responsibilities of the re-issue of the diploma supplement

Section 71

At the University of Miskolc, the leader in charge of coordinating the tasks related to the diploma supplement and liaising with the ministry in charge of higher education is the Director for Enrolment and Education Management as the diploma supplement coordinator. The Director for Enrolment and Education Management shall ensure that the provisions of these Regulations are complied with.

Diploma with distinction

Section 72

- (1) A diploma with distinction may be awarded to a student who has achieved excellent results in all subjects on the final examination, an excellent grade on his dissertation or thesis, and all his rigorous, and the grade point average of at least 4.00 in all his other examinations and practical grades.
- (2) In their faculty regulations, the faculties may lay down more stringent conditions than those laid down in Clause (1) as a prerequisite for the award of a diploma with distinction.
- (3) In the diplomas of students who meet the conditions for the award of a diploma with distinction, the faculties shall include a two-page A/4 bilingual (English and Hungarian) insert printed on gravured cardboard in accordance with Annex 2, which shall be regarded as a certificate and not as a form of strict accountability, in accordance with the provisions of the Regulations on Fees and Allowances.

Colleges for advanced studies

Section 73

- (1) The University may establish colleges for advanced studies for the purpose of nurturing the talents of students of outstanding ability, promoting their participation in public life, creating the material and personal conditions for preparing them for intellectual tasks, and educating intellectuals who are sensitive to social problems and their high professional standards.
- (2) Students of outstanding ability receive help in meeting additional requirements to develop their talents from the colleges for advanced studies in the context of quality education.
- (3) The colleges for advanced studies shall operate as part of the University and shall carry out their tasks within the framework of the University's business plan.
- (4) The operational rules of the colleges for advanced studies shall be laid down in their own operational regulations.

Chapter IV

REGULATIONS ON FEES AND ALLOWANCES

General Provisions

Section 74

- (1) Throughout the entire period of their study, students shall pay the fees and remunerations laid down for them and shall be entitled to receive allowances.
- (2) Students whose student legal status is interrupted or terminated shall not be entitled to any funding and shall not be required to pay any fees or remunerations for the period and from the date in question.
- (3) The provision of Clause (2) shall not apply to students whose legal status is interrupted who use services that are not free of charge (e.g. student hostel accommodation) during the period of the interruption. For such services, students whose student legal status is interrupted shall pay remuneration (e.g. student hostel and service fees).
- (4) Students shall receive written information at the time of enrolment and, if necessary, at each registration about:
 - a) the deadlines for the commencement of the year,
 - b) the rates and payment deadlines of remuneration fees,
 - c) the procedure for obtaining student legal status certificates,
 - d) the conditions for receiving student hostel accommodation,
 - e) other information necessary to exercise their rights and fulfil their obligations.

Section 75

- (1) SU-UM and DSU-UM shall make proposals, express their opinion and exercise their right of consent on the provisions of the Regulations on Fees and Allowances.
- (2) The Faculty SU shall make proposals, express their opinion and exercise their right of consent on the decisions of the Faculty Council on the Faculty Regulations on Fees and Allowances. If necessary, the faculty SU shall lodge an objection against the decision of the faculty council with the Vice-Rector for Academic Affairs.
- (3) The Vice-Rector for Academic Affairs shall inform the Rector's Advisory Board of the objections submitted to him, which shall take a decision in accordance with the law and the university regulations. In urgent cases, the Rector may suspend the implementation of the decision objected until such time.
- (4) The participation of the Students' Union in the operation of the student hostel is laid down in the Regulations on the Operation of Student Hostels.

The Social and Grant Committee of SU-UM (SU-UM SGC)

Section 76

- (1) The Social and Grant Committee of SU-UM (hereinafter: SU-UM SGC):
 - a) is the operational executive body of SU-UM responsible for allowances and grants,
 - b) the ex-officio members of SU-UM SGC are the Director for Enrolment and Education Management, the Chairperson of SU-UM and the Vice-Chairperson of SU-UM for Allowances (hereinafter: Vice-Chairperson), the person delegated by DSU-UM, and its other members are the SGC Chairpersons of the faculty SUs (hereinafter: Faculty Vice-Chairpersons). The Vice-Rector for Academic Affairs; the Legal Of-

ficer of the Directorate for Enrolment and Education Management, the Health Expert delegated by the Faculty of Health Sciences and the expert of social matters appointed by the Faculty of Humanities and Social Sciences shall be invited to attend with right of consultation.

- (2) The responsibilities of SU-UM SGC:
- a) to participate in the preparation of the drafting and amendment of the regulations concerning students' allowances and grants, and their annexes;
 - b) to guide the work of the faculty SU SGCs;
 - c) to coordinate tasks related to social allowances and grants;
 - d) to decide on awarding extraordinary social grants;
 - e) to determine the conditions for applications for allowances and grants (regular social grants, basic funding, etc.), and to pass first-instance decisions on applications from students;
 - f) to make proposals to SU-UM on exercising the right of consent in relation to these regulations;
 - g) decide on all matters referred to its competence.
- (3) The meetings of SU-UM SGC shall be chaired by the Vice-Chairperson. The quorum of SU-UM SGC shall be 3/5 of members with voting rights present. Without the presence of the Vice-Chairperson and the Chairperson of SU-UM, SU-UM SGC shall not constitute a quorum. SU-UM SGC shall not constitute a quorum also if the Director for Enrolment and Education Management or his delegate is not present.
- (4) Meetings of SU-UM SGC shall be convened by the Vice-Chairperson by indicating the agenda at least three working days before the date of the meeting. The meeting of SU-UM SGC shall be convened within one week:
- a) at the written request of the Vice-Rector for Academic Affairs or the Director for Enrolment and Education Management,
 - b) at the written request of the Chairperson of SU-UM,
 - c) at the written request of 30% of the members.
- (5) SU-UM SGC shall take its decisions by a simple majority of votes.
- (6) The resolutions of SU-UM SGC shall be entered in the record of evidence, and deposited in the archives of SU-UM, and sent to the Directorate for Enrolment and Education Management within eight working days.


SU-UM Vice-Chairperson for Allowances (Vice-Chairperson)
Section 77

- (1) The Vice-Chairperson is the head of SU-UM SGC, he organizes and supervises the work of SU-UM SGC and oversees the participation of SU-UM in matters concerning student allowances. Responsibilities:
 - a) to prepare and chair the meetings of SU-UM SGC,
 - b) to ensure the implementation of the decisions of the SU-UM Board and SU-UM SGC concerning grants and allowances,
 - c) to decide on all matters referred to its competence.
- (2) The Vice-Chairperson is elected by the Plenary Assembly of SU-UM, taking into consideration the opinion of SU-UM SGC, on the proposal of the SU-UM Chairperson.

The Social and Grant Committee of the Faculty Students' Union (Faculty SU SGC)

Section 78

- (1) The Faculty SU SGC is the body responsible for student allowance matters of the Students' Union of the faculty in question.
- (2) Responsibilities of the faculty SU SGC:
 - a) to implement the decisions of the bodies of SU-UM,
 - b) to forward its questions and proposals to SU-UM SGC,
 - c) to ensure that the students of the faculty concerned can get acquainted with the regulations relating to student allowances and their annexes, and that these regulations are complied with,
 - d) to determine and document in writing the amount of the faculty's study grants with the agreement of the dean of the faculty,
 - e) to determine and document in writing the amount of the faculty's special study grants,
 - f) to check the applications of the faculty students for regular social grants and basic funding and to make a recommendation for the first-instance decision of SU-UM SGC,
 - g) to examine the applications for extraordinary social funding submitted by the students of the faculty and to make a recommendation to SU-UM SGC.
- (3) The faculty SU SGC consists of at least five members. The quorum of the Faculty SU SGC shall be more than half of its members to be present. The Vice-Dean for Academic Affairs and the Faculty Vice-Chairperson are ex-officio members of the Faculty SU SGC. The Faculty Vice-Chairperson is also the Chairperson of the Faculty SU SGC. The members of the Faculty SU SGC are elected by the Faculty SU Delegates' Assembly for a term of 1 year on the proposal of the Chairperson of the Faculty SU SGC.
- (4) Record of evidence shall be kept of the meetings of the Faculty SU SGC and filed in the archives of the Faculty SU, and sent to SU-UM and the Directorate for Enrolment and Education Management within eight working days.
- (5) The decisions of the Faculty SU SGC shall be made public on the website of the Faculty SU and the faculty concerned, as well as in the Unisys system.

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**The Chairperson of the Social and Grant Committee of the Faculty Students' Union
(Faculty Vice-Chairperson)**

Section 79

- (1) Responsibilities of the Faculty Vice-Chairperson:
 - a) to lead and organise the work of the Faculty SU SGC,
 - b) to convene the meetings of the Faculty SU SGC,
 - c) to regularly participate in the meetings of SU-UM SGC,
 - d) to inform the members of the Faculty SU SGC and the Faculty SU Delegate Assembly about the decisions of SU-UM SGC concerning student allowances,
 - e) to decide on all matters referred to its competence.
- (2) The Faculty Vice-Chairperson is elected by the Faculty SU Delegates Assembly on the proposal of the Faculty SU Chairperson.

Deadline for data provision and payment of allowances

Section 80

- (1) The Directorate for Enrolment and Education Management shall provide SU-UM and SU-UM SGC with data to the extent strictly necessary for the decisions to be taken within their competence.
- (2) At the written request of the Chairperson of SU-UM, the Chief Financial Officer may order the provision of additional data or a more detailed breakdown of the data provided.
- (3) The transfer of the various allowances shall be arranged by the dates specified in the legislation. Unless otherwise provided by law, the transfer of allowances of a regular nature shall be arranged by the tenth day of the month in question, with the exception of the first month of the academic semester. The transfer of allowances of an ad hoc nature shall be arranged within fifteen days of the date on which the beneficiary becomes aware of his entitlement.

Monitoring **Section 81**

- (1) The Internal Audit Department may audit the use of resources for financing allowances and funding in accordance with the laws and regulations and the use of revenue from fees and charges in the same way, in accordance with its annual work plan. It shall communicate its findings in writing to the Rector and the Chairperson of SU-UM.
- (2) The Rector may also order an extraordinary investigation in justified cases. The Rector shall order an investigation if the Chairperson of SU-UM or 10% of the students concerned have initiated it in writing and the circumstances they have indicated as the basis for the initiative justify the investigation. A copy of the auditor's report of the target audit shall be sent to the Chief Financial Officer, the Rector and the Chairperson of SU-UM, together with information on the measures required.
- (3) The Rector may order an extraordinary investigation on the joint written initiative of 10% of the students concerned, provided with original signatures and reasons, if the matters in question relate to the operation of SU-UM or an SGC. In such a case, a written statement from SU-UM or SGC on the allegations contained in the petition shall also be requested.

Student allowances **Section 82**

- (1) Student allowances are in particular:
 - a) study grants,
 - b) special study grants,
 - c) regular social grants,
 - d) extraordinary social grants,
 - e) basic funding,
 - f) professional, academic, public (community) grants,
 - g) professional, academic and public grants from tender funds,
 - h) national higher education grants,
 - i) ad hoc student funding,
 - j) textbook and notes funding,
 - k) funding for sporting activities,
 - l) funding for cultural activities,
 - m) mentoring programme for elite athletes,
 - n) Hungarian Sports Stars Scholarship (pursuant to Government Decree 165/2013 (V.28.) on the Hungarian Sports Stars Scholarship),
 - o) funding for participation in practical training,
 - p) funding for housing,
 - q) Bursa Hungarica Municipal Higher Education Scholarship,
 - r) Student Research Society Activity Award,
 - s) research scholarships founded by business corporations,
 - t) the Universitas Miskolcensis Foundation Scholarship,

- u) other scholarships established by an organisation of the University of Miskolc from its own revenue, with the prior approval of the Rector, in accordance with the call for applications.
- (2) If the student has a simultaneous student legal status at another institution of higher education outside the University of Miskolc, he shall receive funding from the institution with which he established his student legal status earlier.

Institutional amount of allowances, method of payment


Section 83

- (1) The amount of the fundings shall be determined (rounded) so that it is divisible by one hundred without residue.
- (2) Regular student allowances shall be paid by the University into a bank account in the name of the student and designated by the student.
- (3) 56% of the normative amount for textbook and notes funding, sports and cultural activities shall be used for regular and extraordinary social grants, basic funding and funding for participation in practical training.
- (4) In the case of part-time study abroad, the allowances due to the student shall be paid if he is registered as a student and the semester is an active semester.
- (5) The institutional allocation shall be used in accordance with the following proportions:

Budget	Legal title	Percentage of funding
A) Student normative allowance	a) Operating costs of the Students' and Doctoral Students' Union	5%
	b) Ad hoc student funding,	9%
	Performance-based grants	
) Study grants	57% (of which up to 5 % special study grants)
) Professional, academic and public study grants	9%
	Socially based grants	
B) Funding for textbooks and notes;	e) Socially based grants (regular, extraordinary social grants, basic funding, funding for participation in practical training)	20%
	f) social grants (regular, extraordinary social grants, basic funding, funding for participation in practical training)	
	g) Funding for cultural and sports activities	20%

Budget	Legal title	Percentage of funding
funding for sports and cultural activities	h) Funding for the production of notes, the purchase of electronic textbooks, teaching materials and devices necessary for preparation, and the purchase of equipment to help students with disabilities to study	24%
C) Funding for housing	i) Student hostel operation, maintenance and renovation	50%
	j) social grants (regular, extraordinary social grants, basic funding, funding for participation in practical training)	50%

- (6) The annual amount established according to the normative level shall be distributed among the faculties according to the number of students (eligible number of students according to the statistical releases of March and October). 96% of the agreed allocation may be used primarily in order to avoid potentially exceeding the allocation
- (7) The funds for student funding shall be managed separately and shall not be used for any other purpose.
- (8) The amount of the allocation not used in the current year shall be carried forward and shall increase the amount of the allocation that can be used under the same legal title in the following year. The Directorate for Enrolment and Education Management shall inform the Deans, the Chief Financial Officer, the Chairperson of SU-UM and the Chairpersons of the Faculty SUs of the amount to be set aside, broken down by legal title and by faculty.
- (9) The regular funding shall be paid for five months for a half year, and for ten months for the whole year.
- (10) In the last academic year of the programme, the funding shall be paid until the end of the student legal status, but for a maximum of ten months.
- (11) For the month in which the student legal status is interrupted or terminated, the pro rata temporis part of the funding shall be paid.
- (12) If the student legal status is suspended or terminated, except as provided for in Clause (4), the State funding shall not be paid.
- (13) The fundings that may be awarded on the basis of an application shall be published on the website of SU-UM. Applications may be submitted via the Unisys Internet-based electronic application system or via the Neptun system or by other electronic means by the deadline set by SU-UM. The deadline for submission of applications shall not be less than two weeks.
- (14) Applications for student hostel accommodation and for funding not covered by these Regulations shall be made in accordance with the procedure laid down in the specific regulations.

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- (15) The essential conditions and criteria for awarding funding which may be obtained by means of an application are set out below:
- a) an application in due form and accompanied by the necessary supporting documents,
 - b) proven need, justified in relation to the situation of other students in the institution.

The study grant

Section 84

- (1) A student shall be entitled to a study grant on the basis of his academic result in the previous semester.
- (2) At the discretion of the Faculty Council or the Dean, a student shall be awarded the same amount of study grant for the same academic result (performance) within the faculty, degree programme or year.
- (3) The lower limit and the bands of eligibility for the study grant shall be determined by the Faculty SU, with the approval of the Dean, on the recommendation of SGC, taking into account the academic average of the degree programme. The monthly amount of the study grant for each student shall be equal to five percent of the student normative allowance. The maximum amount of a study grant may not exceed four times the monthly amount of the student normative allowance set by law.
- (4) The average academic result shall be calculated in accordance with the Studies and Examinations Regulations.
- (5) The same rules and conditions shall apply to a student who has previously studied at another institution of higher education, except that the student shall not be entitled to a study grant in the semester of enrolment at the University of Miskolc. A student who has been admitted to a master programme and who is enrolled for the following semester after obtaining the bachelor degree and whose student legal status is thus considered continuous is also entitled to a study grant in the semester of enrolment. The basis for calculating the study grant is the academic result achieved in the last semester of the bachelor programme.
- (6) The general rules shall apply to the determination and payment of grants for students pursuing part-time studies in the countries of the European Economic Area.

Special study grant

Section 85

- (1) With the approval of the Faculty SU, special study grants may be awarded for one academic semester (five months) for a number students not exceeding 3% of the number of full-time students with state-funded /full or partial Hungarian state scholarship and under conditions determined by the dean.
- (2) The application for such grants will be evaluated in the first instance by the faculty SGC, which will immediately notify the Directorate for Enrolment and Education Management and the Dean's Office of the Faculty of its decision in writing.
- (3) The conditions and criteria for awarding of the special study grant are as follows:
 - a) a formal application supported by the necessary supporting documents,

- b) the activities and results included in the application shall be related to the previous academic semester,
 - c) the student's academic result in the previous semester not only exceeds the curricular requirements (2.0 end-of-semester grade point average completed with pass grades and required as a condition of enrolment for the next semester), but also exceeds the higher academic requirements established by the Dean with the approval of the Faculty's SU,
 - d) in addition to his results exceeding the higher academic requirements, the student has been able to achieve results that promote his own professional and academic development.
- (4) The following shall not be a criterion for the award of a special study grant:
- a) professional-academic activity included in the academic requirements,
 - b) requirements and criteria for awarding a community scholarship.
- (5) The amount of the special study grant may be the maximum of the study grant, but the combined monthly amount of the study grant and the special study grant may not exceed one month's amount of four times the student normative allowance per month.

Basic funding
Section 86

- (1) A person who establishes a student legal status for the first time in a full-time tertiary vocational programme, bachelor programme, single-cycle model, with a full or partial Hungarian state scholarship may be entitled to basic funding on the basis of Section 15(1) of Government Decree No. 51/2007 (III.26.) on the occasion of his first registration.
- (2) A person who establishes a student legal status for the first time in a full-time master degree programme with a full or partial Hungarian state scholarship may be entitled to basic funding on the basis of Section 15(2) of Government Decree No. 51/2007 (III.26.) on the occasion of his first registration.
- (3) Basic funding may be requested by means of an application, the application shall be announced by SU-UM SGC.

Regular social grants
Section 87

- (1) A student who is in need because of his dire financial situation may be awarded regular social grant the extent of which is determined on the basis of his situation.
- (2) Doctoral students may also apply for a regular social grant.
- (3) The procedures and principles for assessing the social situation of students eligible for funding are set out in Annex 4.
- (4) The electronic applications submitted by the students shall be examined by the faculty's SCG, which shall then make a proposal to SU-UM SGC, which shall determine the amount of regular social grant and the circle of students who shall receive it at the institutional level.

- (5) If the reason for the regular social grant has ceased to exist or has been found to be unfounded, SU-UM SGC shall immediately take measures to terminate the payment of the grant, if necessary to recover the amount paid, and, if necessary, initiate disciplinary or other proceedings.
- (6) The legal remedy procedure shall be covered by 7% of the funds available for social grants.
- (7) With the exception of applications for extraordinary social grants, the student's social situation shall be examined once every academic semester, in a unified manner, at an institutional level, by a committee appointed for this purpose. The resources to cover the funding shall be determined at institutional level.
- (8) Awarding regular social grants cannot be conditional on the following criteria:
 - a) academic result, professional and academic activity,
 - b) community, cultural or sporting activities.
- (9) A disciplinary procedure shall be initiated against a student who provides false information when his social situation is being established.

Extraordinary social grant

Section 88

- (1) The extraordinary social grant shall be covered by 5% of the funds available for the social grants specified in Section 83(5).
- (2) The budget for the extraordinary social grant shall be used primarily for the extraordinary support of students. An extraordinary social grant may be awarded to a student (including doctoral students) who is in particular need because of his outstandingly disadvantaged financial situation or because of an exceptional change in the student's personal life that places an increased financial burden on him (due to e.g. the birth of a child, a serious health problem, an epidemic situation, a rapid deterioration in the student's social situation through no fault of his own, a natural disaster, an accident or a crime), or an exceptional, outstandingly disadvantaged change in the student's family situation (e.g. death of a family member supporting the student financially, permanent inability to make a living, etc.).
- (3) The duration of the extraordinary social grant and the circle of students who are eligible to receive it shall be determined by SU-UM SGC on the basis of a proposal by the faculty SGC within thirty days of the application. The faculty SGC submits a detailed proposal for each application received, which is annexed to the minutes of the SU-UM SGC meetings.
- (4) Applications may only be submitted during the study period and the examination period.
- (5) The amount of the extraordinary social grant, with a view to the establishment of the resources at the institutional level, shall be determined by SU-UM SGC within the framework of its minutes. The awarded funding shall be paid within eight working days of the decision.

- (6) If the reasons for the extraordinary social grant are proven to be unfounded, SU-UM SGC shall take immediate measures to terminate the payment of the grant, if necessary to request that the amount paid be repaid, and, if necessary, initiate disciplinary or other proceedings.
- (7) Applications for exceptional social grants shall be rejected if
 - a) the student's temporary difficulties were caused by his own negligence, or
 - b) the student has suffered personal injury as a result of his or her own irresponsible conduct.

Funding for participation in practical training


Section 89

- (1) Pursuant to Section 10(3) and Section 14/A of Government Decree No. 51/2007 (III.26.), a practical training grant may be paid to eligible students.
- (2) SU-UM SGC shall be responsible for the announcement of the grant application paid under the legal title of funding participation in a practical training, and for the determination and awarding of the application criteria. The application shall be published on the University's website no later than 30 days before the deadline for submission.
- (3) A student may be awarded a practical training grant if the practical training is carried out at a place other than the registered office or the branch of the University of Miskolc, and the student does not receive student hostel accommodation at that place, and the distance between the place of practical training and the place of residence is more than twenty km.
- (4) During the evaluation of the applications, within the limits of the resources available, preference shall be given to students who complete a practical training of less than six weeks and to students who do not complete the practical training at their place of work.
- (5) The practical training grant may be awarded more than once in a semester, but each eligible student may be awarded only once per semester.

Research scholarships founded by business corporations

Section 90

- (1) The purpose of the scholarship established by a business corporation is to support self-funded doctoral studies at the doctoral schools of the University of Miskolc. The amount of funding shall be determined by the business corporation in a cooperation agreement concluded with the University of Miskolc and shall be paid for the whole year, i.e. on a twelve-monthly basis, to doctoral students whose research topic falls within the subject area determined by the business corporation.
- (2) The scholarship shall be awarded by means of a call for applications, which shall be evaluated by an ad hoc committee. The members of the committee shall be (according to their office) the Vice-Rector for General and Scientific Affairs of the University of Miskolc, the head of the doctoral school of the University of Miskolc whose students were eligible to apply for the scholarship established by the business corporation and the student representative delegated by DSU-UM.


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- (3) There are no formal requirements for the submission of the application, but all documents shall be attached to the application that can be used to establish the doctoral student's research topic.
- (4) In the event the application is rejected, an application for legal remedy may be lodged with the Student Appeals Committee, which shall act in accordance with the general rules on appeals.
- (5) Payment of the funding shall be ensured by the Directorate for Enrolment and Education Management, thus the Directorate for Enrolment and Education Management shall be informed of the final decision on awarding the grant immediately after the decision has been taken.
- (6) The Directorate for Enrolment and Education Management shall archive the application documents and administer the payment of the funding and shall send the available data and the accounts to the business corporation which established the grant within forty-five days of the end of the year in question.

Awards for Student Research Society activities

Section 91

- (1) Under the conditions set out in Clause (2) and in accordance with the applicable legislation, students may be awarded a Student Research Society scholarship.
- (2) The alternative conditions for awarding a Student Research Society scholarship shall be:
 - a) a student research society paper submitted to any faculty of the University of Miskolc in the announced academic field, evaluated and deemed suitable for award by the professional jury;
 - b) participation in a Student Research Society competition announced by the given faculty of the University of Miskolc, solving a problem in a subject not included in the core curriculum of the university, participation in the competition classified as suitable for an award;
 - c) successful participation in a university or National/International Professional Competition, which the jury of the competition has judged to be worthy of an award;
 - d) an activity aimed at the student's self-development with academically measurable results, as specified in the relevant call for proposals.

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- (3) Academic results shall not be a criterion for awarding a Student Research Society scholarship.
- (4) When awarding a Student Research Society scholarship, the extent to which the activities in question contribute to the academic and professional activities of the students of the university and to the enhancement of the reputation of the university shall be examined in each case.
- (5) The Student Research Society scholarship shall be awarded by the Faculty Student Research Society Council on the basis of the participation data for the given year. The amount of the scholarship to be awarded by the Faculty Student Research Society Council shall be decided by the University Student Research Society Council on the basis of the available funds from foundations and grants.
- (6) Student Research Society scholarships shall be a one-off allowance based on academic performance and may be awarded differentiated per semester, and shall be accompanied by a study grant.
- (7) Student Research Society scholarships may also be awarded by any college for advanced studies of the University of Miskolc from its own resources.

Funding for housing Section 92

- (1) Funding for housing shall be provided within the framework of social grants.
- (2) At least 50% of the funding for housing shall be used for the payment of social grants.
- (3) The funding for housing may be used not only as a cash grant, but may also be used by SU-UM, on the basis of a proposal of SU-UM DC, for student hostel development. The source for this is secured under Section 83(5)(C). The percentage share set out in Section 83(5)(C) may be reallocated with the agreement of SU-UM.
- (4) The Rector shall decide on the size of the budget to be used as non-monetary funding with the agreement of SU-UM. The Rector shall decide on the conclusion and content of any contracts with the consent of SU-UM.

Bursa Hungarica Municipal Higher Education Scholarship Programme Section 93

The rules for awarding the Bursa Hungarica Municipal Higher Education Scholarship shall be governed by Sections 18-20 of Government Decree No. 51/2007 (III.26.).

Professional, academic and public (hereinafter: “community”) scholarships Section 94


- (1) Under the conditions specified in Clause (2) and on the basis of the relevant legislation, students (including doctoral students) may be awarded a community scholarship.
- (2) Awarding a community scholarship shall be conditional upon the submission of an application in due form and accompanied by the necessary supporting documents, and the following:
 - a) outstanding university-public or advocacy activities, or
 - b) outstanding participation in the work of a university volunteer group; or

- c) outstanding university artistic and cultural activity or artistic and cultural organisational activity, or
 - d) outstanding sporting or sports-organising activity, provided that it has a university dimension or serves to enhance the good reputation of the university, or
 - e) outstanding professional and academic activity.
- (3) Academic results shall not be a criterion for awarding a community scholarship.
 - (4) When awarding a community scholarship, the extent to which the activities in question contribute to the well-being of the students of the university, to their cultural and intellectual development, to the promotion of their community life or to the enhancement of the good reputation of the university shall be considered in all cases.
 - (5) 6% of the Community Scholarship shall be awarded by the Faculty SU on the basis of an individual application and with the approval of the Dean for a period of one academic semester (5 months), and the decision shall be notified to SU-UM SGC and the Directorate for Enrolment and Education Management without delay, but at the latest before the financial funding is assessed.
 - (6) The maximum monthly amount of the community grant may not exceed three times the statutory monthly amount of the student normative allowance per month. The community scholarship may also be awarded on a differentiated basis and may be accompanied by a study grant.
 - (7) 3% of the community scholarship shall be awarded by SU-UM on the basis of an individual application and with the approval of the Director for Enrolment and Education Management for a period of one academic semester (5 months), and the decision shall be notified to SU-UM SGC without delay, but at the latest before the financial funding is assessed. The monthly community scholarship for members of SU-UM Board and SU-UM referees may amount to the annual amount of student normative allowance, with the proviso that a student may receive a community scholarship from only one organisational unit, and that filling the same post at faculty and SU-UM level may not be supported.

Professional, academic and public scholarships from grant funding

Section 95

- (1) Under the conditions set out in Clause (2) and on the basis of the relevant legislation, students may be awarded performance-based professional, academic and public scholarships by means of application, from funding received specifically for the payment of grants.
- (2) The award of a professional, academic and public scholarship shall be conditional upon the performance of professional, academic or public activities that go beyond the curricular requirements and support the objectives of the project in question and the submission of a formal application for a scholarship addressed to the project leader.
- (3) Professional, academic or public activities may include, in particular: student research work, professional or study trips, successful ASC/ASC activities, student's innovative professional work, outstanding performance in a competition, artistic or cultural activities, social engagement, idea-sharing in an idea competition, student hostel floor supervisor, peer support activities, participation in competence development training.

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- (4) A professional, academic and public scholarship can be awarded as the recognition of professional, academic or public activities. Payment of the grant shall be conditional upon the certification of professional, academic or public performance already achieved.
- (5) Among the scholarship applications submitted, preference shall be given to the one that best serves the interests of the project and the University of Miskolc.
- (6) The professional, academic and public scholarship is awarded by the project leader on the basis of an individual scholarship application and may be paid monthly or in one lump sum, as agreed.
- (7) The maximum amount of the professional, academic and public scholarship per scholarship application shall not exceed three times the statutory annual amount of the student normative allowance. Compliance with the above limit shall be observed by the project leader when designing the project and announcing the scholarship application.

Procedure for awarding the national higher education scholarship


Section 96

- (1) The submission of the application for a national higher education scholarship and its evaluation shall be carried out on the basis of the call for applications by the Minister responsible for higher education, with the consent of SU-UM, in accordance with the provisions of these Regulations.
- (2) The national higher education scholarship shall be awarded by the Minister responsible for higher education on the basis of a ranking proposed by the university, in a personalised manner. The number of students who may be awarded the national higher education scholarship shall be 0.8% of the number of full-time, full or partial Hungarian state scholarship students in bachelor or master programmes according to the statistical data report of 15 October of the previous year, but shall be at least one.

Section 97

- (1) The monthly amount of the national higher education scholarship shall be the amount determined by the Budget Act in force at the time.
- (2) The national higher education scholarship may be awarded for the duration of a full academic year (ten months), which may be paid only during the academic year in question. If the student's student legal status is terminated or suspended for any reason, the national higher education scholarship may no longer be paid. In the case of studies ending in an odd academic semester according to the programme duration, the entitlement to the national higher education scholarship does not cease if the student continues his studies at the University of Miskolc in the second semester of the academic year in question.
- (3) A student who has been awarded a national higher education scholarship shall not be excluded from any other scholarship.

Section 98


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- (1) Faculty-level decisions on awarding national higher education scholarships shall be prepared by the Study Committees, while university-level decisions by the National Higher Education Scholarship Committee, consisting of the chairpersons of the Study Committees, the member delegated by SU-UM, and the Academic and Quality Assurance Director. The meetings of the Board are convened and chaired by the Director for Enrolment and Education Management.
- (2) The administrative tasks related to the administration of the national higher education scholarships, such as the preparation of documents, mailing, etc., shall be carried out by the staff of the Secretariat of the Directorate for Enrolment and Education Management.

Section 99

- (1) The application shall contain the documents and annexes set out in this Section.
- (2) The typed application form “National Higher Education Scholarship for the /..... academic year - Application Form” (which can be downloaded from the University of Miskolc website: www.uni-miskolc.hu), officially signed and stamped by the dean of the faculty.
- (3) Printed pages of the relevant parts of the academic record book, certified by the Directorate for Enrolment and Education Management.
- (4) Photocopies of certificates/documents certifying the student’s language proficiency.
- (5) A description of professional and academic activities with a brief opinion and signature of the referees.
- (6) Demonstrator’s activities with a certificate signed by the Head of Department/Institute Director, including a factual list of the work carried out (marking course papers, marking individual assignments, holding practice sessions, participation in the preparation of teaching materials, etc.).
- (7) List of professional and academic publications (in order of authors, title, place of publication, date of publication, page numbers), photocopies of publications and programme booklets.
- (8) Proof of the public, sporting and other activities carried out by the student (photocopies of membership cards, documents of the places obtained), signed by the person issuing the certificate and indicating his position.
- (9) A list of the documents, numbered and signed by the applicant.

Section 100


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- (1) National higher education scholarships shall be awarded to full-time students enrolled in bachelor's, master's, unified single-cycle models, college-level, university-level courses, with a student legal status who have at least two active semesters and have earned at least 55 credits. To apply, you shall have a minimum 4.00 weighted grade point average in both semesters.
- (2) The application shall be submitted to the Office of the Dean of the Faculty in two separate unsealed A4 envelopes, one original and one copy, addressed to the Minister responsible for higher education.
- (3) Envelopes shall be marked in block letters or typewritten:
 - a) "Original" or "Copy",
 - b) the name of the applicant,
 - c) the applicant's Neptun code,
 - d) the programme (bachelor, master, single-cycle model, name of the degree programme) the applicant is expected to follow in the academic semester immediately following the submission of the application,
 - e) the name of the applicant's faculty.
- (4) Only applications received by the deadline will be considered. Applications sent directly to the Ministry, excluding the University of Miskolc, will not be considered.
- (5) After the submission of the application, it is not possible to make up for any deficiencies; the applicant is responsible for the completeness and content of the application. If the student has submitted untrue data in his application or if a final court decision or a disciplinary sanction related to the University of Miskolc has been passed against the applicant, his application shall be disqualified while the sanction is still in force.
- (6) Upon submission of the application, the Dean's Office shall certify receipt of the application to the applicant by means of acknowledgement of receipt or a postmark affixed to a copy of the application.
- (7) The application may not be accepted if:
 - a) the application form specified in Section 99(2) is missing or the annexes are not numbered as indicated on the application form;
 - b) the date of submission or the student's signature is missing.
- (8) The application shall be valid if the application form is completed, the institution's assessment is indicated, and it bears the signature and stamp of the dean of the faculty.

Section 101

The detailed scoring system to be applied in the consideration of applications and the rules of ranking shall be regulated by the Rector's Instruction, during the issue of which the Students' Union of the University of Miskolc has a right of consent.

Section 102

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- (1) The number of students eligible for national higher education scholarships per faculty shall be calculated by the University National Higher Education Scholarship Committee in proportion to the number of students receiving full or partial Hungarian state scholarship and self-funded students, enrolled in full-time bachelor, master programmes, unified single-cycle models, college-level, university-level programmes, according to the statistical data of 15 October of the previous year, determined to two decimal places. The number of national higher education scholarships to be awarded to students in the faculties shall be determined according to the rules of mathematical rounding, so that the faculties have at least one scholarship opportunity.
- (2) If the total number of university scholarships calculated on the basis of the preceding clause exceeds the statutory limit by one, the number of eligible students of the faculty with the largest number shall be reduced. If the total number of scholarships calculated, summarised at university level, exceeds the limit by two, the second scholarship opportunity shall be taken from the faculty with the second largest number of students.
- (3) If the total number of national higher education scholarships at the institution, as rounded up, is less than the statutory limit, the remaining places shall be allocated to the faculties with the largest number of students in accordance with Clause (2).

Section 103

- (1) Following the ranking, students shall have the opportunity to view the ranking of those proposed for nomination on the faculty's website.
- (2) The student may submit an application for legal remedy against the institutional ranking to the Director for Enrolment and Education Management within eight days of announcement, addressed to the Student Appeals Committee.

Section 104

- (1) The institutional ranking shall be established by the National Higher Education Scholarship Committee of the University of Miskolc following the decision of the Faculty Study Committees and the Student Appeals Committee.
- (2) The University of Miskolc shall publish the institutional ranking sent to the Ministry in charge of higher education on its website.


Section 105

- (1) The Minister in charge of higher education shall decide on the national higher education scholarships, and the dean of the faculty shall notify the applicant of the decision in writing.
- (2) The Rector or the dean of the faculty shall present the diploma to the winning students.

Scholarship of the Universitas Miskolcensis Foundation

Section 106

- (1) The primary aim of the Universitas Miskolcensis Foundation Scholarship is to give both financial and moral support to students from disadvantaged social situations who have achieved outstanding academic, scientific or professional results.

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- (2) The Board of Trustees of Universitas Miskolcinensis Foundation shall inform the Rector of the University of Miskolc by 30 June each year of the number of scholarships to be awarded within the framework of the scholarship programme and/or the amount of the budget to be used to cover them for the following academic year.
- (3) For doctoral candidates, 5% of the number of scholarships to be awarded shall be allocated, with a minimum of 4 persons. The rector shall distribute the number of scholarships to be awarded in the following academic year from the remaining budget among the faculties in proportion to the number of students with active student status, with 5% of the scholarships to be awarded being set aside for the legal remedy procedure. The number of active students shall be determined by taking the arithmetic mean of the number of students as reported in the statistical data releases for October and March of the previous year.
- (4) The number of scholarships to be awarded shall be communicated to the faculties by the Rector at the same time as the call for applications is published.
- (5) If the scholarships made available cannot be allocated on the basis of the applications submitted by the students of a faculty, the unused amount may be used primarily in the legal remedy procedure, and if this is unsuccessful, it shall be reallocated to the next academic year.
- (6) The administration of the application will be carried out by the Directorate for Enrolment and Education Management.

Section 107

- (1) The Universitas Miskolcinensis Foundation Scholarship may be awarded by means of application.
- (2) Applications for the scholarship may be submitted by a student participating in a state-funded or a self-funded bachelor or master programme, single-cycle model, who is a permanent resident of Hungary, who has two consecutive active semesters prior to the submission of the application and who has earned a total of at least 45 credits in the two active semesters. In order to be eligible to apply, the applicant shall also have a weighted grade point average of at least 3.51 per semester during the academic year evaluated in the application. The basic criteria for doctoral candidates shall be published in the call for applications.
- (3) In the absence of permanent residence in Hungary, students residing in the Republic of Croatia, Romania, the Republic of Serbia, the Slovak Republic, the Republic of Slovenia or Ukraine who hold a Hungarian identity card or a Hungarian relatives' identity card and who meet the other requirements mentioned in the previous paragraph may also apply.
- (4) Students who are exclusively in a visiting student legal status with the University of Miskolc are not eligible to apply.

Section 108

- (1) The grant shall be paid for a period of one academic year, i.e. 10 months.
- (2) The monthly amount of the grant is HUF 50,000.


- (3) The grant awarded for a given academic year may be paid only in the academic year applied for, and the condition for payment is active student legal status. If the student's student legal status is terminated or suspended during the period of payment of the grant, the grant may no longer be paid.
- (4) If the grant cannot be paid to the student in the academic year applied for for the reasons set out in the previous clauses, the unused amount of the grant shall be paid to the next student in the ranking of the faculty concerned who has not received a grant, failing which the unused amount shall be transferred to the next academic year.

Section 109

- (1) Student applications shall be ranked according to the scoring methodology announced in the call for applications.
- (2) The scoring methodology shall be designed in such a way that, with the exception of doctoral students, 50% of the total score shall be based on the assessment of the applicant's social situation, 30% on the assessment of his academic results and 20% on the assessment of his academic and professional performance. The scoring methodology for doctoral students shall be published in the call for applications.
- (3) In particular, the applicant's social situation shall be assessed in terms of per capita income, the circumstances of the applicant's household members and dependants, and the health status of the applicant and his close relatives living in the same household.
- (4) The applicant's academic result shall be assessed on the basis of the weighted grade point average.
- (5) Where several applicants have obtained the same number of points and the number of grants available does not allow for the funding of all of them, priority shall be given to the student who has obtained the highest number of points in the social situation category. If the applicants have equal scores in the social situation category, preference shall be given to the applicant with the highest score in the academic result category. If there is a tie, the application to be supported will be decided by drawing lots.

Section 110

- (1) The Rector shall publish the applications for the award of the scholarship by 1 July at the latest, allowing at least 10 working days for the submission of applications.
- (2) Students may submit their applications in the manner specified in the call for applications (on paper or by e-mail) on the form provided for this purpose, to the office of the dean of the faculty concerned, together with the attachments specified in the call for applications.
- (3) Once the application has been submitted, it is not possible to submit a supplementary application.
- (4) The number of scholarships to be awarded, differentiated by level of training, shall be determined by the dean of the faculty concerned, taking into account the number of scholarships to be awarded, as communicated by the rector, the number of applications submitted by students and the faculty's talent management strategy.


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- (5) The scoring and ranking of the applications - except for doctoral candidates - will be carried out by the faculty concerned, which will then submit the applications to the Rector of the University of Miskolc by 15 September at the latest. The scoring and ranking of doctoral candidates is carried out by the Secretariat of the Vice-Rector for General and Scientific Affairs, which then submits the applications to the Rector of the University of Miskolc by 15 September at the latest.
- (6) The Rector shall initiate that a committee competent for the evaluation of the applications, consisting of: 1 person delegated by the Rector, who shall also be the chairperson of the committee, 1 person delegated by the Board of Trustees of the Foundation, 1 person delegated by SU-UM, be convened. Instead of SU-UM, DSU-UM will delegate 1 person to evaluate doctoral applications.
- (7) The convening of the committee is initiated by the chairperson. The committee shall make public its decision on the applications by the last week of September at the latest.
- (8) Applicants may apply for legal remedy against the decision of the first instance within 8 days. Appeals should be addressed to the Rector of the University of Miskolc, but should be submitted to the Director for Enrolment and Education Management. The applications for legal remedy shall be decided by a special committee composed of: 1 person delegated by the Rector, who shall also be the chairperson of the committee, 1 person delegated by the Board of Trustees of the Foundation, 1 person delegated by SU-UM. For doctoral applications, a person delegated by DSU-UM. No person who has participated in the first-instance decision may be delegated to the legal remedy committee.
- (9) Decisions on legal remedy shall be taken and communicated to students by 15 October at the latest.
- (10) The Directorate for Enrolment and Education Management shall be responsible for the administration of the payment of grants. The Directorate for Enrolment and Education Management shall receive the decisions on the awarding of scholarships and shall arrange for the payment of grants within 15 days.

Ad hoc student fundings

Section 111


- (1) 9% of the student normative allowance shall be used for ad hoc grants on a social basis, of which 1% shall be allocated by SU-UM and 5% by the Faculty SUs, to improve the quality of life and support the education of students (including doctoral students), and for ad hoc grants on a performance basis to reward students. In the case of doctoral students, a combination of social situation and outstanding academic result will form the basis for the funding.
- (2) The faculty's SU shall be entitled to decide on the scope of the 5 % provided for in Clause (1) for the purpose of improving the quality of life of students and rewarding students, and on the amount of ad hoc fundings, after drawing up a proposal document with clear justification and with the approval of the Dean, and shall inform the Directorate for Enrolment and Education Management at the same time. In addition to the training grant, a certified certificate of completion is required for the payment of the allowance; in respect of the same activity, an allowance may be made payable once.

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SU-UM shall be entitled to decide on the scope of the 1 % provided for in Clause (1) for the purpose of improving the quality of life of students and rewarding students, and on the amount of ad hoc fundings, after drawing up a proposal document with clear justification and with the approval of the Academic and Quality Assurance Director, and shall inform the Directorate for Enrolment and Education Management at the same time. A certified certificate of completion is required for the payment of the allowance; in respect of the same activity, an allowance may be made payable once.

- (3) 3% of the student normative allowance (of which 1% may be used to support the training of doctoral students) is used exclusively to support training. On the basis of a proposal by the Dean (in the case of doctoral students, in conjunction with the head of the relevant doctoral school) and with the agreement of the Director for Enrolment and Education Management, SU-UM, or in the case of doctoral students, DSU-UM, shall be entitled to decide on the circle of persons entitled to receive training funding and the amount of the funding per case, and the Directorate for Enrolment and Education Management shall be informed of the decision at the same time.
- (4) A student of the University of Miskolc participating in a training to obtain vocational qualifications or professional qualifications shall be entitled to a training funding for the second course of study if the first course of study is pursued on a full or partial Hungarian state scholarship and the second course of study is pursued on a self-funded basis. If the student is studying at the University of Miskolc in two self-funded courses, he is entitled to apply for a training funding for both self-funded training courses.
- (5) With regard to training funding, the amount of the grant may be decided with special consideration, on the basis of academic result, social situation or outstanding sports performance. Such a benefit may be granted only on application. The application shall be submitted to the dean of the faculty in charge of the training programme, who shall give his opinion on the application in accordance with Clause (6) and forward it to the Director for Enrolment and Education Management.
- (6) The opinion shall include a detailed recommendation as to the merits of the application on the basis of social situation, academic result, or outstanding sports performance and, if the recommendation is in favour, the amount of the funding.
- (7) The ad hoc student funding may be awarded up to three times per semester to the same student, for whatever reason, not including the training grant, and may not exceed twice the annual student normative allowance per case.

Funding for textbooks and notes Section 112

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- (1) 56% of the budgeted amount of textbook and notes funding shall be used for the payment of social grants.
- (2) The amount available for social grants shall be immediately allocated by the Financial Directorate to the Directorate for Enrolment and Education Management and the Faculty SGC by the last working day of September and February each semester.
- (3) 24% of the amount of the textbook and notes funding shall be used to support the production of notes, the purchase of electronic textbooks, teaching materials and electronic devices for preparation, and the purchase of equipment to support the studies of students with disabilities, according to the annual plan approved by the Rector's Advisory Board.

Funding for sports and cultural activities

Section 113

Using the budget for funding sporting and cultural activities shall be decided by SU-UM with the agreement of the Director for Enrolment and Education Management.


Mentoring programme for elite athletes

Section 114

- (1) The Mentoring Programme for Elite Athletes shall be managed by the Coordinating Committee of the Mentoring Programme for Elite Athletes, chaired by the Director for Enrolment and Education Management, composed of the Head of the Sports Centre, the Chairperson of SU-UM and the Chairperson of the Athletics and Football Club of the University of Miskolc.
- (2) The Coordinating Committee of the Mentoring Programme for Elite Athletes determines the conditions for entering the Mentoring Programme for Elite Athletes, and decides on the number of participating students.
- (3) The Coordinating Committee of the Mentoring Programme for Elite Athletes shall evaluate the applications received. Students who meet the application criteria may be granted the following benefits from the Committee's own budget:
 - a) sports scholarships,
 - b) the assignment of a voluntary mentor instructor or tutor student with the agreement of the Vice-Dean of Studies concerned.
- (4) The Coordinating Committee of the Mentoring Programme for Elite Athletes will make a proposal to the faculty concerned:
 - a) funding for training,
 - b) exemption from the subject of physical education.
- (5) The faculty(ies) shall inform the Coordinating Committee of the Mentoring Programme for Elite Athletes of the decision(s) on the benefit(s).

Funding for study abroad

Section 115

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- (1) The University may allocate a fixed annual amount to support study abroad from the public task funding support for the provision of its core activities.
- (2) The scholarship shall be awarded by means of an application, the detailed rules of which shall be set out in the call for applications.
- (3) The scholarship is open to students enrolled in a full or partial Hungarian state scholarship course of study who are participating in training in another institution of higher education in an EEA state, in which their studies can be counted towards the studies of an institution of higher education in their home country, and who have started their studies abroad with the consent of the University of Miskolc.


Professional, academic and public scholarships from other (non-normative or grant) sources

Section 115/A

- (1) Students who have made an exemplary contribution to the promotion of the University's activities and the performance of its tasks in the field of professional, cultural, social engagement and activities supporting the university's exit from the labour market may be awarded scholarships from non-normative or non-grant sources, upon the proposal of the head of the organisational unit/head of the administrative unit.
- (2) Awarding a professional, academic and public scholarship is conditional on the performance of professional, academic, or public activities that go beyond the curricular requirements and support the objectives of the given task, as certified and supported by the head of the organisational unit/head of the administrative unit concerned.
- (3) Professional, academic or public activities may include, in particular: contribution to the achievement of institutional tasks and objectives, social engagement and promotion of social image, participation in events, artistic and cultural activities, idea-sharing in an idea competition, student hostel floor supervisor, peer support activities.
- (4) A professional, academic and public scholarship can be awarded as the recognition of professional, academic or public activities. Awarding and paying the grant shall be conditional upon the certification of professional, academic or public performance already achieved.
- (5) The professional, academic and public scholarship is awarded by the head of the organisational unit/head of the administrative unit on the basis of individual assessment and may be paid once for a given activity and period, but the same person may receive a grant for the performance of tasks in different periods, in relation to this clause, up to a maximum of 5 times per semester.
- (6) The head of the relevant organisational unit/administrative unit shall keep the documents proving performance with respect to the amount awarded for a period of 5 years.
- (7) The per semester grant of professional, academic and public scholarships awarded under this clause may not exceed three times the annual amount of the student normative allowance established by law.
- (8) The Academic and Quality Assurance Director shall prohibit payment of grants in excess of the number of times per semester specified in Clause (5) or in excess of the limit specified in Clause (7).

Scholarship for students enrolled in a self-funded programme (TOP 10% scholarship)
Section 115/B

- (1) The scholarship will be announced for the first time to students who were admitted to self-funded training in the general and supplementary higher education admission procedures in 2023, and have established a student legal status in tertiary vocational programmes, bachelor programmes, master programmes and single-cycle models. The scholarship will be announced in a phasing-in system for subsequent cross-semester, general and supplementary higher education admission procedures.
- (2) The scholarship is not available to students who had previously established a student legal status and conducted studies at the University of Miskolc, regardless of whether they have a degree or a tertiary degree. Exceptions to this rule are students who have been admitted to their first master programme and have obtained their degree within a bachelor programme of the University of Miskolc. The self-funded student who has exhausted the number of semesters for which a Hungarian state scholarship may be used shall not be entitled to the scholarship. The number of state-funded semesters that can be used shall be examined *ex officio* by the Directorate for Enrolment and Education Management when compiling the ranking described in Clause (3).
- (3) Self-funded students who have been admitted and enrolled (have established an active student legal status) are ranked by the Directorate for Enrolment and Education Management according to their overall admission score, by training level and by faculty, in the case of general and supplementary admission procedures combined. The number of students (rounded up to the nearest whole number) in the top 10% of the ranking list may apply. The students concerned will be notified of the opportunity by the Directorate for Enrolment and Education Management by e-mail and NEPTUN message.
- (4) Applications shall be submitted to the Directorate for Enrolment and Education Management. The Directorate for Enrolment and Education Management will prepare the final decision on the application, which will be taken by the Vice-Rector for Academic Affairs.
- (5) The Directorate for Enrolment and Education Management sends the decisions and the related scholarship contract to the students and the faculties concerned, places them in the students' personal files and arranges for the payment of the grants within 15 days of the decision.
- (6) The amount of the grant to be awarded shall be equal to the amount of self-funding valid in the student's training, and also includes the administrative fee. The grant may be paid only if the student has already paid it in to the University fully. This is monitored by the Directorate for Enrolment and Education Management.
- (7) The scholarship awarded will be valid for the entire period of the student's degree course after the first semester, as specified in the programme and outcome requirements, provided that the following conditions are met:
 - (b) The student completes a minimum of 27 credits in the semester and has a weighted grade point average of 3.00.
 - (c) It is mandatory that the student submit a reclassification application for a Hungarian state-funded programme at the end of the second semester of the academic year in question and the application not be accepted due to the lack of places. If the reclassification application is accepted, the grant will no longer be paid.
 - (d) The student's academic semester is active.
- (8) In the case of a successful application, the student will receive a decision and a scholarship contract which will include the following compulsory information:

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- a) Student's name, date and place of birth, Neptun code, name and work schedule of the programme, programme duration.
 - b) The conditions required by these regulations.
- (9) In the event a student who has received a scholarship terminates his student legal status at the University of Miskolc, he shall be liable to repay the scholarship grants awarded from the first semester after enrolment. The Directorate for Enrolment and Education Management will issue a decision on this, which will be sent in writing to the student and the Dean's Office of the faculty concerned.
- (10) Upon written request, the Vice-Rector for Academic Affairs may, after considering the student's situation, grant a waiver from the provisions of Clause (9) on an equitable basis.

Student grant to support credit progress Section 115/C

- (1) The purpose of the grant is to support students' progress in their studies in harmony with the model curriculum.
- (2) The scholarship shall be awarded to students who established a student legal status with the University of Miskolc in the first semester of academic year 2021/2022 or later, and who are enrolled in the bachelor programme or single-cycle model of the University of Miskolc in a Hungarian state-funded form of training, in any field of study, and who have an active student legal status in the given semester. A further condition of eligibility for the scholarship is that the students complete an average of at least 27 credits per semester (excluding the recognised credits), including the credits completed in the semester in question, over their entire period of study, and not be in receipt of a study grant or a special study grant.
- (2a) Starting from academic year 2024/2025 and thereafter, in a phasing-in system, students who have established a student legal status with the University of Miskolc shall be first entitled to the scholarship after the completion of two active semesters, the further conditions shall be the same as those described in Clause (2).
- (3) The student quota for a given semester are determined by the Rector.
- (4) The lower limit of eligibility for the scholarship shall be determined taking into account the limits for the semester in question. The weighted grade point average established at the end of the semester shall be used to determine the ranking of eligible students.
- (5) The weighted grade point average shall be calculated in accordance with the Studies and Examinations Regulations.
- (6) The grant shall be paid in a lump sum after the end of the examination period of the semester in question.
- (7) The amount of the grant shall be a single lump sum of HUF 50,000.00.
- (8) Scholarship eligibility shall be determined ex officio every semester. A given student may be eligible for the grant in more than one semester, provided that he falls within the quota set by the Rector.
- (9) The Directorate for Enrolment and Education Management is responsible for the administration of the scholarship. The list of eligible students is approved by the Vice-Rector for Academic Affairs.

Tutor's grant, student mentoring Section 115/D

- (1) The aim of the scholarship programme is: to organise remedial courses to prevent drop-outs, and to launch mid-semester remedial, tutoring and mentoring programmes with the participation of PhD students, demonstrators and professionally qualified students.
- (2) The detailed rules of the scholarship programme will be issued in a Rector's Instruction by the end of the 2nd week of the study period at the latest.

Scholarship programmes for international self-funded students admitted to a course of study

Section 115/E

- (1) The International Freshmen Scholarship Programme (hereinafter: IFSP) and the International Scholarship Programme for Excellence (hereinafter: ISPE) of the University of Miskolc (UM) shall be offered to students of non-Hungarian citizenship who have an active student legal status and have applied directly for a self-funded programme at the University through the UM DreamApply system.
- (2) The aim of the scholarship programmes is to promote the academic excellence of the students defined in Clause (1) and to enhance the international reputation and academic visibility of the University of Miskolc.
- (3) IFSP is a scholarship programme that can be applied for for the first semester of the academic term and ISPE is a scholarship programme that can be applied for for the semesters following the first semester. The scholarship applications are announced once per semester and the scholarships are awarded for one semester.
- (4) Submission of scholarship applications
 - a) in the case of IFSP, via the UM DreamApply system, at the same time as the application for the respective educational programme, by uploading a motivational letter;
 - b) in the case of ISPE, via the university's online platform set up for this purpose, published in the current ISPE call for applications.
- (5) Basis for the assessment of the scholarship applications submitted:
 - a) In the case of IFSP, the admission score established by the faculties during the admission procedure, by which the applicants' academic performance, language skills and professional performance are assessed. The maximum number of points that can be obtained in the admission procedure is 100.
 - b) In the case of ISPE, the number of credits completed by the applicant and his weighted grade point average in the active semester preceding the semester applied for.
- (6) Scholarships are awarded by the faculties, subject to the following conditions
 - a) in the case of IFSP, from among the applicants submitting an application for the scholarship, only students who have obtained an admission score of at least 80 shall be eligible for the scholarship,
 - b) in the case of ISPE, the number of credits completed by the applicant in the semester preceding the semester applied for, except for doctoral students, shall be at least 20.
- (7) Notification of the outcome of the scholarship application
 - a) in the case of IFSP, the applicant will be informed of the outcome of the scholarship application at the same time as the Conditional Admission Decision,
 - b) in the case of ISPE, within 30 days after the end of the semester preceding the semester applied for.
- (8) The financial coverage of the IFSP and ISPE scholarships is ensured by the payment of the applicant's/student's self-funding payments. The amount of IFSP and ISPE

scholarships per scholarship holder is 30% of the self-funded amount paid by the scholarship holder for the training.

- (9) Basic conditions for the payment of IFSP and ISPE scholarships awarded:
- a) the scholarship holder does not receive any other scholarship in the given semester,
 - b) payment of the full amount of self-funding by the deadline specified,
 - c) active student legal status,
 - d) personal registration at the beginning of the academic year,
 - e) acceptance and signature of the scholarship contract, thereby accepting the conditions set out in the call for applications, or
 - f) the student has a bank account in his name with a financial institution established in Hungary.
- (10) Scholarships will be introduced in a phasing-in system, starting from the 2024/2025 academic year.
- (11) If the student's student legal status is terminated or suspended, no grant shall be paid to him.
- (12) The grant shall be paid in a lump sum in the currency in which the self-funding was paid, by the last day of the examination period of the semester for which the scholarship is applied for.
- (13) The applicant may submit an application for legal remedy against the decision on the scholarship to the Vice-Rector for Academic Affairs within 15 days of notification of the decision. The application for legal remedy shall not be directed to the assessment of academic performance.
- (14) The Directorate for Academic Affairs and International Relations is responsible for the administration of the scholarship programme.

Conditions for the use of student hostel provisions and funding for housing
Section 116

- (1) The scoring system to be applied in the consideration of applications for student hostel accommodation shall be published on the website of the University of Miskolc at least thirty days prior to the submission of the application.
- (2) The detailed scoring system shall be issued in a rector's instruction, in which SU-UM shall have the right of consent.
- (3) The evaluation of the applications shall take into account the factors (criteria) listed in the table below, with the maximum number of points assigned to each criterion. On the basis of the content of the application, the specific points to be awarded for each criterion shall be determined by the body entitled to consider the applications, with the possibility of awarding 0 points for the individual criteria, taking into account all the circumstances.

Aspect	Maximum number of points
Social situation	215

Academic performance	Academic average and total number of credits	75
	Professional/Academic performance/Community work	100
Training work order		10
Total		400

- (4) In the assessment of applications, preference shall be given to disadvantaged students who are unable to start or continue their higher education studies due to lack of student hostel placement. Judging this, on the basis of the application form and the necessary supporting documents submitted, is the responsibility of the body entitled to assess applications.
- (5) In the case of equal conditions, during the student hostel admission procedure, preference shall be given to doctoral students who are state-funded/Hungarian state (partial) scholarship holders and who reside outside the administrative boundaries of Miskolc.
- (6) During the application procedure, preference shall be given to students with an active student legal status.

Student hostel placement Section 117

- (1) Anyone who has been admitted to the University of Miskolc or who has a student legal status, including a student whose student legal status is terminated, shall be entitled to apply for student hostel accommodation, regardless of the degree programme, the course of study he is applying for or whether he has established student legal status. Student hostel placement shall be authorised for one academic year.
- (2) Students of non-Hungarian citizenship studying in Hungary on full or partial Hungarian state scholarships, in bachelor and master programmes or doctoral programmes, who are required to do so by an international agreement or bilateral treaty, are entitled to student hostel accommodation for twelve months.
- (3) The amount of the student hostel and service fee (both during and outside the study and examination periods) shall be determined by the Rector and the Chief Financial Officer jointly, for every academic year, with the agreement of SU-UM and DSU-UM and with the expression of opinion by the Senate, on the basis of the provisions of these Regulations and the Student Hostel Regulations. The Head of the Student Hostel shall inform the Deans of the Faculties of the amount of the fees without delay. In the absence of a new decision for the academic year in question, the amount of the fees for the previous academic year shall apply.
- (4) Taking into account the different services provided by the student hostels, the amount of fees may vary from student hostel to student hostel and from place to place.

Fees and charges payable by students

Section 118

- (1) Payment of fees and charges shall be an obligation arising from the student legal status. Failure to pay the fees and charges when due shall suspend the exercise of certain rights associated with the student legal status. Students who have not settled any debts outstanding towards the University under any legal title may not be allowed to take examinations or final examinations under any circumstances.
- (2) Fees and charges shall, as a general rule, be paid via the Neptun system, and ad hoc payments shall be made by means of a cash transfer order provided exceptionally for this purpose. The student shall ensure that his payment obligations are covered and met by the required deadline.
- (3) If a student on a full or partial Hungarian state scholarship wishes to pursue a course of study leading to a credit value in addition to the mandatory amount of credits to be provided by the University of Miskolc, he shall pay a fee. The procedure for setting the fee is laid down in the faculty regulations.
- (4) An exception to Clause (3) is made for courses which the rector has decided are of strategic university interest.

Self-funding

Section 119


- (1) Students who are not supported by a Hungarian state (partial) scholarship shall pay self-funding.
- (2) As a general rule, the student shall pay the amount of self-funding less the administrative fee in one lump sum within seven days of the date of the announcement in the Neptun system.
- (3) The student may submit an application for payment in instalments by the end of the registration week at the latest. The dean of the faculty concerned shall decide on the application within five working days at the latest. The Dean may authorise payment in up to two instalments, with the deadline for the payment of the first instalment (50% of the self-funded amount) being the last day of the third week of the study period, the deadline for the second instalment (50% of the self-funded amount) being 10 November in the autumn semester and 10 April in the spring semester. The Dean may grant an extension for the payment of the first instalment in justified cases. If a student who has been granted an instalment allowance does not pay the full amount of self-funding by 10 November or 10 April at the latest, he will not be allowed to sit the examination until he has paid the full amount. The rules laid down in this Clause may be waived in the case provided for in Section 36(9) with the authorisation of the Academic and Quality Assurance Director. The faculties may set stricter rules than those laid down in this Clause for the instalment payment allowance of students in their final year.
- (4) The deadline for submitting an application for payment in instalments is a preclusive period (end of registration week), failing which no request for justification may be submitted.
- (5) The decision on the instalment allowance constitutes an equitable decision and is not subject to legal remedy.

Section 120

- (1) Students enrolled in a self-funded course shall be required to conclude a training contract at the time of enrolment, which shall include:
- a) the qualification or competence to be acquired through the training,
 - b) the means of monitoring and assessing the student's performance,
 - c) the place, duration and scheduling of the training,
 - d) the amount of self-funding, the services provided in return, the fact that the amount of self-funding cannot be unilaterally modified during the existence of the student legal status,
 - e) the consequences of breach of contract,
 - f) the conditions for any reimbursement of the self-funding paid.

The contract shall be signed by the student and the dean of the faculty organising the course as contracting parties. In addition to the provisions of the contract, the rules of the Student Requirements System in force at any given time shall also apply to students who are enrolled in a self-funded course.

- (2) Students participating in self-funded training do not receive study grants or regular social grants (except the case of regular social grants for students who have been reclassified to self-funded training and who have started their studies on a Hungarian state-funded scholarship and have unused Hungarian state-funded scholarship semesters); fees for failure to meet academic obligations or late payment of fees are governed by the provisions of these Regulations.
- (3) The amount and the method of calculation of self-funding shall be determined by the Faculty Council, taking into account the relevant legal provisions and the University's regulations on the calculation of self-funding, with the proviso that the amount of self-funding shall be a fixed amount for each course, regardless of the number of subjects taken by the student in a given semester.
- (4) A student participating in a self-funded training course is required to pay an administrative fee of fifty thousand HUF each semester. The student may register and log in only after paying the administrative fee via the Neptun system. The administrative fee shall be included in the amount of self-funding.
- (5) Students who established their student legal status before the first semester of the 2014/2015 academic year are not required to pay an administrative fee. The total amount of self-funding will be charged to them in one lump sum in the Neptun system.
- (6) Students are required to pay 100% of the self-funded amount as a fixed amount every semester for the programme duration, and 60% of the self-funded amount every semester if the training period is exceeded, regardless of the number of subjects taken in the semester. The last time the part of the provision on exceeding the programme duration is applicable to students admitted in the 2021/2022 academic year.
- (7) Students admitted from the 2022/2023 academic year onwards shall pay 100% of the self-funded amount as a fixed amount every semester during the programme duration. In the two semesters following the training period in accordance with the programme and outcome requirements of the degree programme, they are obligated to pay 60% of the self-funded amount, and thereafter 100% of the self-funded amount, as a fixed

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amount, irrespective of the number of subjects taken in the semester in question and their credit value.

Period of funding

Section 121

- (1) A person may pursue state-funded studies in higher education for a maximum of twelve semesters (so-called absolute period of funding).
- (2) The period of funding that can be used for the acquisition of a given degree (diploma) may be a maximum of two semesters longer than the period of study in the respective course of study (so-called relative period of funding). The period of funding for a given degree programme shall include the period of funding previously used in the same degree programme. If a student is unable to complete his studies during the period of funding or has exhausted the period of funding available, he may continue his studies only in a self-funded form of study.
- (3) Further detailed rules on the period of funding are contained in Section 47 of NHEA and Section 3 of Government Decree No. 51/2007 (III.26.).
- (4) In the event of a transfer, the programme duration for the new degree programme shall be taken into account, but the period of funding shall be reduced by the period during which the student has already received funding.

Procedure for reclassification between the full or partial Hungarian state scholarship and self-funded form of study

Section 122

- (1) If the student legal status of a student who has been admitted to the full or partial Hungarian state scholarship headcount is terminated before the end of his studies or continues his studies in a self-funded programme for other reasons, he may be replaced at the end of the academic year by a student with outstanding academic performance who is studying in a self-funded programme.
- (2) If, at the end of the academic year, the Directorate for Enrolment and Education Management determines that a student who has been awarded a full or partial Hungarian state scholarship has not acquired fifty per cent of the credits required in the recommended curriculum in the last two semesters in which his student legal status was not interrupted, he may continue his studies in the following academic year only in a self-funded programme.
- (3) From the first semester of the 2016/2017 academic year, and thereafter in a phasing-in system, if, at the end of the academic year, the Directorate for Enrolment and Education Management establishes that a student on a full or partial Hungarian state scholarship establishing student legal status has not been a student of the Hungarian state, on average during the last two semesters in which his student legal status was not interrupted, failed to acquire at least fifteen credits, or, in the case of law and natural sciences field of study, at least eighteen credits, or has not attained the weighted grade point average specified in this clause, he may continue his studies only on a self-funded programme in the following academic year. The weighted grade point average shall be calculated for the individual semester and the two averages shall be calculated weighted by the number of credits per semester to form the weighted grade point average to be taken into account for reclassification. Exceptions to this rule are active semesters during which the student is participating in a part-time study abroad with the consent of the institution. The Directorate for Academic Affairs and International Relations shall provide the Directorate for Enrolment and Education Management with information on the students who have participated in part-time study abroad and the dates of their part-time study abroad by 5 July each year.

	Field of study	Weighted grade point average
1	humanities	3.0
2	economic sciences	2.75
3	informatics	2.75
4	law	3.0
5	technical	2.75
6	arts	3.5
7	art mediation	3.5
8	medical and health sciences	2.75

9	teacher training	3.0
10	sports sciences	3.0
11	social sciences	3.0
12	natural sciences	2.75

- (3a) All students on full or partial Hungarian state scholarships who reach or exceed the average of 27 credits/semester credit progress in the last two active semesters, regardless of the weighted grade point average per field of study as defined in Clause (3), shall be exempted from reclassification.
- (4) The decision on reclassification shall be taken at the end of the programme duration, after the training period has been closed, but no later than 31 July of each year.
- (5) Students who conducted studies in no more than one programme duration and who have been unable to complete their semester for reasons specified in Section 47(6) of NHEA shall not be taken into account in the decision on reclassification. The credit value assigned to the summer practice shall be counted towards the student's academic performance in the following semester in the case of the application of Clauses (3) to (4). For the purpose of credits earned, the credits of a student returning from the interruption of his student legal status shall be counted in the semester in which the subject is included in the recommended curriculum.

A student with a disability who is validly registered in the Neptun system at the time of reclassification and a student who has a child of his own up to the age of 18 or for the duration of the training or course of study necessary to obtain a vocational qualification preparatory for a career, studies in bachelor and master programmes leading to a tertiary qualification and in tertiary vocational programmes up to the age of 25, and is validly registered in Neptun for this purpose are exempt from reclassification.

Upon request, a student may be exempted from reclassification if he has been prevented from fulfilling his academic obligations during one of the last two active semesters due to childbirth, accident, illness or other unforeseeable circumstances beyond the student's control. The Rector has the right to decide on such a request on an equitable basis. The final date for submitting an application is the last day of the examination period.

- (5a) The student who: participates in the mentoring programme for elite athletes of the University of Miskolc in the academic year in question, or is disadvantaged or severely disadvantaged, or is a breadwinner or a parent of a large family, or is an orphan or half-orphan, or whose guardianship has been terminated due to him coming of age, is exempt from reclassification. The student shall certify the existence of legal titles in all cases, which is then recorded by the University of Miskolc in the Neptun system.
- (6) In the case of students with a state scholarship, the reclassification decision shall be made on a degree programme basis. For students with the same credit index, the decision shall be the same.
- (7) A student who has earned at least 50% of the credits required by the recommended curriculum in his last two active semesters and is at the top of the applicants' student

ranking based on his weighted grade point average may be transferred to a vacant state-funded scholarship student headcount in the same degree programme.

- (8) For students who established a student legal status starting from the first semester of the 2016/2017 academic year and thereafter in a phasing-in system, the student who is at the top of the applicants' student ranking based on his average number of credits completed in his last two active semesters may be admitted to the vacant state-funded scholarship student headcount. For students who acquired the same number of credits per degree course, the student with the higher weighted grade point average may be reclassified up to the number of vacant headcount available.
- (9) The student participating in a self-funded course shall submit his application for reclassification to a full or partial Hungarian state scholarship programme to the Directorate for Enrolment and Education Management by electronic means, by the last day of the third week following the closing of the semester. Decisions on reclassification are made on the recommendation of the Directorate for Enrolment and Education Management by the Study Committee. Students who are transferred to a full or partial Hungarian state scholarship programme shall sign a declaration of undertaking of the conditions laid down in NHEA. The change of the student's financial status can only be made in the Neptun system after the declaration has been signed.

The student hostel and service fee
Section 123

- (1) The classification of the student hostels according to their level of comfort shall be established every academic year, within the framework of an agreement between the Rector, the Chief Financial Officer and SU-UM by 30 May of the current year. The amount of the student hostel and service fee by financial status:

Financial status	Student hostel building	Student hostel and service fee
students with a state scholarship	Student hostel E/2	HUF 16,000 / month/person
students with a state scholarship	Student hostel E/1	HUF 26,000 / month/person
students with a state scholarship	Uni-Hostel Diákotthon	HUF 23,000 / month/person
students with a state scholarship	Student hostels E/5-E/6, double rooms	HUF 30,000/month/person
students with a state scholarship	Student hostels E/5-E/6, single rooms	HUF 35,000/month/person
paid/self-funded students	Student hostel E/2	HUF 22,000 / month/person
paid/self-funded students	Student hostel E/1	HUF 32,000 / month/person
paid/self-funded students	Uni-Hostel Diákotthon	HUF 29,000 / month/person

Financial status	Student hostel building	Student hostel and service fee
paid/self-funded students	Student hostels E/5-E/6, double rooms	HUF 36,000/month/person
paid/self-funded students	Student hostels E/5-E/6, single rooms	HUF 41,000/month/person
Erasmus students and other foreign students	Student hostel E/2	HUF 40,000 / month/person
Erasmus students and other foreign students	Uni-Hostel Diákotthon	HUF 45,000 / month/person
Erasmus students and other foreign students	Student hostels E/5-E/6, double rooms	HUF 50,000 / month/person
Erasmus students and other foreign students	Student hostels E/5-E/6, single rooms	HUF 55,000 / month/person
Students with a passive student legal status (only if there are vacancies)	Student hostels E/2	HUF 30,000 / month/person
Students with a passive student legal status (only if there are vacancies)	Student hostel E/1	HUF 45,000 / month/person
Students with a passive student legal status (only if there are vacancies)	Uni-Hostel Diákotthon	HUF 40,000 / month/person
Students with a passive student legal status (only if there are vacancies)	Student hostels E/5-E/6, double rooms	HUF 50,000 / month/person
Students with a passive student legal status (only if there are vacancies)	Student hostels E/5-E/6, single rooms	HUF 55,000 / month/person

The Rector and the Chief Financial Officer are entitled to authorise, upon the written request of the Head of the student hostel, the payment of a student hostel and service fees different from the monthly and half-monthly student hostel and service fees, if there are special circumstances beyond the control of the student.

- (2) The student hostel and service fees of students participating in the Stipendium Hungaricum scholarship programme and housed in the Uni-Hostel Diákotthon building of Bolyai Kollégium and in buildings E/2-E/6 shall be the amount of the current funding for housing determined on the basis of Sections 2(1)-(4) of Government Decree 285/2013 (VII.26.) on Stipendium Hungaricum.
- (3) The student hostel and service fees shall be paid monthly via the Neptun system by a date to be determined by the head of the student hostel, in the knowledge of the opinion of SU-UM DC, but no later than the 15th day of the month in question. In the event of non-payment, the student shall be required to make the payment within fifteen days, with a warning of the consequences. If calling upon the student is without any result,

the Head of the student hostel may terminate the student's student hostel placement immediately by written decision, in the case of students with a passive student legal status immediately, by written decision, and contact the Faculty SU Student Hostel Committee to fill the place.

- (4) The head of the student hostel may grant a deferment of fees once a year per student for a period not exceeding one month, on the basis of a reasoned and, if necessary, justified application by the student.
- (5) In the case of mid-year admission, the full amount of the student hostel and service fees for the month in question shall be paid on the day of move-in before the 15th day of the month; otherwise only 50% of the fee shall be paid.
- (6) The student hostel and service fees due for the months of September, October and February and March may be paid in one instalment by 31 October and 31 March respectively. In the event of non-payment, the student's student hostel placement may be terminated with immediate effect by written decision of the head of the student hostel, in the case of students with a passive student legal status immediately, by written decision,.
- (7) An appeal may be lodged against the decision to terminate the contract with immediate effect on the grounds of infringement of rights within fifteen days of notification. The submission shall be considered by the Student Appeals Committee.
- (8) The Director shall be obligated to initiate the collection of the debt within fifteen days of the date of notification of the final and enforceable decision of the court of appeal or the final court judgment, by providing the necessary information.
- (9) The head of the student hostel shall keep a continuous record of the student hostel and service fees paid by the students and of the debts.


Other fees and charges

Section 124

- (1) Students shall pay a fee in the event of failure to comply with or delay in complying with the obligations laid down in these regulations (default fee), as well as for a repeated resit examination and for any subsequent examination in the same subject. University employees authorised to do so are entitled to charge all fees in the Neptun system, but students may only charge those marked with *. The fees payable by students are set out as follows:

Default fees	Amount (HUF):
Failure to meet the original deadline for submission of a mid-term assignment or report *	2,000
Late completion of registration (unless it is proven that the registration obligation cannot be fulfilled by the deadline through no fault of the student)	2,500 / week
Unexcused absence from an examination, final examination *	3,500
Change of the curriculum in the student information system (subsequent registration for or de-registration from subjects after the registration week), unless the student requests it for certified reasons beyond his control	2,500 / subject

Substitution of specialisation/subspecialisation choice after the deadline	2,000
Student hostel default fees	Amount (HUF):
Smoking in a prohibited area in a student hostel building	5,000
False fire alarm caused by negligence, third time	5,000
Obstructing the effectiveness of a fire drill in the student hostel	5,000
Room cleaning fee in student hostels	3,500
Replacement of duvets and pillows in student hostels	3,500
No use of linens, use of university-owned bedding without covers	3,500
Non-payment of the student hostel and service fees by the deadline (until the end of the student legal status, subject to the provisions of Section 74)	1,500 / month
Replacement of student hostel card	1,000
Replacement of magnetic card or keycard	2,000
Turning in the laundry room or study room card in Uni-Hostel Díákotthon past the deadline	2,000
Fees related to registration for subjects and examinations	Amount (HUF):
Making up for the second and all additional signatures and practical grades in the same subject during the examination period *	2,500
For students covered by HEA, registering for the same subject for the third and each additional time *	3,500
For students covered by NHEA, registering for the same subject for the third and each additional time *	3,500
Taking the third examination in the same subject *	2,000
Taking the fourth examination in the same subject *	3,000
Taking the fifth examination in the same subject *	4,000
Taking the sixth examination in the same subject *	5,000
The seventh and all subsequent examinations taken in the same subject * (only for studies started before 1 September 2012)	6,500
Fee of repeated final examinations *	4,000
Fee of special consideration granted by the Rector, Dean	4,000
Improvement of successful examination or practical grade (one-time possibility)	free
Late payment fees	
In the case of non-payment of the self-funded amount, until examination registration is blocked	4,000 / month
Procedural fees	
Proof of the certificate of completion, successful completion of final examinations, insert in the case of a diploma with distinction (from the second time)	1,500
Diploma copy	6,000
Replacement of a traditional paper academic record book (in case of loss, damage, or if the original copy is full) *	6,500
Duplicate paper and electronic academic record book	6,500


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Other certificates of studies (e.g. registration book duplicate)	1,000 / page, maximum 5,000
Issue of subject-related syllabus to students who are no longer in a student legal status with the faculty	1,500 / subject
Diploma supplement duplicate copy	6,000
Issuance of English-language certificates	1,500 / page, maximum 7,500
Issuance of English-language electronic academic record book	5,000
Procedural fee of application for admission to postgraduate specialisation programmes	3,000 - 9,000
Transfer application from another institution	10,000
Transfer application from within the institution	5,000

The term “registering for a subject” stipulated in this clause shall be understood as follows:

- ii. In the case of students covered by HEA: for students who established their student legal status after 1 September 2006, registering for the lectures, seminars, consultations, practical sessions and field training, as defined in Section 125(1)a) of Act CXXXIX of 2005, necessary for the fulfilment of the educational and study requirements of the educational programme, for the acquisition of the certificate, diploma or doctoral certificate of completion;
 - iii. In the case of students covered by NHEA: for students who established their student legal status after 1 September 2012, registering for the lectures, seminars, consultations, practical sessions and field training, as defined in Section 81(1)a) of Act CCIV of 2011, necessary for the fulfilment of the educational and study requirements of the educational programme, for the acquisition of the diploma or doctoral certificate of completion;
- (2) Other fees and charges may be set by the Faculty’s student requirements.
 - (3) The amount collected from these fees shall be designated to the special procedure fee cost centre and may be used as specified in Sections 127(1) to (4). Payment of fees shall be made through the Neptun system.
 - (4) Unless otherwise stated, the above fees shall be valid also for the following academic year. No special decision shall be taken on the obligation to pay fees; the notification shall be effected by posting the item in the Neptun system.
 - (5) The faculties are obligated to make the forms required for enrolment, registration and the submission of student applications available to students free of charge and to publish them on the faculty website. The first issue of a diploma and diploma supplement shall be free of charge.
 - (6) For the verification of the payment of the fees required from the students under these regulations, the provisions of the Regulations for the management of financial claims arising from student legal status apply.

**Other services
Section 125**

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- (1) When regulating other services, the fee shall be set by the party that authorises and regulates the service, with the agreement of SU-UM, in a manner valid for the academic year or semester.
- (2) Services which may be provided for a fee:
 - a) the teaching of subjects which are specified in the curriculum of the bachelor and master programme curricula in Hungarian and which are taught in Hungarian, at the student's choice, in a language other than Hungarian, except where the curriculum contains a compulsory study requirement in a foreign language or in the case provided for in Section 49(2a) of NHEA,
 - b) items produced with the equipment of the University of Miskolc, provided by the university to the student, which become the property of the student,
 - c) use of University of Miskolc equipment (e.g. musical instruments, laboratory) outside the scope of free services,
 - d) use of student hostel facilities and equipment.
- (3) If the total number of credits of the student participating in the part-time study abroad after the inclusion of the study abroad exceeds the number of credits required by the model curriculum, the University of Miskolc does not charge any fee.

Erroneous establishment of fees


Section 126

In the event of the erroneous establishment of fees, the provisions of the Regulations for the management of financial claims arising from student legal status shall apply.

Use of revenue from fees

Section 127

- (1) 42% of the fees collected pursuant to Section 124(1)-(2), with the exception of the fees under Clause (4) of this section, may be used to finance study trips, to provide ad hoc funding for students, demonstrators, doctoral students, to organize, conduct and participate in student research society conferences, student research society competitions and professional competitions, to support students' voluntary, academic, cultural, artistic, sporting and traditionalist activities, to cover the operating costs of the Faculty SU and to support the activities necessary for the performance of its duties, after consulting with the Dean, on the basis of a decision of the Faculty SU. Any decision on use other than that provided for in this clause may be taken by the Faculty SU with the agreement of the dean of the faculty.
- (2) 58% of the fees collected under Section 124(1) to (2) may be used to finance the operating costs of the teaching units, at the discretion of the dean of the faculty, after consulting with the Faculty SU. Any decision on use other than that provided for in this clause may be taken by the Dean of the Faculty with the agreement of the Faculty SU.
- (3) Interim payments from the revenue under Section 124(1)-(2) shall be authorised by the dean. The Chief Financial Officer shall make available the fees collected, broken down by faculty according to the amount of the payments. Actual payment may be made with the joint authorisation (co-signature) of the Chairperson of the Faculty SU and the Dean. The compliance of the method of use shall be verified in accordance with the provisions of these regulations.

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- (4) Amounts collected as student hostel default fees may be used at the discretion of the head of the student hostel with the joint agreement of SU-UM DC and the SU-UM Chairperson.
- (5) The student hostel fees may be used primarily for the maintenance and development of the student hostels, the renting of student hostel accommodation and the provision of additional student hostel services used.
- (6) 13% of the amounts collected as student hostel fees shall be used, with the agreement of the Student Hostel Committee, for the running costs of the SU.
- (7) If the costs planned to achieve the operational objectives set by SU-UM, DSU-UM and the Faculty SU, as set out in the University's business plan, are not covered by the amount of funding and revenues available for this purpose in these Regulations, SU-UM and DSU-UM may submit an application to cover the shortfall. The application shall include a breakdown of the costs to be incurred and a justification of the need for them. The Rector and the Chief Financial Officer shall evaluate the application. The application of the Faculty SU may be submitted by SU-UM.

Chapter V

PROCEDURE FOR DISCIPLINARY AND COMPENSATION CASES INVOLVING STUDENTS

General Provisions


Section 128

- (1) The rules laid down in this Chapter shall apply to students who are not Hungarian citizens, with any potential derogations stipulated by the relevant international conventions.
- (2) For the purposes of this Chapter, intentional conduct shall be deemed to be the conduct of a person who desires the adverse consequences of his conduct or acquiesces to the occurrence of the adverse consequences.
- (3) A person who was able to anticipate the possible consequences of his conduct but carelessly relied on their non-occurrence (gross negligence) or failed to foresee such possible consequences through conduct characterised by carelessness and neglectfulness because he failed to exercise due care or diligence (slight negligence) shall be deemed to have acted negligently.
- (4) The concept of culpability is covered by intentional or negligent breach of the rules.

STUDENTS' DISCIPLINARY REGULATIONS

Disciplinary liability

Section 129

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- (1) A student who culpably (intentionally or negligently) breaches a substantial obligation arising from his student legal status commits a disciplinary offence and shall be liable to disciplinary action. The disciplinary authority shall decide whether the breach of an obligation is substantial.
- (2) The students' fundamental obligation arising from their student legal status is to comply with the law and the regulations in force at the University of Miskolc, to use and protect the equipment entrusted to them or used by them in accordance with the intended purpose, and to observe the prescribed rules on accident prevention, health and safety protection.
- (3) No disciplinary action may be taken against a student who has failed to comply with his obligations because he has acted in accordance with the instructions of an authorised representative of the University, or because the instructions were contrary to the law or the regulations governing the student legal status, and this fact was not apparent to the student.
- (4) Conduct that is subject to adverse consequences under the Studies and Examinations Regulations shall not be considered a disciplinary offence.

The party exercising disciplinary powers

Section 130

- (1) In the case of a student, disciplinary authority in the procedure at first instance ordered by the Dean shall be exercised by the proceeding Disciplinary Committee (DC) of the Disciplinary Board (DB) of the competent faculty. The chairperson of the DB and the DC is the Vice-Dean of the Faculty in charge of educational affairs or, in case of his absence, another lecturer or professor appointed by the Dean, two of the four other members of the DB are lecturers and professors and the other two are elected representatives of the students. The proceeding committee shall consist of three members, the chairperson shall be the chairperson of the DC, the chairperson shall appoint the lecturer and professor member, and the chairperson of the Faculty SU shall appoint the student member without delay from among the two members elected. The lecturer and professor members are elected by the Faculty Council, the student members are delegated by the Faculty SU.
- (2) Disciplinary powers are exercised in the second instance by the Student Appeals Committee.
- (3) No person who cannot be expected to give an unbiased assessment of the case may participate in the committee. The exclusion procedure shall be initiated upon notification by the person concerned or by the student subjected to the proceedings and the disciplinary procedure shall be suspended pending the outcome of the notification. In the procedure at first instance, the Dean, at second instance the Vice-Rector for Academic Affairs, and in the case of the involvement of the latter, the Rector or the Vice-Rector for General and Scientific Affairs shall decide on the matter of exclusion.

Specific disciplinary offences

Section 131

- (1) In addition to the provisions of Section 127, the facts of the case stipulated in this section shall constitute disciplinary offences.

- (2) A disciplinary offence shall be committed by a student leader who uses or demonstrably attempts to use his position, board membership or decision-making power to obtain an unauthorised academic or other unlawful advantage in the course of some assessment.
- (3) When completing academic tasks (e.g. home assignments, mid-term assignments, course papers, diploma projects) or when their progress is assessed, it is the students' obligation to use only those tools that their instructor has authorised them to use and that reflect the students' actual knowledge and work. A student who fails to do so is guilty of a disciplinary offence. It is also a disciplinary offence for a student to pursue his academic interests unfairly to the detriment of his fellow student(s).
- (4) A student who, in the performance of his tasks, uses or attempts to use any aid not authorised by the lecturers and professors (e.g. books, notes, mechanical aids, calculators or computers) or any other person's assistance by any means, commits a disciplinary offence. Depending on the seriousness of the offence, the instructor may impose academic sanctions and/or initiate disciplinary procedures.
- (5) In addition to Clauses (3) and (4), a disciplinary offence is committed by the student who:
 - a) takes an answer from another person, either in person or through a contact device (e.g. mobile phone), during written or oral assessment;
 - b) during written or oral assessment, commissions another person to perform the task instead of him, or attempts the performance instead of somebody else, as well as the student who offers or undertakes to perform the task instead of another person;
 - c) obtains, passes on or attempts to obtain examination questions without authorisation.
- (6) A student commits a disciplinary offence if:
 - a) he presents or submits material collected by another person or research or work carried out by another person, or a summary thereof (e.g. home assignments, theses, professional projects), as his own work;
 - b) although he has worked with another person or persons, he presents the joint work carried out as his own independent work or gives false information about the extent of his participation in the joint work;
 - c) he has obtained printed teaching materials (e.g. textbooks, notes) by unlawful or dishonest means;
 - d) he falsifies, modifies or unauthorisedly enters into a document or electronic document an assessment (grade or signature attesting to performance) for a subject.

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- (7) Reproduction of work protected by copyright in breach of copyright law, or the solicitation of such reproduction (e.g. photocopying, scanning), is a disciplinary offence.
- (8) Any unlawful use of knowledge acquired at the University shall be considered a disciplinary offence. This includes, in particular, the writing or distribution of malicious computer programs, unauthorised access to a computer or computer system, the deliberate use of unsafe professional solutions to solve a problem or perform a task.
- (9) It shall be a disciplinary offence if a student, without any considerable contribution, presents results as his own or falsifies the results of someone else's work. It shall also be a disciplinary offence if a student, during written or oral assessment, or when formulating his written statements, using the ideas, statements or their formulation, fails to cite the source, in the form required by the lecturers and professors or in accordance with the publication conventions of the discipline, and claims it as his own.
- (10) The student who offers or agrees to hand over the material collected or research carried out by him or a summary thereof (e.g. home assignment, theses, professional projects) to another person with the intention of submitting the collected material as his own work commits a disciplinary offence.

Initiating a disciplinary procedure

Section 132

- (1) A disciplinary procedure may be initiated by any citizen of the University, by name, by submitting evidence proving the substantiality of the case. In the case of the probable cause of a disciplinary offence, and if the student requests that the proceedings be initiated against him, the competent dean shall initiate the proceedings, who shall simultaneously notify the student in writing of the initiation of the proceedings. If the dean fails to initiate the proceedings, the Rector shall act in the interests of the University.
- (2) No disciplinary procedure may be initiated if one month has elapsed since the student became aware of the disciplinary offence and five months since the offence was committed. For this purpose, becoming aware is constituted by the person entitled to initiate a disciplinary procedure to have become familiar with the circumstances giving rise to the proceedings.
- (3) The student subjected to the proceedings and his representative shall be summoned in writing to the disciplinary hearing in order to hear his personal defence and position.
- (4) The summons shall state the place and time of the hearing and the procedural status of the addressee (person being prosecuted, representative, witness, expert, etc.).
- (5) The disciplinary hearing may also be held even if the student or his representative fails to appear despite being duly summoned.

Representation

Section 133

- (1) A student subjected to the proceedings may use legal or social representation. A social representative may be a person who is in a student or instructor legal status at the university. The right of representation shall be evidenced by a written power of attorney in the form of a fully probative private deed.
- (2) The representative shall have the same rights as the student, i.e. he shall be entitled to
 - a) have access to the case file,
 - b) make motions, such as to initiate demonstration by witnesses or make other motions for demonstration.

Conducting the procedure

Section 134

- (1) The venue of the first-instance disciplinary hearing shall be the official premises of the competent faculty. The disciplinary hearing shall be public, unless the chairperson of the disciplinary committee orders a closed hearing, which may be justified both by the public interest and by the interest of the student subjected to the proceedings, upon request.
- (2) The student may lodge an objection to the exclusion of the public, which the Rector shall consider without delay after consulting the Chairperson of the SU-UM. If the public hearing has been requested by the student, the public shall not be excluded on the grounds of the student's interest.
- (3) The student subjected to the proceedings shall be informed of the findings of the breach of obligation and the evidence thereof.
- (4) The student subjected to the proceedings shall be given the opportunity to present his defence orally or in writing. The student shall have the right to request a short postponement of the hearing in the event of his justified, excusable and foreseeable absence, or a new hearing in the event of his unforeseeable absence.
- (5) A witness or expert duly summoned (in writing) shall attend the hearing and shall provide evidence of the reason for his absence if he is a student or employee in a legal status with the university.
- (6) Any person who is a relative of the student subjected to the proceedings or who, by his testimony, would accuse himself of an act, misdemeanour or offence that would give rise to a disciplinary procedure shall not be obligated to participate as a witness.

The disciplinary hearing

Section 135

- (1) The council acting at the disciplinary hearing (DC) shall consist of three members and shall be chaired by the chairperson. The chairperson of the DC shall be responsible for ensuring that the provisions of these regulations are complied with, for maintaining the order of the hearing, for identifying persons, recording their particulars and ensuring the exercise of their rights, taking evidence, keeping the minutes and preparing the decision properly.
- (2) If the student subjected to the proceedings proves within eight days that he was absent for an excusable and unforeseeable reason, he may request that the hearing be repeated. The hearing shall be repeated if, on the basis of the above, the chairperson of the DC considers that a repeat hearing is justified. In such a case, the decision of first instance taken in the meantime may be annulled at their own discretion.
- (3) Minutes shall be taken of the disciplinary hearing. The chairperson of the committee shall appoint the recorder to draw up the minutes, taking into account the rules on disqualification. The minutes shall be authenticated by the joint signatures of the recorder and the chairperson. The findings of the minutes shall be made known to the person subjected to the proceedings at his request and, if substantiated, shall be supplemented and/or amended at his request. If the request is unfounded, the fact of the request and of the refusal shall be recorded in the minutes.

- (4) If the student subjected to the proceedings admits at the hearing that the disciplinary offence has been committed, further evidence may be waived and a decision may be taken.
- (5) In the course of taking of evidence, after the documents have been introduced, the committee shall hear the student subjected to the proceedings, the witness(es) and the expert. The witness and the expert shall be warned of the obligation to tell the truth and of the criminal-law consequences of perjury, and shall be asked to state whether or not they are impartial.
- (6) A witness who has not yet been heard may not take part in the hearing.
- (7) An attempt shall be made to resolve any contradiction between the testimonies of witnesses by confrontation.

Closing or suspending the procedure


Section 136

- (1) Disciplinary procedures shall be closed within one month, but the deadline may be extended by thirty days in exceptional and justified cases.
- (2) If criminal proceedings are pending against the student subjected to disciplinary proceedings in the same case, the disciplinary proceedings shall be suspended until the final conclusion of the criminal proceedings or, if the person subjected to the disciplinary procedure cannot be heard or attend a hearing for reasons beyond his control, until the impediment has ceased at the latest.

Disciplinary sanctions and measures

Section 137

- (1) The disciplinary sanctions which may be imposed are the following:
 - a) reprimand,
 - b) severe reprimand,
 - c) reduction or withdrawal of the benefits and allowances provided for in the allowances and benefits regulations for a period not exceeding six months,
 - d) prohibition from continuing the student's studies for a fixed period not exceeding two semesters,
 - e) exclusion from the institution of higher education.
- (2) In exceptionally justified cases, the execution of the disciplinary sanction may be suspended for a probationary period of up to two years. If the student commits a further disciplinary offence during the probationary period, the suspended sentence shall be executed together with the sentence imposed for the further disciplinary offence. This shall be provided for in the decision.
- (3) No social funding may be withdrawn as a disciplinary sanction.
- (4) Measures taken during the disciplinary procedures:
 - a) a written warning if the substantiality of the act does not amount to a serious breach of obligation or if the disciplinary offence is time-barred or the disciplinary procedure could not have been ordered; and

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- b) suspension of the student's or student hostel legal status if this is necessary in special circumstances.

Passing a decision Section 138

- (1) After the taking of evidence, the DC shall pass a decision in closed session, at which, except for the members, only the recorder may be present.
- (2) In its decision, the DC shall impose a disciplinary sanction or, if the disciplinary offence which is the subject of the proceedings cannot be established or a disciplinary sanction cannot be imposed, terminate the proceedings. The disciplinary decision may be based on evidence directly examined during the proceedings. Facts which have not been proved beyond reasonable doubt may not be assessed against the student subjected to the proceedings. The decision shall indicate the members of the acting DC, the case number, the place, time, publicity or lack thereof of the hearing and the identity of the student subjected to the proceedings.
- (3) In the event of disciplinary sanctions being imposed, the decision shall contain, in addition to the information referred to in Clause 2:
 - a) the name of the disciplinary offence committed and the indication of the obligation breached,
 - b) the disciplinary sanction imposed therefor and the provisions relating thereto,
 - c) a reference to the possibility of an appeal and the fifteen-day time limit for lodging that,
 - d) in the justification of the decision, the facts of the case established, the indication and assessment of the evidence, the facts indicating the student's culpability, the circumstances taken into account in imposing the penalty and any reference to the dissenting opinion of a member of the Committee.
- (4) In the event of the termination of the proceedings, the decision shall, in addition to the provisions of Clause (2), contain the reasons for the termination of the proceedings, which may be:
 - a) the act committed was not a disciplinary offence or was not committed by the student subjected to the proceedings; or
 - b) it cannot be proven that a disciplinary offence was committed; or
 - c) the student's culpability cannot be established; or
 - d) the disciplinary offence is time-barred or the disciplinary procedure could not have been ordered;
 - e) the act on which the disciplinary procedure is based has already been finally judged by a disciplinary decision.

The decision to terminate the disciplinary proceedings shall also indicate the possibility of an appeal, the time limit of 15 days for such an appeal and the facts and evidence established in the proceedings.
- (5) After the decision has been passed, the chairperson of the Disciplinary Committee shall announce it. In doing so, he shall read out the operative part of the decision and state the essence of the justification of the decision. He shall warn the persons entitled to appeal that they may do so orally or in writing within fifteen days of the date of the

announcement of the decision. The fifteen-day deadline for an absentee appellant shall start to run from the date of service of the decision.

- (6) The disciplinary decision shall be recorded in writing within eight days of its announcement. The written decision shall be signed by the chairperson of the Disciplinary Committee in the required number of copies. The decision shall be served on the student subjected to the proceedings even if it has been communicated to him by announcement.
- (7) The Disciplinary Committee may not change its published decision, but it may correct errors not related to the substantive part of the decision (misspelling of names or numbers, arithmetical errors, etc.) at their own discretion.

Legal remedy and decisions at second instance

Section 139

- (1) The student subjected to the proceedings or his representative may file an application for legal remedy against the disciplinary decision of the first instance. If the fifteen-day deadline for appeal is not observed, a correction may be made within a maximum of a further thirty days. Any oral appeal lodged at the time of the announcement of the decision shall be recorded in the minutes. The appeal shall be submitted to the chairperson of the DC and addressed to the Student Appeals Committee of second instance. The appeal shall have suspensory effect on the execution of the decision.
- (2) In the event of an appeal, the chairperson of the first-instance DC shall submit the appeal together with the file of the disciplinary procedure without delay. The Student Appeals Committee shall consider the appeal within fifteen days of its receipt.
- (3) The Student Appeals Committee shall decide out of session, on the basis of the file, but may also order repeated or additional hearings or the taking of other evidence.
- (4) The Student Appeals Committee shall hold a hearing if requested by the party subjected to the proceedings or the appellant, or if it wishes to conduct demonstration beyond the first-instance proceedings at their own discretion.

Section 140

- (1) The Student Appeals Committee shall decide on considering or rejecting the appeal in the form a decision. The content and communication of the decision shall be governed by the provisions applicable to first-instance disciplinary decisions.
- (2) If the appeal is past the deadline or has not been submitted by the rightful claimant, the Student Appeals Committee shall dismiss the appeal in the form of an order.
- (3) The Student Appeals Committee of the second instance shall decide on the merits of the decision of the Disciplinary Committee of the first instance by
 - a) upholding the decision
 - b) amending the decision, or
 - c) in the event of a defect in the demonstration procedure which cannot be remedied in the second instance procedure, annul the decision appealed against and instruct the first-instance DC to conduct a new procedure.

- (4) The Student Appeals Committee acting in the second instance shall be entitled to increase the severity of the disciplinary sanction imposed in the first instance in the context of the amendment of the first-instance decision.

Finality, challenge before the court

Section 141

- (1) The decision may be enforced after it has become final. The decision shall become final on the day on which
- a) the appellant has declared that he does not wish to appeal or has withdrawn the appeal lodged,
 - b) the deadline for lodging an appeal has expired without an appeal having been lodged,
 - c) the Student Appeals Committee at second instance has rejected the appeal.
- (2) A final decision imposing disciplinary sanctions may be challenged in court by means of a statement of claim within thirty days of its notification. The student subjected to the proceedings shall be informed of this in the second instance decision. The action shall be lodged with the Director for Enrolment and Education Management and addressed to the Miskolc Court of Justice.
- (3) The fact of the decisions and the date on which they became final shall be entered in the student's electronic academic record book.

The repeated procedure

Section 142

- (1) The student subjected to the proceedings may submit an application against the final decision for the repetition of the procedure within one year at the latest, based on new facts or evidence that have not been discovered or judged during the disciplinary procedure or on a violation of the rules of the proceedings.
- (2) The application shall be examined by the Student Appeals Committee of the second instance, against which decision an appeal may be lodged. The Rector shall decide on the appeal after hearing the opinion of the Chairperson of the Students' Union. If a new procedure is ordered, the Student Appeals Committee of the second instance sends the decision to the chairperson of the first-instance DC for further proceedings. Any new procedure shall be governed by the provisions of these Regulations.

Exoneration

Section 143

- (1) The student shall be exonerated from the adverse consequences of disciplinary sanctions:
- a) in the case of disciplinary sanctions under Section 135(1)a) to c), after 3 months from the date on which the decision becomes final,
 - b) in the case of disciplinary sanctions under Section 135(1)d) to e), after the expiry of the period laid down in the decision,

- c) in the case of suspension of the disciplinary sanction, upon the successful completion of the probationary period.
- (2) Exoneration from the consequences of the most severe disciplinary sanction provided for in Section 135(1)e) shall be granted only upon specific request. It may be granted if at least two years have already elapsed since the disciplinary decision became final and there are grounds for assuming that the former student deserves exoneration.
- (3) The DC acting at first instance shall be entitled to exonerate the former student, and shall issue a decision to that effect. The procedure of the Committee shall be governed by these Regulations.
- (4) In the event of exoneration, the disciplinary decision shall be deleted from the records. Such deletion shall be effected by recording the fact and date of the exoneration on the decision placed in the file by the chairperson of the Disciplinary Committee.


Records and publicity

Section 144

- (1) The Student Appeals Committee of the second instance shall return its decision together with the file of the proceedings to the DC of the first instance. The chairperson of the first-instance DC shall arrange for the decision to be registered and for the decision or a duplicate copy thereof to be placed in the personal file of the student on whom the disciplinary sanction was imposed.
- (2) The chairperson of the first-instance DC shall send the final decision for information and for further action
 - a) the decision which has become final at first instance, to the Rector and the Vice-Rector for Academic Affairs,
 - b) to the dean of the faculty concerned,
 - c) to the Director for Enrolment and Education Management,
 - d) to the person concerned by the enforcement of the disciplinary sanction (e.g. student hostel, club, etc.)
 - e) the chairperson of the faculty and university Students' Union.

Section 145

- (1) In the interests of so-called general and special prevention, the chairperson of the DC may order the communication of the decision to the parent or legal representative of the student who is liable for the costs, and to the initiator of the proceedings.
- (2) The operative clause of the final disciplinary decision and the relevant court judgment, if any, shall be published in the journal of the institution in a manner which does not enable the identity of the student subjected to the proceedings to be established.

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REGULATIONS ON THE STUDENTS' LIABILITY FOR DAMAGES

The University's liability for damages

Section 146

- (1) The University of Miskolc, the student hostel, the organiser of the practical training shall be liable for the damage caused to the student in connection with the student legal status, student hostel status, practical training in accordance with the rules of Act V of 2013 on the Civil Code, with the exception that it shall be exempt from liability if it proves that the damage was caused by an unavoidable cause outside its scope of operation. No compensation shall be due if the damage was caused by the unavoidable conduct of the injured party.
- (2) This liability shall apply only to activities (events) organised by the University (or its organisational unit). The adverse consequences of the liability for damages shall be borne by the organising organisational unit (faculty, university or faculty SU, etc.).

Student's liability for damages


Section 147

- (1) A student shall be liable for damages caused in connection with his studies, to the institution of higher education (including the student hostel, the employer involved in the practical training or other university contributor) in a culpable manner.
- (2) The student shall be liable for damages caused negligently with limited financial liability up to a maximum of fifty percent of one month's minimum wage on the day the damage is caused.
- (3) The student shall be fully liable for damages caused intentionally.
- (4) The student shall also be fully liable for any loss of property received by means of a list or receipt, subject to return or accountability, which he keeps in his permanent custody, uses or handles exclusively.
- (5) The student shall be exempted from liability in the case referred to in Clause (4) if the shortage is due to an unavoidable cause.

Procedural rules

Section 148

- (1) In matters of student liability for damages, in separate proceedings, the same bodies shall have the right to proceed and in the same two-tier procedures as in disciplinary matters. If, at the request of the authorised representative of the University, the person who caused the damage pays full compensation for the damage, the liability procedure may be waived.
- (2) Claims for matters of student liability shall be submitted to the dean of the faculty concerned or, in the case of student hostel matters, to the head of the student hostel.
- (3) Final decisions on liability may be challenged before the Miskolc Court of Justice.
- (4) Otherwise, the disciplinary rules of procedure shall apply to liability proceedings, and the rules of the Civil Code on damages shall apply to substantive law.

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Chapter VI

REQUIREMENTS TO BE ABIDED BY TO PREVENT STUDENT ACCIDENTS AND INSTRUCTIONS TO BE FOLLOWED IN THE EVENT OF ACCIDENTS OCCURRING

Section 149

Requirements to be abided by to prevent student accidents and instructions to be followed in the event of accidents occurring are laid down in the Workplace Health and Safety Regulation of the University of Miskolc.

Chapter VII

REGULATIONS CONCERNING THE OBLIGATION OF STUDENTS TO DECLARE THEIR ASSETS

Section 150

The procedures for the fulfilment of the obligation of students to declare their assets and liabilities, as provided for by Act CLII of 2007 on certain obligations to declare assets and liabilities, shall be regulated by joint instructions issued by the Rector and the Chief Financial Officer.

Closing provisions

Section 151


- (1) Sections 122(8) and (9) shall also apply to pending cases.
- (2) The Senate provided its opinion on these Regulations by resolution 121/2024, and the Board of Trustees of Universitas Miskolcinensis Foundation adopted them by Resolution No. 26/2024 (IV.26.). The Regulations shall enter into force on 1 May 2024.

Miskolc-Egyetemváros, 30 August 2024

Fükő László Károly
Chairman of the Board of
Trustees

ORDER OF SUBMISSION AND CONSIDERATION OF APPLICATIONS

Application types	Method of submission	Reference	Commencement of submission	End of submission	Passing a decision
Application for legal remedy	on paper or by electronic means	Section 23	announcement of first-instance decision (or becoming aware of it)	15 days	30 days
The interruption of student legal status	electronic	Section 37	registration week	the 15th day of the study period	8 working days
The termination of student legal status	electronic	Section 57	continuous	continuous	8 working days
The amendment of course registration, subsequent course registration	electronic	Section 124	the study period	the 15th day of the study period	15 working days
Credit recognition	electronic	Section 42	registration week	end of the first week of the study period	15 working days
Preferential study regime	electronic	Section 41	registration week	end of the first week of the study period	end of the second week of the study period, in the event of electronic administration, 15 working days
Application for special consideration	electronic	Sections 58-59	from finding out or the elimination of the obstacle	without delay	8 working days
Proof of the certificate of completion	on paper	Section 60	last day of the examination period	15 days	15 working days
Self-funding instalment payment	electronic	Section 119	beginning of the registration week	end of the registration week	15 working days
Transfer	on paper	Section 13		15 July and 20 January	15 working days
Visiting student legal status	on paper	Section 17		end of the registration week	8 working days
Credit recognition (for admission)	on paper or by electronic means		continuous	beginning of the eighth week pre-	15 working days

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				ceding setting the admission threshold	
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DEGREE WITH DISTINCTION

I, the Dean of the Faculty of
at the University of Miskolc,
certify that

..... (*name*)

born on day month year, in town, country

..... as name at birth

and awarded Degree no. in

..... of the Faculty of,
University of Miskolc

has fulfilled all conditions specified in the regulations
of University of Miskolc for the award of a


DEGREE WITH DISTINCTION

This certificate is only valid with the degree numbered as above.

Miskolc, 20.... year monthday

.....
Name
Dean

UNIVERSITAS MISKOLCINENSIS

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File number:
Clerk:

Re: Decision on transfer

DECISION

The Admission Committee of the Faculty of of the University of Miskolc hereby entertains the application of (student's name) (Neptun code:, residential address:) as the student of (name of the sending institution) (university) (faculty), studying in the *correspondence/full-time** *tertiary vocational programme/bachelor programme/master programme/single-cycle programme*, submitted for his transfer to the *correspondence/full-time** *tertiary vocational programme/bachelor programme/master programme/single-cycle programme**, in *state-funded/partial Hungarian state scholarship/paid/self-funded** training of the Faculty of of the University of Miskolc, and, as of (day) (month) (year),

transfers


the applicant to the *correspondence/full-time** *tertiary vocational programme/bachelor programme/master programme/single-cycle programme**, in *state-funded/partial Hungarian state scholarship/paid/self-funded** training of the Faculty of of the University of Miskolc. He may start his studies in the 1st/2nd semester of the 20.../20... academic year *, according to the 20.... model curriculum.

An appeal against my decision may be filed within fifteen days from the date of receipt, in writing, addressed to the Student Appeals Committee of the University of Miskolc but submitted to the Dean of the Faculty of.....

JUSTIFICATION

The above-named student submitted an application for his transfer from his *correspondence/full-time** *tertiary vocational programme/bachelor programme/master programme/single-cycle programme** training of (university) (faculty) (name of the sending institution) to the *correspondence/full-time** *tertiary vocational programme/bachelor programme/master programme/single-cycle programme**, in *state-funded/partial Hungarian state scholarship/paid/self-funded** training of the Faculty of of the University of Miskolc.

The provisions of Section 13(3)a-d) of the Student Requirements System (hereinafter: SRS) of Volume III of the Organizational and Operational Regulations of the University of Miskolc allow the Faculty to take the applicant over from the sending institution. Pursuant to Section 13(3)c) of SRS, the "handover form" issued by the sending institution is to be attached to the application, which shall certify that the applicant is in a student legal status,

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and is not subject to dismissal or disciplinary exclusion, and that these conditions do not prevail in the case of the student.

Based on the application submitted and the attachments enclosed, I established that the applicant has a prevailing student legal status and there are no conditions outstanding against him preventing his transfer, he meets the conditions on transfer as specified in SRS and the Faculty SRS.

In view of the foregoing, I have made the decision set out in the operative clause.

My jurisdiction and competence are based on Section 13(5) of SRS. Legal remedy against the present decision is secured by Section 23(1) of the SRS. In other respects, the provisions of Act CL of 2016 on the General Administrative Procedure shall apply to this decision and the relevant procedure contained herein.

INFORMATION

Please return one copy of the student training contract, attached to the present decision, completed and signed, to the postal address Beiskolázási és Oktatásszervezési Igazgatóság (Directorate for Enrolment and Education Management), 3515 Miskolc-Egyetemváros, by no later than (day) (month) 20....., or hand it in personally during office hours at the Directorate for Enrolment and Education Management of the University of Miskolc (offices: A/1. mfsz. 16-19. irodák). *Please send a copy of the cheque for the payment of the procedural fee of HUF electronically, to the e-mail address@uni-miskolc.hu.** For enrolment, please contact the designated studies clerk at the Directorate for Enrolment and Education Management.

Please note that, with view to your previous studies, pursuant to Section 42(1) of SRS, you may apply for credit recognition, accompanied by a copy of the certified course syllabus for the courses you have completed and a copy of your academic record book and a certificate of performance.

*Please note that payment of the administrative fee of HUF 50,000.00 (i.e. fifty thousand Forints) required as a condition of registration under Section 30(1) of SRS is expected between (day) (month) 20.... and (day) (month) 20.....***

Miskolc, (day) (month) 20.... (year)


.....
(Name)
Dean
Chairperson of the Admission
Committee

Informed of the above:

The applicant
(Name of the sending institution)
Directorate for Enrolment and Education Management
Archives

* To be deleted if there is no procedural fee.

** Exclusively for students who established a student legal status from the first semester of the 2014/2015 academic year. To be deleted for applicants who established a student legal status before that date.

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The procedural principles and procedural order of assessing the social situation of students

As a social grant, a student may be entitled to a regular social grant, an extraordinary social grant or basic funding, subject to the provisions of Government Decree No. 51/2007 (III.26.) on the allowances and certain reimbursements payable by students in higher education, as amended several times.

Eligibility for social grants is determined by examining and assessing the student's social situation.

The **aim of the grant** is to improve the financial circumstances of socially disadvantaged full-time students in state-funded training and to create more favourable conditions for their studies.

Applications shall be submitted for the grant. Applications for the autumn and spring semesters of a given academic year can be submitted separately via the UNISYS Electronic Application System on the University of Miskolc website and in accordance with the application guidelines and application information published on the University of Miskolc Students' Union website.

In the case of regular social grants, support can be awarded for one semester (5 months), in the case of extraordinary social grant and basic funding, it can be granted on a single occasion. An applicant may submit several valid applications in one semester if several events justify it, but only one per event.

In the case of the occurrence of events in a causal link, an applicant may submit only one application.


When assessing the student's social situation, the following criteria shall be taken into account:

1. The number of persons habitually residing together with the student in the real estate property where the student is domiciled, registered there or having a temporary domicile there, and their income situation.
2. The distance between the place of training and the place of residence.
3. The number of dependants living in the same household as the student, in particular the number of dependent children including him.
4. The health status of the student or of close relatives living in the same household, the related and regular medical expenses and the costs incurred by disabled persons as a result of their condition and looking after a relative who needs care.
5. For students who are not living in the same household within the meaning of the Act on Persons Entitled to Social Security Benefits, the costs thereof.

The applicant student shall provide evidence of any statement made to support his social need. The submission of supporting documents is voluntary, but if a particular circumstance is not certified, that circumstance shall not be taken into account.

Student data necessary for the assessment of the social situation may be processed in compliance with the relevant data protection legislation and institutional regulations.

The detailed scoring system to be applied in the assessment of social grants is regulated by a rector's instruction, which is issued with the right of consent of the Students' Union of the University of Miskolc.

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List of degree programmes and secondary school leaving examination subjects, institutional points and secondary-school subjects and secondary-school leaving examination subjects that can be selected for the calculation of study points in the 2024 higher education admission procedures for basic single-cycle models at the University of Miskolc

(Further information on the above may be requested from the competent organisational unit.)