

ORGANISATIONAL AND OPERATIONAL REGULATIONS OF THE UNIVERSITY OF MISKOLC

Volume I

ORGANISATIONAL AND OPERATIONAL PROCEDURES

Volume II

EMPLOYMENT REQUIREMENTS

Volume III

REQUIREMENTS FOR STUDENTS

Miskolc, 2015

Responsible for publication: Rector of the University of Miskolc

Published by the University of Miskolc

Reproduction section of the University of Miskolc

Printing No.: ...-... University of Miskolc

Miskolc-Egyetemváros, 1 November, 2015

Responsible for the maintenance of these regulations: Vice Rector of the University of Miskolc

University Regulations No. 1.3.

ORGANISATIONAL AND OPERATIONAL REGULATIONS OF THE UNIVERSITY OF MISKOLC

Volume III

REQUIREMENTS FOR STUDENTS

Regulations of the University of Miskolc amended by the resolution of the Senate No. 258/2015

Pursuant to Act No. CCIV of 2011 on national higher education, the Senate of the University of Miskolc accepts Volume III of the Organisational and Operational Rules of the University of Miskolc, entitled Requirements for Students, with the following content.

GENERAL PROVISIONS

Art. 1

- (1) These Requirements for Students shall apply to BA/BSc, MA/MSc and PhD programmes, unified, undivided programmes, postgraduate specialist training courses and tertiary specialist training courses as well as to the students taking part in each of these forms of education (full-time, correspondence, part-time, state-funded, fee-paying, partly state-funded and full fee-paying students) and to all the employees of the University of Miskolc. These Regulations may also set out requirements for those former students of the University of Miskolc whose student status was terminated for some reason.
- (2) Special provisions applying to PhD students are included in Chapter VII.

Art. 2

- (1) Provisions in these Requirements for Students shall be applied taking into account any currently effective rules in Act No. CXXXIX of 2005 on higher education, Act No. CXL of 2004 on the general rules of administrative procedure and services, government decree No. 423/2012 (XII. 29.) on the higher education admission procedure, government decree No. 248/2012 (VIII. 31.) on specific provisions necessary for the implementation of Act No. CCIV of 2011 on national higher education, government decree No. 87/2015 (IV. 9.) on the implementation of some provisions of Act No. CCIV of 2011 on national higher education, government decree No. 51/2007 (III. 26) on the benefits of students in higher education and the fees payable by them, and in any other related legal statutes.
- (2) Any courses started pursuant to Act No. LXXX of 1993 on higher education may be completed in continuous form until 1 September, 2016 with unchanged professional requirements and in an unchanged examination procedure, with the issue of the same diploma. The student status of those who fail to obtain their pre-degree certificate by this deadline shall be terminated as of this date. Any courses started pursuant to the 2005 Higher Education Act shall be completed with unchanged professional requirements and in an unchanged examination procedure, with the issue of the same diploma or certificate.

Chapter 2

EXERCISING STUDENTS' RIGHTS AND FULFILLING RESPONSIBILITIES, PROCESSING APPLICATIONS RELATED TO STUDENT STATUS AND THE RIGHT TO LEGAL REDRESS

Submission of applications

Art. 18

- (1) According to the general rules, students' applications shall be submitted electronically through the Neptun system. Applications which cannot be submitted electronically shall be submitted in writing on paper (e.g. institutional transfer, visiting student status, recognition of credits (for the purposes of admission), individual study schedule).
- (2) According to the general rules, paper-based applications shall be submitted to the dean's office of the relevant faculty/institute or to the administrative official of the dean's office who is responsible for study matters.
- (3) The process of handling applications can be found in Appendix 1 to these Regulations.
- (4) Decisions on applications shall be made according to their content irrespective of the title that is given to the submitted document.

Procedure of judging applications

Art. 19

- (1) Applications shall not be rejected on the grounds of being submitted to an institutional unit which is not authorized to make a decision in the matter. In such cases, the organizational unit that has received the application shall transfer it without delay to the institutional unit with authority in the matter and shall at the same time inform the student about this fact as well as about the name and contact details of the organizational unit authorized to make a decision on it.
- (2) Applications shall be judged within the deadline set forth in Annex 1. The deadline for decisionmaking does not include the time required for transferring the application, completion of documents, or suspension or break of the procedure.

Announcement of decision

Art. 20

- (1) Unless stated otherwise in these regulations, the decision made by the authorized body or person shall be communicated (in writing via mail, in writing via announcement or in an electronic form) to the student and all involved or affected by the decision.
- (2) The body or person authorised to make substantive decision shall communicate the decision in writing in the following cases:
 - a) in case the decision affects the maintenance of the student's student status,
 - b) in case of disciplinary or indemnity cases, or
 - c) in case the student's application is rejected, either fully or partially, and legal remedies therefore apply.

In such cases, the decision shall be sent to the student and all the parties concerned either by mail or electronically within eight days. In case the student fails to receive the decision within five working days upon second attempt of delivery, the document shall be considered as delivered on the fifth working day upon second attempt of delivery, in accordance with section (2) Article 79 of the Act on the general rules of administrative procedure and services until proven otherwise.

- (3) In exceptional cases, the decision may also be delivered by way of announcement. In case of delivery by way of public announcement, the decision shall be deemed delivered on the fifth day upon the posting of such announcement. The deadline does not include the date of posting of the announcement. The following decisions shall be announced by way of public announcement:
 - a) decisions of first instance on social support and study grants,
 - b) faculty lists of ranking order of students to be granted the scholarship of the Hungarian Republic.
- (4) Substantive decisions that are required to be made in writing shall include information on the right to legal redress, in particular outlining the deadline of appeal which is within fifteen days upon the decision of first instance, which appeal shall be submitted to the body that has made the decision but addressed to the body authorized for judging appeal. Equity decisions shall also include the information that no appeal lies against such decisions.

Legal redress

Art. 21

- (1) Students have the right to appeal against the decision or measures of the University of Miskolc, or against the failure of making a decision or taking measures, within fifteen days upon the communication of such decision (or in lack of such communication, upon becoming aware of the decision).
- (2) With the exception of the cases included in section (3), against decisions on assessment and evaluation of study performance or against decisions of equity and fairness, no appeal lies.

- (3) Appeals may only be filed against assessment and evaluation of study performance in case the decision was not based on requirements upheld by the University of Miskolc, or the decision is contrary to the provisions of the Organisational and Operational Regulations of the University of Miskolc, or in case the provisions concerning the organization and conducting of examinations have been violated.
- 4) Appeals shall be submitted to the decisionmaking body of first instance. The decision making body of first instance shall send the submitted appeal together with all the files and documents of the case and their own opinion to the body authorized to conduct procedure of the second instance within three days upon receipt of the appeal. In case the appeal has not been submitted to the decisionmaking body of first instance, upon the call of the decision making body of the second instance, the decisionmaking body of the first instance shall send all the documents and their own opinion of the case to the body authorized to conduct procedure of second instance within three days.

Body authorised to make a decision on the appeal

Art. 22

- (1) In the subject matters of appeal for legal redress, it is the Student Legal Redress Committee, consisting of three members, that has the authority to conduct the procedure. The composition of the committee is the following (except for cases related to hall of residence placement and student accommodation fees):
 - a) the chairperson of the committee is the Vice Rector for Academic Affairs (in case of incapacitation or reasons for exclusion, a person or public servant from among the leadership of higher position, appointed by the Rector);
 - b) one member of the committee is the teacher representative of the faculty or institutional body where the student belongs;
 - c) one member of the committee is the delegate of the Student Union of the University of Miskolc (ME-HÖK), or in a case related to doctoral students, a representative delegated by the Doctoral Students' Union (ME-DÖK).
- (2) The Committee will convene upon the call of the chairperson. The appointment of the members of the committee is for one calendar year.
- (3) The delegate and substitute member of the committee shall be announced to the Vice Rector for Academic Affairs by the 1st day of January by the deans of the faculties, upon the approval of the Faculty Council, and by the directors of the institutes.
- (4) In cases concerning placement in the Halls of Residence and accommodation fees, the three member Committee of Legal Redress of the Halls of Residence shall conduct procedure. The composition of the committee is the following:
 - a) the chairperson is the deputy director of the halls of residence responsible for student affairs;
 - b) one member of the committee shall be a representative of the full-time employees of the university appointed by the Vice Rector for Academic Affairs;
 - c) one member shall be a representative delegated by the Student Union of the University of Miskolc (ME-HÖK).

The appointment of committee members shall be for one calendar year. The members of the committee shall be announced to the Vice Rector for Academic Affairs by 1st January of the calendar year.

Exclusion

Art. 23

No person may participate in the judging of the appeal who is subject to exclusion on the grounds defined in section (4) Art. 57 of the Act on national higher education.

Decisions on the subject matter of appeal

Art. 24

- (1) On the subject matter of appeals, the decisions defined in section (5), Art. 57 of the Act on national higher education shall be made.
- (2) Decisions on appeals shall be made within 21 days pursuant to the Act on the general rules of administrative procedure and services. In case the committee authorized to make a decision on the appeal does not convene within twenty days, the appeal shall be processed in the next meeting but within two months the latest.
- (3) During the process of legal redress, students shall be provided with the opportunity of personal hearing. In case the student requests no hearing, or fails to be present at the hearing despite having been informed lawfully of the time thereof, the committee shall make a decision upon considering the amendments and remarks submitted by the student in writing.
- (4) During the procedure of legal redress, the chairperson of the committee shall make decisions independently without summoning the committee on procedural matters, otherwise the committee shall have a quorum if each member of the committee is present.

Representation

Art. 25

- (1) In case the student is unable or does not wish to participate personally in the legal redress procedure, an authorized proxy may participate instead of the student pursuant to Art. 6:15 of the Civil Code provided such proxy has the required power of attorney in the form of a public deed or a private legal document of full effect. The proxy shall enjoy the same rights as the student.
- (2) In case of the participation of a proxy, the competent body authorized to process the appeal shall in each case examine the lawfulness of the action by proxy and the lawfulness of the power of attorney. In case the person involved fails to submit the proper power of attorney defined in point (1) during the course of the process despite having received a request for this, any action taken by the proxy shall have no effect.

Legal effect and judicial review

Art. 26

- (1) The decision made during the process of judicial review shall be effective and executable upon announcement. The student may request a judicial review of the decision made by the body authorized to process the application for legal redress within thirty days upon the

announcement of the decision by referring to violation of law or violation of regulations concerning student status. Filing such an application shall have a delaying effect on the effective date of the execution of the decision.

- (2) In disciplinary matters, in the course of the legal redress procedure, the proceeding authority may order temporary measures in case of the establishment of particularly severe breach of law.

Other regulations

Art. 27

- (1) No appeal for legal redress lies in cases when the University of Miskolc and the student enter into contractual agreement for the provision of services. In case of breach of contractual provisions, the party suffering the loss may apply for judicial review. Exception to this provision is constituted by cases regulated in Art. 7 Annex 1 of the operational regulations of the computerized study system of the University of Miskolc (student debts).
- (2) The student may request the re-examination of the case by the ministerial ombudsman responsible for educational rights when all possible channels of legal redress, with the exception of judicial review, have been exploited.
- (3) The rules concerning judicial review shall be applied to the assessment of admission applications, to PhD students as well as to students whose student status has been terminated in the meantime.

CHAPTER 3

STUDY AND EXAMINATION REGULATIONS

Scope and effect of the regulations

Art. 29

- (1) In matters defined in these regulations, as well as in other matters not covered here which are not contrary to the present regulations, the Faculty Councils shall define further regulations with the approval of the faculty's Student Union. Following approval by the Senate, the Faculty Regulations supported by the decree of the Faculty Council shall be considered as Annexes hereto.
- (2) The regulation passed by the Faculty Council shall be submitted to the Vice Rector of Academic Affairs. In case the faculty regulations are in compliance with statutory regulations and provisions of the current regulations, the Vice Rector for Academic Affairs shall submit the faculty regulations to the Senate for approval. The Vice Rector for Academic Affairs shall initiate taking measures for the amendment of any sections of the regulations containing provisions that are contrary to statutory regulations or to the Organisational and Operational Regulations or any other institutional regulations.
- (3) Teachers and lecturers, visiting and guest lecturers and administrative staff involved in academic affairs shall during their official operation familiarize themselves with and adhere to the provisions in these regulations relevant to their work, for which responsibility they shall be accountable.

Basic terms and concepts

Art. 30

- (1) An active semester is the semester following registration during which the student electronically logs into the Neptun system and signs up for at least one course. As of semester I of academic year 2014/2015 in the case of those establishing a student status, and

in each academic year commencing after this time, an active semester also requires that the student shall pay the student administrative fee through the Neptun system.

- (2) A passive semester is one when the student's legal status is suspended at the student's request or due to his/her failure to register. A semester in which the student does not sign up for any course despite having logged in (registered) electronically in the Neptun system shall also qualify as a passive semester.

BASIC PROFESSIONAL DOCUMENTS OF THE ACADEMIC PROGRAMME

Academic and outcome requirements

Art. 31

- (1) The professional requirements of the education programmes and professional/vocational trainings are defined by statutory educational and outcome requirements and by the professional and examination requirements of the trade and profession.
- (2) The educational and outcome requirements shall be the definition of the skills, competences, abilities and knowledge upon the acquisition of which the diploma (degree document) certifying the level of education and the professional skills in a particular discipline or field can be issued.

Academic programmes

Art. 32

- (1) The knowledge to be acquired in each course (subject) is defined by the educational programmes.
- (2) The educational programme contains the code of the course (subject), its full and short name, the number of lessons per week (or semester) (broken down to lectures, seminars, laboratory practice), the type of assessment and evaluation at the end of the semester (signature, or signature and grade, or signature and examination grade), the required amount of learning for the course in number of credits, the lecturer in charge of the course, the prerequisites for signing up for the course, the objective of the course with regard to achieving the learning outcomes of the programme, the description of the course content, the method of assessment (evaluation), the possible examination requirements, the course material (textbook, lecture notes, compilation of practice tasks, literature, case studies, etc.), the possible technical and other teaching aids and the self-study tasks of the students in the manner provided by the lecturer in charge of the course. In the case of new courses, the course programme shall also include a description of the attainable competences.
- (3) The programmes of each course and their prerequisites shall be approved by the Faculty Council responsible for the specialisation and shall be announced in a public announcement upon finalization through the usual channels.
- (4) The assessment of the course provision shall take into consideration the opinion of the students in accordance with the quality assurance system.

Curriculum

Art. 33

- (1) The curriculum shall include the academic objective of the specialization and that of its possible concentrations/ sub-specialisations, the duration of the programme, the description of the vocational/professional qualification, a list of the basic disciplines compulsory in studying for the degree, the proportion of basic and specialized training and of the theoretical and practical courses/lessons, the highest amount of weekly teaching hours, the highest and lowest number of examinations in the educational period, the type of final examination, the courses included in the final examination, the requirements of final

- examinations, and the method of calculating the grade of final examinations and the qualification of the degree.
- (2) The curriculum shall define all the compulsory and set courses, elective courses, compulsory optional courses and free-choice courses per training periods, together with the number of theoretical and practical lessons, the training sessions compulsory to attend, the duration of professional training practice and their possible timing, the forms of assessment (examinations), which exam results shall be used in the calculation of the average study results, and a detailed description of the conditions for taking the final examination as well as the requirements of the thesis or diploma work.
 - (3) The form of the curriculum follows the recommended curriculum (hereinafter referred to as recommended curriculum). Amendments to the study requirements not regulated by the accreditation procedure (recommended curriculum, prerequisites, etc.) shall be introduced within the faculty gradually, in a phasing-out system. The concept of a phasing out system is defined in section 4, Art. 108 of the Act on national higher education.
 - (4) The recommended curriculum of the given specialization provides an expedient model for the possible well-timed distribution of the courses to be accomplished for the attainment of the competences required for the degree programme or professional training during the study period defined in the educational programme requirements.
 - (5) The recommended curriculum shall contain all the courses per teaching periods (semesters), the rules of advertising them, the number of teaching hours (per week or semester) (broken down to lectures, seminars, laboratory practice) and their credit value, the type of assessment and evaluation (signature, or signature and grade, or signature and examination grade, comprehensive examination), semesters when the course is offered, the requirement criteria and the deadline for meeting the criteria, the conditions and rules of choosing concentrations/specializations, the order of preliminary studies, the conditions of choosing thesis topic and submitting thesis (diploma work), the conditions for taking the final examination and the rules of calculating the result thereof.
 - (6) In BA/BSc programmes, the choice of concentration/specialization depends on the weighted average calculated for the total number of credits accrued and other objective evaluation criteria defined and announced by the faculty taking into consideration the advertised minimum and maximum number of places, as well.
 - (7) For one course, only three prerequisites in preliminary studies may be required. With regard to the professional practical courses, the number of preliminary study prerequisites is defined by the Faculty Council with the consent of the faculty Student Union. The concrete preliminary study prerequisites for each course shall be listed in the recommended curricula.
 - (8) The preliminary study prerequisites may be determined with the restriction that students may also sign up for the subject upon 'partial' completion of the prerequisite course(s) (that is, if they have acquired the signature but have not passed the examination), but they may only take the examination in the particular course/subject once they have passed the examination in the prerequisite subject(s)/course(s), or with the restriction that students may only sign up for the course/subject once they have passed the examination in the prerequisite course(s)/subjects) or upon acquiring the required practical grade.
 - (9) In the recommended curricula, the number of recommended teaching hours for full time students shall be between the minimum requirements set by the accreditation regulations and maximum thirty hours per week. The recommended number of hours do not include language teaching and physical education.
 - (10) Physical education and language teaching classes, when required, shall be included in the curriculum. Physical education lessons do not award credits. Participation in language courses may be recognized by credits, especially in cases when the professional competences and learning outcomes of the field/specialization and the effective faculty academic and examination regulations based on the former include foreign language requirements (e.g. special language competences needed in the field, having a state language proficiency

examination certificate is a prerequisite for awarding the degree, language knowledge linked to a particular field). In such a case, the recommended curriculum may assign credits to language courses, too. One language examination may equal maximum 5 credit points.

- (11) The curriculum shall be defined and approved by the Faculty Council. In music education programmes, the special practical seminars (preparation for concerts, lectures and workshops given by guest lecturers, etc.) may be held on holidays, too, in accordance with the regulations of the institute.
- (12) The recommended curriculum of the specialisations taught at the faculty shall be published within thirty days upon the issue of licence but by the advertising of admission the latest and made available in the faculty information leaflets (in lack of such in the channels used by the faculty, for instance electronically), on the faculty website as well as in the Neptun system. The dean of the faculty is responsible for the publication. In case of amendments to the recommended curriculum, the same procedure shall be followed.

PROVISIONS RELATED TO STUDIES

Bodies and persons authorized to proceed in study matters

Art. 34

- (1) The institutional body of the first instance, authorised to handle students' study and examination matters is the Study Committee operating in each faculty. Students' participation to 50% of the composition shall be ensured together with voting rights.
- (2) Faculty Study Committees consist of four to eight members. The number of committee members shall be defined by the Faculty Council. The chairperson of the committee is the Vice Dean for Academic Affairs. The Study Committee makes decisions and resolutions by simple majority. In case of an equality of votes, the chairperson's vote shall be decisive.
- (3) Teacher/lecturer committee members are elected by the Faculty Council for three years each while the student committee members are elected by the Faculty Student Union with a mandate until the 30th day of September of the current year.
- (4) The scope of decision making authority of the Faculty Study Committee includes the following:
 - a) giving permission for individual study schedules;
 - b) giving permission for cross-disciplinary studies;
 - c) giving permission to suspend student status for longer than two consecutive years;
 - d) closure of studies in a semester that student has started at the student's request in accordance with the case defined in section (6) a), Art. 47 of the Act on national higher education;
 - e) determining reduced tuition fee/student contribution in the case of parallel studies carried out within the University of Miskolc;
 - f) in other cases defined in the requirements for students.
- (5) The Study Committee sets its own agenda. The committee has a quorum when 50% of the members are present.
- (6) The Study Committee shall proceed pursuant to the regulations on decisionmaking regarding students' applications and shall keep record of its meetings. All the decisions shall be recorded which are not required to be communicated to the students in writing.
- (7) The primary task of the Faculty Admission Board is to prepare decisionmaking on the score required for admission and making decisions on admission, transfer and transfer from traditional education programmes on behalf of the University of Miskolc. Decisions are made by simple majority, in case of a tie, the chairperson's vote shall be the casting vote. The composition and the number of members of the Admission Board shall be defined by the Faculty Council with its chairperson being the dean or the vice dean appointed by the dean and one third of the committee members shall be delegates of the Student Union.

- (8) The mandate of the members of the Admission Board is granted by the director of the faculty/institute for three years, which shall be issued by 30th of November of the previous year.
- (9) The professional decisions for recognition of prior learning in the relevant courses are made by the Credit Transfer Committee. The Credit Transfer Committees operate by specialisations. Credit Transfer Committees may be merged by faculty decisions provided they belong to the same discipline.
- (10) The number of members of the Credit Transfer Committee is two to four lecturers with academic qualifications (PhD and above). The chairperson of the Credit Transfer Committee for each specialization is the programme leader or the post may be re-assigned in accordance with faculty decision. The faculty Student Union is represented by two students in the committee, who have participation but no voting rights. The decisions of the committee shall be recorded continuously by the dean's office or the Student Centre.
- (11) Legal redress lies against the decision of the Credit Transfer Committee, and applications for remedy may be filed with the Student Legal Redress Committee, which handles such requests pursuant to the general rules and regulations.

Scheduling the academic year

Art. 35

- (1) The academic year is divided into semesters, with each semester consisting of a registration period, a study period (term), an examination period, professional training practice time and holiday and break periods. The division of the semester is prepared by the Vice Rector for Academic Affairs taking into consideration the opinions of the faculties/institutes, and the schedule shall be approved by the Senate of the University.
- (2) The study period preferably lasts for fifteen weeks, which is followed by a six-week-long examination period, or the examination period lasts at least for twenty-seven working days. In their academic and examination regulations, the faculties may allow examining on holidays, as well.
- (3) Classroom sessions generally start at 8 a.m. One lesson is usually 50 minutes, except for lessons in the correspondence training programme where according to special faculty regulations, a lesson lasts forty-five minutes. Between two consecutive lessons, a ten minute break shall be given, but with the students' consent lessons can be joined. Lessons in professional training practice must conform to the timetable of the given public educational institution. Detailed regulations for the starting time of timetabled sessions shall be defined by the Faculty Council, and they have the authority to hold teaching sessions within the correspondence programmes on weekends and holidays and in Bartók Béla Music Institute the same applies even to full time students.
- (4) During the term, holidays fall on the legal non-working days. In addition, the dean can grant three days as teaching-free days and the Rector may grant two. If necessary, the Rector may grant more days as teaching-free days with the permission and authorization of the University Senate. In one semester, maximum eight days can be granted as teaching-free holidays in addition to the legal holidays. The teaching-free days granted by the dean and Rector (five days) are included in the schedule of the academic year.
- (5) Some part of the summer holiday (July-August) may be used for regular activities described in the academic regulations or for other activities related to the training (professional training practice, special course practice, final practice, etc.).
- (6) The present regulations, and the study period schedule approved by the Senate, may not apply in the case of postgraduate specialist training which is offered in a modular system in compliance with accreditation. Applications to depart from the study schedule shall be submitted to the Vice Rector for Academic Affairs with a precise description of the proposed postgraduate specialist training, the schedule different from regular study schedule as well as its relevance, the need for such a training and a summary of the documents required for the

accreditation of the training and the various regulations that depart from the rules prescribed in the present regulation (payment schedule for full or partial contribution to tuition fee, legal consequences of non-compliance with study and examination duties and responsibilities, etc.). The decision on the permission shall be made by the Vice Rector for Academic Affairs. The permission of the Vice Rector shall not exempt from compliance with accreditation requirements.

Student legal status

Art. 36

- (1) One can become the student of the university upon admission or transfer from another institution.
- (2) The students have a legal relationship with the University of Miskolc. Registration and updating the student legal status and related issues belongs to the authority of the Student Center. The legal status is established upon registration. The cessation of the student legal status takes effect when the student is deleted from the register.
- (3) The student legal status is suspended:
 - a) During a passive semester.
 - b) If the student fails to register pursuant to the provisions of the present regulations.
 - c) If the student announces by the end of the registration week that he/she does not wish to fulfil the obligations of the student legal status in the following study period. Continuous suspension may not exceed two semesters. Students have the possibility to suspend their studies two times, which means that having two consecutive passive semesters constitutes one possibility of suspending the legal status. The first possibility to suspend the student legal status, according to the main rule, can only be used after having successfully completed the first semester.
 - d) At the student's request, suspension may be applied for a longer consecutive period than defined in point c), or it may be allowed before the end of accomplishing the first semester if the student may not be able to fulfil the obligations related to student legal status owing to childbirth, accident, illness or some other unforeseeable event beyond his/her control. The application shall be handled by the Department of Academic Affairs.
 - e) If the student is prohibited from continuing their studies as a disciplinary measure.
 - f) During the time of reservists doing voluntary military service.
- (4) The student may apply to the Faculty Study Affairs Committee for finishing their studies in the given semester in the case of long term illness, childbirth or other causes beyond their control. The Academic Affairs Committee shall make a decision on the completing of the study obligations in the relevant semester on the basis of the documents attached to the application by the student. The decision shall be communicated to the student as well as to the relevant departments/institutes. Such applications shall be submitted electronically together with the necessary certifications by the last instruction day, or in case of reasonable hindrance on the first possible occasion after the hindrance has ceased to exist. The given semester shall be deemed as active semester even upon the approval of the application by the Academic Affairs Committee, but it will not be counted in the period eligible for student support.

Students' obligations regarding registration and announcements

Art. 37

- (1) Only registered students can study at the University of Miskolc. Registration shall be done at the beginning of establishing a legal relationship with the University of Miskolc, when students commence their studies. After this, students shall register before the beginning of each semester according to the procedures described in section (3) below, or shall announce the suspension of their studies.
- (2) Students shall announce without delay any change in their personal status recorded in the Neptun system as well as update any data they can modify. Failing to do so students shall suffer the consequences.
- (3) Conditions of registration:
 - a) when registering for the first semester at the commencement of studies, students shall prove their identity and personal data, and submit all the documents described in the notice of admission; in the case of those eligible for partial state grants, a signed declaration of the undertaking of the terms and conditions included in the National Higher Education Act; in the case of fee-paying students, a signed copy of the student training agreement;
 - b) when registering for other semesters: completion of studies required during the previous semester (according to the records in the Neptun system), and paying off any debt owed to the institution under any obligation;
 - c) for those establishing a student legal status in the first semester of academic year 2014/15 and after, an additional condition for registration is paying the administrative fee through the Neptun system.
- (4) The student shall electronically register for the semester in the Neptun system within the required period, but during registration week the latest, and sign up for a minimum of one subject. Only upon meeting both of these conditions will the semester be considered as an active semester.
- (5) Under justifiable conditions, students may request an extension of the registration period in advance, or in case of impediment, students can apply for exemption for failure to register by submitting a certificate within 15 days upon the start of the semester. Later than this date no certificate will be accepted. Students may revoke their registration in writing within 15 days upon the start of the academic semester. In case a student fails to request the suspension of his/her studies within this period of time, the relevant semester shall be considered as active even if the student does not participate in lectures or seminars and fails to fulfil any study requirements prescribed in the curriculum. In the case of those establishing a legal student status in the first semester of academic year 2014/15 and after, the administrative fee may not be reimbursed even if the registration is cancelled.
- (6) In the case of fee-paying students, the full tuition fee shall be legally due if the student has registered for the semester as required and has signed up for courses, irrespective of their attendance or sitting for exams or failing to fulfil any study requirements.
- (7) The Student Centre shall issue a student card for the student. For a passive semester, the student card cannot be validated.
- (8) Keeping records of continuous student status established by a valid registration belongs to the competence of the Student Centre, as well as the administration of other documents relevant to student legal status, including the issuing of certificates.

Information on the requirements

Art. 38

- (1) It belongs to the duties of the dean to provide at the time of registration a written information package for students commencing their studies. This information package describes the academic requirements included in the curriculum, the recommended study schedule and information about students' rights and obligations. The dean has to see about the provision of information for students on the methods of examination and calculation of grades, the list of courses, optional and elective subjects as well as information on students' scientific associations and possible specialisations. At the time of the first registration, students shall be informed about the name of the educational departments and organizational units of the faculty as well as the name of teachers and administrative staff. It is the task of the Student Centre to make the schedule for each academic semester and to inform the students about the schedule and timetable.
- (2) The official announcement of the course requirements according to the curriculum and the forms of assessment as well as the course material shall be made public by the lecturer in charge of subject by the first day of the registration week on the relevant department's/institute's notice board and the department's/institute's website. The teacher of the course shall inform students about this in the first lesson of the course. Failure to fulfil this obligation of information provision shall not cause any disadvantage to the student.
- (3) By the end of the first week of each semester, the departments/institutes shall send, with the approval of the head of department/institute, to the dean's office the planned dates of written examinations, which cover a minimum of four weeks' course material, as well as the deadlines for submitting the required technical drawings and other assignments. In order to balance out the students' workload, the Student Union will prepare the schedule of complex examinations using the data collected by the dean's office. This schedule will plan, as a rule, two written tests in courses included in the recommended study schedule for one week, and during the last week of the teaching period, only retakes and resit examinations can be scheduled. In case of clash or dispute, the final date will be set by the Academic Affairs Committee. The departments/institutes and students shall be informed about the set dates by the end of the third week into the academic teaching period.
- (4) Information for students shall be provided by the university organizational units (departments/institutes, dean's offices, teaching units, library, students' union) on the university websites or the faculty and/or departmental websites, as well as through the Neptun system and the department's/institute's notice boards.

Attendance

Art. 39

- (1) Attendance for each course shall be regulated by the lecturer in charge of the subject on the basis of the programme leader's proposal. The attendance policy shall be made public and accessible for students by the first day of the registration week (departmental or institutional notice board and website). The responsibility for publication lies with the lecturer in charge of the subject. The actual requirements and conditions of course completion and permission to take the examination shall be defined by the department/institute based on the provisions of the curriculum.

- (2) The data in section (1) above, as well as the manner of keeping a register of attendance and the manner of and deadline for submission of certification in case of absence for each course shall be made public by the first day of the registration week according to section (4), Art. 38. The announcement shall also include the requirements and manner of making up for any absence as well as the consequences of certified and uncertified absence.
- (3) Attending physical education lessons, as a basic criterion requirement, is compulsory for each full-time student of the university who have a major for a minimum of two semesters and maximum five semesters during the whole term of the study programme. It is the responsibility of the Physical Education Institutional Department of the Applied Health Sciences Institute of the Faculty of Health Sciences to provide courses in various sports with an adequate number of places for the students of the university comprising at least two lessons a week adjusted to the course schedule of students. The place and time of sports classes shall be announced by the first day of the registration week in a manner accessible for students (institutional or departmental notice board and website).
- (4) Classes which during the registration week do not receive the minimum required number of students may be cancelled by the department/institute while those who signed up may be in this case transferred to other classes or times.
- (5) In case the curriculum includes the requirement of compulsory attendance of language classes, students may be exempted from attendance (in case of courses with zero credit value) if they have prior to registering for the given semester a language proficiency examination certificate of the required level (defined by statute as a prerequisite for awarding the degree) and they present their certificate as proof of the fact. Conditions for fulfilling the professional language proficiency requirement are defined by the faculties in their own competence. In such cases students can sign up in the given semester for the language classes included in the curriculum but will be exempted from attendance. In the case of exemptions described in this section, the succession of courses in terms of prerequisites shall be disregarded.

Individual study schedule, autonomous learning

Art. 40

- (1) At the request of the student, the Faculty may give permission for individual study schedule if the student is unable to fulfil his/her study obligations in the manner described in the curriculum for an acceptable reason. The general conditions for giving permission for individual study schedule shall be defined by the Faculty Council. Students following an individual study schedule may be exempted from attending lessons and practicals and other meetings of teaching purposes. In justifiable cases, students can take exams beyond the examination period provided they get the permission of the Faculty Committee of Academic Affairs. Students with individual study schedule may be given permission for special opportunities (individual reports and presentations, submitting tasks with the teacher's approval, for completing the semester (obtain signatures certifying completion of course, or seminar grades). For students with individual study schedule, the deadline for course completion is the date set by the Committee of Academic Affairs.
- (2) Applications for permission of individual study schedule shall be submitted to the dean's office, after obtaining recommendation according to section (3), by the end of the first week of the study period. The application shall include the reasons justifying the student's application, and if possible, these shall be supported with relevant documentation.

- (3) The application shall be supported by the opinion of the relevant lecturer (and/or the head of the relevant department/institution). The opinion shall provide suggestions for the conditions, manner and time of course completion (obtaining the credits, where pertinent).
- (4) Decisions about applications for permission of individual study schedule will be made in the second week of the study period by the Faculty Academic Affairs Committee upon considering the departmental/institute's opinion.
- (5) In certain cases with valid reasons, if the event justifying the special study schedule arises later, the application may be submitted at a later stage but the order of procedure shall be followed.

Partial transfer

Art. 41

- (1) Students with a legal relationship with the university may participate without any special permission in any lecture course offered by any faculty of the university with no effect on their original study obligations.
- (2) Students wishing to sign up for a course in another faculty need to follow the instructions included in Articles 15-16.

Recognition of study and examination obligations

Art. 42

- (1) In order to gain recognition of previously obtained credits, students shall apply for credit transfer to the Credit Transfer Committee of the study programme they are attending.
- (2) Credit transfer applications shall be submitted by the end of the third week of the examination period prior to term time in which the student shall register for the course for which the credit transfer is requested. In the case of first year students, the application shall be submitted by the end of the registration week. Credit transfer applications shall include justification of the application and the relevant certifying documentation. The Committee may request other documents for the decision if necessary. The decision shall be sent to the students in writing.
- (3) In case a student has obtained a diploma within tertiary level vocational training, and he/she continues having the same major, minimum 50% of the credits defined in the professional competences and learning outcomes of the tertiary level vocational training shall be recognised.
- (4) According to the provisions of the Act on national higher education, minimum thirty and maximum sixty credits of the certificate obtained in tertiary level vocational training may be transferred and accepted in the basic level study programme of the same discipline. Within this framework, the Credit Transfer Committee has the authority to define how many credits will be accepted on the basis of such a diploma as credit transfer within a programme taught according to the Act on national higher education.
- (5) In certain cases requiring special consideration, the Credit Transfer Committee has the authority to make decisions on applications submitted beyond the deadline described in section (2).

Advertising of and signing up for courses

Art. 43

- (1) The precondition for students to be able to sign up for courses in a given semester is making the semester's final course schedule available by the beginning of the registration week. To prepare the schedule, the following activities shall be carried out:

Activity	Executing unit	Deadline
Defining the training programmes and courses to be offered in the given semester	Departments/institutes, the dean's offices of the faculties	End of week 8 in the term time (study period) of the previous semester
Updating the database of the timetable, preparation and provision of data record forms	Student Centre	End of week 10 in the term time (study period) of the previous semester
Getting back the data record forms	Departments/institutes, the dean's offices of the faculties	End of week 11 in the term time (study period) of the previous semester
Amendment of data in the timetable database	Student Centre (Departments/institutes)	End of week 13 in the term time (study period) of the previous semester
Preparation of preliminary timetable, providing this for the departments	Student Centre	End of week 3 in the examination period of the previous semester
Timetable harmonization, corrections	Student Centre (Departments/institutes)	End of week 5 in the examination period of the previous semester
Preparation of the final timetable and making it publicly available	Student Centre	Beginning of registration week

- (2) When making the timetable, the time of the classes of compulsory courses within one specialization shall be set in a way that no clashes would occur for those studying according to the recommended study schedule. This rule may be suspended in the case of teacher training programmes with two majors, or in programmes allowing several specialisations. Further regulations for the preparation of the timetable are defined in a separate code.
- (3) When deciding which courses will be offered in a given semester, the following guidelines shall be considered:
- the total value of optional subject courses offered per study programme should be minimum 5 credit points,
 - in the case of compulsory elective courses, the total credit value of the offered courses/subjects shall be 30 credits ... twice as much as the difference between the 30 credit points obtainable per major per semester and the total credit value of the compulsory subjects.

The provision of courses shall give the opportunity for students to study subjects in a foreign language up to 10 percent of the total credit points of the model study schedule and up to 5 percent of the credits shall be obtainable in optional subject courses.

- (4) The courses offered in a given semester shall also include those which can be completed by sitting for an examination only. During the registration, students shall also sign up for courses to be completed by examination only (CV course). By registering for the courses, students will undertake all the study and examination liabilities involved in each course. Registering for subjects which can be completed by examination only is possible provided the student has fulfilled all the term-time requirements of the course in the previous semester.
- (5) In case a student has not obtained all the credit points of a subject in the given semester, he/she may sign up again for the subject in the next semester. In case of failing to obtain the credits, students may sign up for a subject course on unlimited occasions during their studies. If the student has fulfilled all the term time requirements of the course, he/she may sign up only for the examination in the following semester. If the student has not been able to fulfill the term time requirements, or was unable to pass the examination (CV course) in the next three semesters, or in the next two semesters on master's level, he/she shall register again for the subject course in the semester when the department offers that particular course.
- (6) Subject courses ending with an examination shall be offered in each semester. The course shall be offered together with scheduled lessons in the semester in which it is included in the recommended study schedule, while in the case of an examination only course, i.e. in the semester when it is not offered as a lecture course, it shall be advertised as a course to be completed with an examination only (CV course). Subject courses ending with grades shall be offered by the faculty only in the semester when they feature in the recommended study schedule.
- (7) The responsibility for offering subject courses lies with the relevant heads of departments/directors of institute, or the leader of the educational unit, while the responsibility of preparing the schedule and making it public belongs to the duties of the director of the Student Centre, in music education, to the head of the Bartók Béla Music Institute, and in health sciences education, to the principal of the Faculty of Health Sciences.

Recognition of replacement and elective subjects

Art. 44

- (1) Subject courses offered in a different faculty or institution can be recognized and transferred if they serve the educational objectives of the given programme. In the case of students belonging to the scope of the Act on national higher education, competences acquired as a result of prior learning, both non-formal and informal as well as work experience, may be recognized and included in the fulfilment of study obligations. Decision on the recognition of such prior learning shall be made by the Credit Transfer Committee of the given programme.
- (2) The recognized subject can only replace a subject course within a programme if the prior learning covers at least 75% of the contents and scope of the course within the study programme. Only subjects which are different from subjects completed earlier may be recognized and accepted as part of the completion of the curriculum requirements.
- (3) Prior to registering for the given semester, students may apply for recognition and transfer of course credits obtained or to be obtained at a different faculty or higher education institution, or in courses/subjects completed earlier. Decision on recognition and transfer of credits will be made by the Credit Transfer Committee of the programme pursuant to sections (1)-(3). Students shall submit the application by the third week of the examination period prior to the semester in which the subject course is offered. In case of students starting their

first semester of studies, the application shall be submitted during the first two weeks of term time. Students shall be informed of the decision by the beginning of the registration week, and in the case of first year students, within eight working days.

- (4) With regard to the provisions in section (2), the faculties of the University of Miskolc mutually recognize the credit points of the offered subjects in accordance with the credit recognition and transfer procedure. The subject recognized in the student's study programme may be accepted with as many credits as the credit point obtainable by completing the subject which it is replacing. Any grade obtained in the replacing (transferred) subject shall also be recognized. In case several different grades have been obtained in the transferred subject course, an average rounded grade shall be calculated for the recognized course.
- (5) The mutual agreement on recognition of courses concluded between the University of Miskolc and other institutions shall be made public and accessible for students (faculty website, notice board of the dean's office). Responsibility for doing so lies with the dean of the faculty within which the education programme involved in the agreement is taught.
- (6) The University of Miskolc issues a degree certificate for those students only who have obtained at the university at least one third of all the credits required in the programme for the degree. In the case of joint degree programmes, this rule may be lifted on the basis of a mutual agreement of cooperation.

REGULATIONS ON THE ASSESSMENT OF KNOWLEDGE

Registration course book

Art. 45

- (1) The compulsory content of the registration course book is set forth in section (3), Art. 41 of government decree No. 87/2015 (IV.9.).
- (2) The University of Miskolc is able to meet the requirements set forth in section (3), Art. 41 of government decree No. 87/2015 (IV.9.). Therefore the University of Miskolc does not keep registration course books in the form of a paper-based document.
- (3) At the time of cessation of a student's legal relationship, the registration course book shall be handed over to the student in the form of a paper-based document. The handing over of the document shall be recorded in a hand-over-receipt document. The numbered pages of the print-out shall be tied together with a string of the national colours and its end shall be sealed with a circular seal, and the registration course book shall be stamped and signed by the dean/director of institute and the director of the Student Centre. The printout shall contain all the data, information and notes prescribed by the statutory regulations concerning registration course books.
- (4) When a student continues his/her studies in a different higher education institution by transfer, the previous institution will make a note of the date of the cessation of the student relationship, and the registration course book shall be handed over or sent to the student within fifteen days upon cessation of the student relationship.
- (5) When a student continues their his/her in a different higher education institution by transfer, the/she can only be given the registration course book if he/she has paid all his/her due or overdue outstanding payments of any legal claim and has made arrangements of re-transferring the outstanding amount from the collection account to their individual account. The fulfillment of this condition shall be checked by the dean's office of the relevant faculty.

Art. 46

- (1) Students shall register for the first time and for each semester during the registration week and at the same time they shall sign up for subject courses. The registration and signing up for courses are done through the Neptun system. Through the Neptun system, the students get an electronic notification about the fact of registering for a course or cancellation of a course for each course.
- (2) Students can register an objection within five days upon the closing of the course registrations in case of wrong data appearing in the Neptun system regarding registration for courses. Such objections shall be submitted to the dean's office of the relevant faculty. A decision regarding such objections shall be made by the dean of the relevant faculty. A decision to make modifications in the Neptun system may primarily be made in case of administrative or information-technological errors.

Art. 47

- (1) At the beginning of an examination, students certify their identity by showing a valid document of identification containing a picture (identity card, student card, passport, etc.).
- (2) When giving an assessment of an oral examination, the examiner will put into the examination record sheet the grade and will sign the examination record sheet, and in case the student requests so, the examiner also puts the grade into the printout of completed records supplied by the student together with his/her signature. On the basis of the examination records sheet, the examiner shall enter the examination grade in the Neptun system on the day of the examination. The examination record sheets shall be kept in the department/institute for five years.
- (3) In the case of written examinations, the examiner shall mark the exam and write the grade on the examination paper as well as the examination record sheet, which is to be printed out from the Neptun system beforehand, and shall sign both. On the basis of the examination record sheet, the examiner shall enter the grade in the Neptun system within two days at the latest. Examination papers shall be kept in the given department/institute for one year.
- (4) Students may file an objection regarding wrong assessment data appearing in the Neptun system within fourteen days, as a term of preclusion, following the end of the examination period. For decisionmaking regarding the objection, the document of primary relevance and orientation will be the examination record sheet signed by the examiner, which is kept by the department /institute administration as opposed to the data in the Neptun system. In case the assessment in the examination record sheet and the completion sheet or the registration course book are different from each other, those in the registration course book or the completion sheet shall be considered valid.
- (5) In the case of end-of-term grades (seminar grades), the course leader makes a written record of the grades on a print-out of the student list from the Neptun system, which he/she will duly sign to certify, and then on the basis, of this he/she will enter the grade in the Neptun system. The paper-based record shall be kept by the departmental/institute administration for five years.

Rules of access to registration course books

Art. 48

- (1) Students' rights:
 - a) students do not have the right to write in the registration course books,

- b) students have the right to check their registration course books using their Neptun code all through the duration of their student status,
 - c) students are entitled to print out a course completion document from the registration course books during a definite period of the semester and use it as a completion certificate,
 - d) in case of faulty entries or administrative errors, students are entitled to initiate with the teacher or the educational unit the correction of their grades all through the duration of the examination period,
 - e) students are entitled to make objections regarding the grade registered in the registration course book after the examination period has ended within the deadline of preclusion as defined in section (4), Art. 47,
 - f) students are entitled to request a copy of the registration course book certified by the Student Centre free of charge twice during a semester,
 - g) students may apply for a certified achievement record (course completion record) once per semester, copies of which can be used for certifying their studies.
- (2) Teachers' rights:
- a) examiners shall enter in the registration course book the evaluation of the examination according to the previously announced assessment criteria,
 - b) examiners are entitled to check the examination record sheet and make corrections if necessary in the examination grades until the end of the examination period,
 - c) examiners are entitled to check the examination record sheets during the fourteen days following the end of the examination period, and they can initiate the correction of grades with the head of the dean's office of the faculty in writing.
- (3) The rights of the administrator of the Study Centre: at the end of the legal redress period, the administrator of academic affairs will print out the registration course book pages of the given semester and will attach the page to the students' registration course or keep it in the student's own register.

Temporary regulations

Art. 49

- (1) For students with a student status started before the academic year of 2011/2012, paper-based registration course books will remain in use.
- (2) During the examinations, no grade will be entered in the paper-based registration course book. The examiner will enter the grade in the Neptun system from the examination record sheet. Upon the students' request, the examiner will write the grade into the completion sheet printed previously by the student.
- (3) At the end of the examination period, following the entry of the last examination result, the student checks if the results entered in Neptun are the same as those he/she knows. In case of a discrepancy, students shall contact the relevant department and negotiate about the problems.
- (4) After the closing of the examination period, the administrator of academic affairs will print the study results form on the right hand side of the electronic registration course book and will attach this to the registration course book.
- (5) A lost registration course book can be replaced by a copy made out on the basis of the student's register, in which all the completed study and exam results, all the official notes and decisions shall be recorded.

- (6) The rules and regulations for the registration course book are relevant for the electronic document of the same effect if it is executed by an effective certified electronic signature as well as for the document of the same effect printed out from the electronic administrative system of the University of Miskolc, if it is bound together permanently according to the provisions of the Organisational and Operational Regulations, provided that in the case of the electronic document, the notes are entered in the electronic system.

Signatures and seminar grades

Art. 50

- (1) The terms and conditions for obtaining a signature to certify the completion of a course shall be announced to the students by the lecturer in charge of the course at the beginning of the semester in writing - made public by way of an announcement on the department/institution notice board or department/institution website - including the conditions for denial of granting the course completion signature as well as possible make-up work to the same effect. The basic condition for granting the course completion signature is attendance but in addition, certain study assignments may also be required.
- (2) The result of course assignment work and classroom tests will be taken into account when granting the seminar grade or exam grade.
- (3) In a course ending with an examination grade, the maximum amount of classroom tests that may be required for granting the course completion signature shall equal the number of credits the course carries.
- (4) The lecturer in charge of the course shall certify the fulfillment or non-fulfillment of the course requirements for each course (practicals/seminars) in the Neptun system (signature column) by the last day of the term time of the semester. In case of the lecturer in charge of the course being prevented, the fulfillment of the requirements shall be certified by the head of department/institute or the dean. The fulfillment of the requirements may also be evaluated as "excellent" or "pass".
- (5) In case students are not present in at least 60% of the lessons in the case of lecture courses and in at least 70% of the lessons in the case of seminars, practicals and laboratory sessions and fail to present a valid certificate to justify their absence, the signature can be denied with final effect in the given course, and in this case students can only make-up for their absence by registering for the course once more. No stricter rules than this can be set by the Faculty Councils.
- (6) Students who have not fulfilled their term-time requirements in a given course as defined by the educational programme may not be granted a course completion signature. In such cases, the department/institute shall provide the opportunity to do make-up work during the last week of the term.
- (7) The evaluation of the fulfillment of the requirements during term time (in the form of a seminar grade) shall be recorded in the Neptun system by the departments/institutes by the twelfth hour of the first day of the examination period. The responsibility for providing the data necessary for closing (completing) the semester by the deadline lies with the heads of departments/institutes.
- (8) Following the end of term time, the possibility to obtain the required signatures and seminar grades by make-up work or test retakes may be given until the end of the second week of the examination period (altogether for ten workdays in the examination period) including permissions in cases of special consideration granted by the dean. Lecturer in charge of the course shall provide the opportunity for students to retake tests or do make-up work at least

once during each week. During one examination period, the possible occasions of retaking a test or doing make-up work for signature or seminar grade in one subject is maximum three; for the first time, no application or procedural fee is charged, for the second time along with the dean's permission the payment of the fee defined in section (1), Art. 124 is required. The third opportunity may only be granted by the Rector in cases of special consideration until the date given in the permission provided the fees defined in section (1), Art. 124 have been paid.

- (9) Improvement of seminar grades is possible once in each course free or charge. Seminar grades may only be improved by the end of the second week of the examination period the latest.

Examination period

Art. 51

- (1) Students can only take examinations during the pre-examination and examination periods previously defined in the academic schedule. Exception to this applies in the case of subjects for which students registered as an examination only course, and examinations in subjects for which the student has been granted an individual study plan. No examinations can be organized during the registration period.
- (2) According to the principle regulations, examinations in the case of examination only courses shall be taken during the examination period, but the Faculty Council may, in addition, define periods outside the examination period for this purpose.
- (3) The lecturer in charge of the subject or the teacher responsible for organizing the examination will identify the place of examination suitable for seating 150% of the students who registered for the course and have fulfilled the course requirements for obtaining the signature. When selecting the place, the examiners will take into account the students' suggestions (Student Union) and will make sure that students can sit for exams in a balanced schedule and will have a suitable amount of time for retake exams.
- (4) The head of the relevant department/institute shall arrange for the examination dates to be recorded in the Neptun system at least three weeks before the end of the term.
- (5) During the last week of the term, students may take pre-examinations. Pre-examinations can be taken by all students at the times announced by the department/institute provided students have complied with and accomplished all the pre-requisites. In the case of concentrated teaching (modular teaching), the examination at the end of the course/module can be taken at times outside those described previously.

Order of examinations

Art. 52

- (1) Students may sign up for examinations (examination dates and places) through the Neptun system starting on the dates advertised by the faculties. Students may sign up for examinations or modify their examination registrations without any consequences until the twelfth hour (midday) of the day prior to the relevant examination. In case a student fails to turn up for an examination he/she has signed up for, he/she shall pay a defaulting fee and may only take second or third examinations during the next examination period. The fact of missing an examination shall be recorded in the Neptun system. Missing an examination may not sanctioned with a grade of fail (1).

- (2) Students may only be allowed to take an examination (end-of-course examination, combined examination or comprehensive examination) if they have obtained the end-of-course signature in the given subject, have no debt to the institution, and have fulfilled all the study requirements, and the previous term has been registered as accomplished in their study records.
- (3) Students may only take an examination if they show their identity cards or any other document suitable for identification. Examinations may only be held on the official premises of the university. In justified cases, the dean/director of institute may allow exceptions to this rule by determining the place of exam. Examinations can be oral or written, or written and oral. The examiner must provide peaceful and undisturbed circumstances. In the case of oral examinations, in the event that not all students are present at the starting time of the examination announced in the Neptun system (if it is not earlier than 8:00 a.m.), examiners must be available for maximum thirty minutes following the examination of the last student present. Faculty regulations may define a duration longer than this. In case the examiner is not available at the start of the examination, students shall notify the dean's office after thirty minutes.
- (4) Examination is carried out by the teacher(s) appointed by the lecturer in charge of the subject or the head of department/institute. Oral examinations are open to the public, but this may be restricted by the dean if necessary. Examinees shall be given time to prepare their answer to the examination question.
- (5) Within one examination period, resit examinations as well as filter examinations and complex examinations shall be held by a board of minimum two examiners, however, at the student's request, the examination shall be held by a board on every occasion of resit examination. In case of resit examinations, at the student's request, the previous examiner shall be replaced by another examiner, or two additional examiners representing the faculty shall be included in the board (with at least one examiner being a teacher of the course in which the examination is offered). The chairperson and members of the board shall be appointed by the head of the department/institute. In case the head of the department/institute is the lecturer in charge of the subject, the dean of the faculty shall make the decision.
- (6) Provision of proper conditions for examinations (both personal and material) is the responsibility of the head of department/institute. Students registered for an examination shall appear at the place of the examination at the time designated. In case of failing to turn up, students may only register for a resit examination if they have paid the default fee.

Major forms of assessment

Art. 53

- (1) The forms of assessment appropriate for the learning objectives and built on one another are defined in the curriculum while the contents of the examination are described in the curriculum.
- (2) Evaluation of knowledge of study material may be on a
 - a) five-grade scale: excellent (5), good (4), satisfactory (3), pass (2) and fail (1)
 - b) three-grade scale: excellent (5), satisfactory (3), fail (1),which grades shall be represented both numerically and verbally. In addition,

- c) in the case of compulsory professional practice (production, workshop, final, etc.; school-based teaching practice does not belong to this category) which carry a credit value, work practice shall be evaluated on a three-grade scale as excellent, satisfactory, fail and shall be represented both numerically and verbally pursuant to section b).
- (3) The major forms of assessment of subjects are as follows:
- a) Signatures signifying the accomplishment of one term may be given if the prescribed study requirements have been achieved on an acceptable level. Signature may be obtained by make-up work according to the provisions in section (8), Art. 50.
 - b) The curriculum may require a seminar grade (practical assessment) if the assessment of practical application, and practical skills related to the subject course are necessary in terms of the learning objectives. The course requirements of a subject evaluated by a seminar grade must be accomplished during the term. Evaluation by seminar grade is a five-grade assessment. Make-up work for seminar grade may be accomplished in accordance with the provisions in section (8), Art. 50.
 - c) Reports serve the purposes of assessment of the acquisition of the amount of knowledge and skills described in the course programme during a certain period of study. The assessment is given on a three-grade scale, which shall be taken into account in the grade point average. Outstanding performance evaluation 'excellent' will be taken into account as excellent (5), 'satisfactory' as satisfactory (3), and 'unsatisfactory' as fail (1).
 - d) Examinations are the end-of-course assessment of a subject course, generally comprising the amount of knowledge acquired during one study period or term. The purpose of the examination is to assess the extent and depth of the knowledge a student acquired during the course, and whether they will be able to accomplish the rest of the coursework built on the particular course. Examinations shall be evaluated on a five-grade scale.
 - e) Filter examinations (complex examinations) serve the purpose of assessment of the whole course content at the end of a course (usually taught for at least two semesters). The evaluation is given on a five-grade scale.
 - f) The comprehensive examination is the final assessment of the learning outcomes of basic subjects in a course programme. The curriculum may require the comprehensive assessment of several subjects in one examination. Evaluation of the comprehensive examination is given on a five-grade scale. Subjects included in the final examination may not be assessed in a comprehensive examination. If the comprehensive examination is organized at the end of a special preparatory period, the last section (term) of the subject course may also be assessed by an examination.
 - g) In the case of compulsory practical training (production, workshop, etc.), assessment follows the procedure described in section (2) with regard to the curriculum.
 - h) As for the assessment of optional subjects/courses, provisions of subsections a)-g) or section (5) apply.
- (4) Free electives may be assessed by practical evaluation, seminar grade, report or examination, pursuant to the provisions of the curriculum. If the curriculum does not prescribe any evaluation, attendance will be certified by the instructor's signature, in which case the course does not carry any credit value.
- (5) The Faculty Council may prescribe forms of assessment and evaluation or practical assessment, appropriate for the learning objectives, other than those described in section (3), which may not be included in the curriculum.

Awarding grades without examination

Art. 54

- (1) In the case of seminar grade, report or examination, the instructor may offer an evaluation grade on the basis of the student's performance during term-time as follows:
 - a) "excellent" or "good" evaluation or
 - b) excellent or good grade (5 or 4).
- (2) Students are not obliged to accept the evaluation offered in this way but may ask for assessment by examination.
- (3) The terms and conditions of evaluation offered shall be announced during the first week of the teaching/study period, in other words, the first week of the term, either during the first lesson or by way of announcement on the departmental/institute notice board and the website.

Examination resits

Art. 55

- (1) In the case of failed exams, students may take an examination resit during the same examination period. Failed examinations may be retaken once (resit examination).
- (2) For examination resits, students shall pay a set examination fee. Any resits taken in the same examination period or in a later training period in the same subject carry an examination fee. Registration for retake exams with an exam fee is only possible upon payment of the exam fee through the Neptun system.
- (3) If a student fails to accomplish the compulsory professional practice through their own fault, or have been given an "unsatisfactory" assessment, and they have failed to do the make-up work during the time provided, the professional practice shall be retaken (carried out again) and they shall register for it through the Neptun system.
- (4) If a student has used all the possible resit options in the given examination period, or through no fault of his/her own he/she missed such opportunities, he/she can apply for a special dispensation from the Dean for one resit opportunity in one subject only in the given examination period.
- (5) If a student has used all the possible retake options in the given examination period (regular and examination only courses), or through no fault of his/her own he/she missed such opportunities, and has used the special dispensation options, he/she can apply for special dispensation from the Rector for retaking the same examination on two occasions at most during his/her studies.
- (6) The institution shall terminate by a unilateral declaration the legal relationship of students with study rights granted after 1st September 2012 who have failed examinations and examination resits on totally five occasions in the same subject.

Improving the grade of a successful examination

Art. 56

- (1) If a student wishes to get a better grade or evaluation in an examination which he/she has passed, he/she can apply for a resit once in each subject.
- (2) The examination resit may be taken pursuant to the regulations for ordinary examinations on the examination dates announced for the relevant examination period.
- (3) The grade given at the resit will be taken into account when calculating the grade point average even if it is worse than the original examination grade. Examination resits do not award extra credits.

Professional practice

Art. 57

- (1) The higher educational institution and the institution of professional practice may enter into a cooperation agreement. Such a cooperation agreement is mandatory in case of specialisations and tertiary level vocational training where the educational outcome competences require a professional practice of six or more weeks.
- (2) The mandatory provisions and content elements of the cooperation agreement are listed in Section 16 of government decree No. 230/2012 (VIII.28). The cooperation agreement with the professional practice provider shall be initiated, on behalf of the institution, by the faculty/institute responsible for the specialization (academic programme), or tertiary level vocational training. The cooperation agreement shall comply with the contract form available in the Documents at the University's website.
- (3) When entering into a cooperation agreement, the procedure described in the institutional regulations 'Procedural regulations of contractual agreement', with special attention to Section 18, shall be complied with, with the exception that the legal authorization and control over such agreements shall be shared between the Legal and Administrative Department and the Vice Rector for Academic Affairs. The proposal for a cooperation agreement shall be submitted to the Senate by the Vice Rector for Academic Affairs.
- (4) Execution, termination or amendments of a cooperation agreement, such as changes in the registered data of the professional practice, shall be communicated to the Office of Education by the Vice Rector for Academic Affairs. Amendments or termination of a cooperation agreement shall be communicated to the Vice Rector for Academic Affairs by the faculty/institute responsible for the specialization (academic programme). The cost of amendment shall be born by the relevant educational unit. If a cooperation agreement involves several faculties, these faculties shall cover the cost in equal proportion.

Calculation and recording of grade point average

Art. 58

- (1) Students' grades and evaluations are recorded in the Neptun system by those authorized to do so. Unauthorized recording of any data in the Neptun system shall lead to disciplinary action.
- (2) The amount of the student's study in a semester is indicated by the total number of credits he/she has earned.
- (3) The quality of the work put into their studies is indicated by the grade point average weighted with the credit points. With regard to one semester:
Weighted grade point average = Σ (credit points x grade) / total credit points earned
In case of university/tertiary level vocational trainings where the accomplishment of courses cannot be measured in credit points, the quality of the student's work shall be given as a numerical average of the grades.
- (4) In case of a three-grade evaluation, the calculation of the credit weighted grade point average will be counted as excellent (5) for excellent performance, satisfactory (3) for the satisfactory, and unsatisfactory (1) for fail evaluation.
- (5) Grades obtained in subject courses accepted through the process of acceptance of prior learning shall be included in the calculation of the grade point average, except if the subject is completed within the group of free electives and in addition to the courses included in the curriculum.

- (6) Defining the amount of study grant pursuant to the Regulations on charges and benefits is based on the credit index indicative of the amount and quality of study. The credit index is calculated for a semester. It is calculated as follows:

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

The Faculty Council may use a different method of calculation within the relevant framework of legal regulations.

If a student has earned more than thirty credits, pursuant to the relevant faculty regulations, it is possible to calculate with the total number of credits as the denominator when calculating the credit index.

- (7) In order to complete the semester, after the examination period has finished, the Student Centre will check with the help of the Neptun system if the student has fulfilled all the requirements for finishing the semester as prescribed in the recommended curriculum and the individual study plan and record completion in the Neptun system.
- (8) In calculating the weighted grade point average and the credit index, the final grade shall be used (which in the case of examination resits means the grade achieved last) for each seminar grade, examination grade and complex examination grade, as well as the grades achieved in the comprehensive exams. The curriculum may also specify if the grade of the form essay and the mandatory professional practice shall be included in the calculation of the grade point average or the credit index.
- (9) The weighted grade point average and the credit index shall be calculated up to two decimal digits.
- (10) The weighted grade point average is:
- a) excellent if the average is 5.00
 - b) very good if the average is 4.51-4.99
 - c) good if the average is 3.51-4.50
 - d) satisfactory if the average is 2.51-3.50
 - e) pass if the average is 2.00-2.50
 - f) fail if the average is below 2.00

Expiry and termination of student legal status

Art. 59

- (1) Student legal status expires by law in the following cases:
- a) if the student has transferred and been admitted to another higher educational institution, his/her legal relationship with the university expires on the day of transfer;
 - b) if the student announces the termination of his/her legal relationship with the university, the relationship will be terminated on the day of such notification;
 - c) if the student is not allowed to continue their studies in the state-subsidized/partially subsidized programme with a grant, and he/she does not wish to continue in the fee-paying programme;
 - d) on the last day of the first final examination (state examination) period following the given educational cycle – in the case of professional postgraduate training, university/tertiary level vocational training, the last training period –, in the case of doctoral programmes, on the last day of the programme;
 - e) in the case of university/tertiary level vocational training, if the student's health has become unfit for the training, and the institution is not running any other suitable university/tertiary level vocational training, or the student does not wish to continue their studies, or in lack of conditions required for continuing, he/she may not continue his/her studies, the legal relationship shall expire on the day the decision on termination becomes effective;

- f) if following an unsuccessful notification and subsequent investigation of the student's economic situation, the Rector terminates the student's legal relationship with the university on account of defaulting on payment, the legal relationship shall expire on the day the decision on termination becomes effective;
 - g) the legal relationship shall expire on the day the decision on termination due to disciplinary action becomes effective;
 - h) in case the statutory conditions for student legal status cease to exist, the legal relationship shall expire on the day the relevant decision on termination becomes effective;
 - i) in case a student under the scope of the Act on national higher education and with a (partially subsidized) state grant revokes his/her declaration of acceptance of partially subsidized status and does not wish to participate in the fee-paying programme.
- (2) In order to terminate a student's legal status, a decision shall be made – except for section (1) d) – and the student shall be notified of the decision in writing. Before making the decision, it shall be checked whether the student has any defaulted payment and if there is any amount in the student's university summary account. Depending on the result of this check, the student shall be notified in a decision of his/her duty to settle the outstanding fee or to make sure that any remaining amount be transferred back to the student's personal bank account.
- (3) Students who have been excluded or whose legal status has been terminated may only establish a new legal relationship with the university through a successful admission procedure. For students admitted to the university between 1 September, 2007 and 1 September, 2012, legal student status may only be terminated for academic reasons if the student admitted to a (partially) subsidized academic programme does not wish to continue his/her studies in the fee-paying programme.
- (4) Exclusion from the institution may be imposed as a penalty described in the Disciplinary Regulations. If a student has been excluded as a disciplinary sanction, he/she may only request to continue his/her studies, if he/she has been acquitted regarding the disciplinary sanction.
- (5) The student's legal relationship with the University of Miskolc may be terminated by the university by a unilateral decision, or the student may be transferred to the fee-paying programme:
- a) in the case of students who started their studies before 1 September, 2007 and have had a continuous student status since then,
 - aa) if the student fails to earn 60 credits in the first four consecutive active semesters – either consecutive or with passive semesters included - of a university level programme, or 45 credits in a college-level programme;
 - ab) if the student fails to earn 45 credits in the first three consecutive active semesters – either consecutive or with passive semesters included - in a bachelor's programme or in a master's programme;
 - ac) if the student has failed to register for a semester on three consecutive occasions;
 - ad) if a student fails to commence his/her studies following a period of suspended student status;
 provided in each case that the Student Centre has notified the student in writing at least twice to comply with their responsibilities by a given deadline with simultaneous notification of the legal consequences of failure to do so;
 - b) in the case of students whose studies commenced after 1 September 2007 under the Act on Higher education, if

- ba) a student transferred from a state subsidized programme to a fee-paying programme does not wish to continue his/her studies as a fee-paying student;
- bb) if the student has failed to register for a semester on three consecutive occasions;
- bc) a student fails to commence his/her studies following a period of suspended student status;
- bd) if a fee-paying student fails to complete any course in one semester through his/her own fault.

The condition for termination of student status in subsections bb)-bd) is that the Student Centre shall notify in writing the student to comply with their student responsibilities by a given deadline with simultaneous notification of the legal consequences of failure to do so.

This requirement of written notice can be fulfilled by sending a notification through the Neptun system, and the notification will comply with the formal requirements if this notification refers to the present provision of the regulations. In cases deserving exceptional consideration, with appropriately evidenced and documented cases the Dean may forgo or diverge from the application of subsections a) and b).

- c) in the case of students whose studies commenced after 1 September 2012 under the Act on Higher education, if
 - ca) a student transferred from a state subsidized programme to a fee-paying education does not wish to continue his/her studies as a fee-paying student;
 - cb) if the student has failed to register for a semester on three consecutive occasions;
 - cc) if a student fails to commence his/her studies following a period of suspended student status;
 - cd) if a fee-paying student fails to complete any course in one semester through his/her own fault;
 - ce) if the total number of examinations taken in one course/subject, including resits, amounts to five.

The condition for termination of student status in subsections cb)-cd) is that the Student Centre shall notify in writing the student to comply with their student responsibilities by a given deadline with simultaneous notification of the legal consequences of failure to do so.

This requirement of written notice can be fulfilled by sending a notification through the Neptun system, and the notification will comply with the formal requirements if this notification refers to the present provision of the regulations. In cases deserving exceptional consideration, with appropriately evidenced and documented cases, the Dean may forgo or diverge from the application of subsections cb) and cd).

- (6) In order to terminate a student's legal status, a decision shall be made and the student shall be notified of the decision in writing. The check described above in section (2) of the present Article shall be carried out in this case, too.
- (7) Section (5) ce) may be applicable to the following forms of assessment: report, end-of-course examination, complex examination and comprehensive examination. The decision on termination of student status shall be made within 15 days upon the end of the examination period, and shall be communicated to the student in writing. In this decisionmaking, special consideration may not be applied.

Permissions granted by special consideration

Art. 60

- (1) Students who have been unable to fulfil any of their study requirements or failed to comply with their responsibilities through no fault of their own may apply for special consideration to the dean (the director of an independent institute) in order to obtain permission to make-up for their missed duties. The application shall include a detailed description of their reasons.
- (2) The application shall be submitted following the arising of the reasons for the basis of the application, or in case of an obstacle, immediately after the obstacle has been removed.
- (3) The dean/director shall make a decision on the application within eight days upon receipt.
- (4) The student will receive a decision on the application, which shall be presented to the relevant unit of the department/institute when requesting a deadline for the make-up work/examination resit. The decision shall be recorded by the Student Centre in the student's registration course book.

Art. 61

- (1) In order to improve or make up for unsuccessful attempts to fulfil study requirements, students who have used all the possible resit opportunities listed in the regulations, may apply to the dean or the director of an independent institute referring to reasons for special consideration.
- (2) Upon such application, the dean or the director of an independent institute may give permission on one occasion per semester at most for make up work to obtain signature or seminar grade in one subject by the end of the second week of the examination period.
- (3) The decision shall be communicated to the student, who then shall present it to the instructor at the instructor's request. The decision shall be recorded by the Student Centre in the student's electronic registration course book.

Art. 62

- (1) Students who have been unable to fulfil their missing study requirements even after being granted special permission by the dean, may apply to the Vice Rector for Academic Affairs, acting on behalf of the Rector, referring to reasons for special consideration.
- (2) The application shall include a detailed description of the reasons for special consideration.
- (3) When making a decision on the application, the Vice Rector for Academic Affairs may grant the permission to fulfil the given study requirements during the period defined in the decision. In case of rejection of such an application on grounds of special considerations, no appeal lies against the decision.
- (4) During their studies, students may be granted special permission by the Rector on maximum two occasions.
- (5) The decision shall be sent to the student, the dean's office, the head of the relevant department/institute as well as to the Student Centre – for further administration. The Student Centre shall record the decision in the student's electronic registration course book.

REGULATIONS RELATED TO COMPLETING AND FINISHING THE STUDIES

Graduation certificate

Art. 63

- (1) The graduation certificate certifies that the student has complied with all study requirements and has completed all the courses and examinations required. This fact will be recorded in the Neptun system and the registry book.
- (2) At the student's request, the Student Centre may issue a certificate of the graduation certificate.

Diploma work and thesis

Art. 64

- (1) Pursuant to the graduation and curriculum requirements, students shall prepare a diploma work or thesis. The diploma work or thesis is a complex individual task, which requires the synthesis of knowledge and the creative application thereof.
- (2) The rules of the specification of the topic, preparation and defense of the diploma work or thesis are determined by the Faculty Council.
- (3) Maximum 20 credit points shall be assigned to the thesis (diploma work) in the BSc/BA programmes and maximum 50 credit points shall be assigned to it in the MSc/MA programmes or in the undivided programmes. The credits allocated to the diploma work (thesis) shall be determined in the recommended curricula of the different majors in line with the graduation requirements.
- (4) The precondition for the specification of the diploma work or thesis topic shall be set forth in the recommended curriculum of the relevant major, in which 'Preparation of diploma work or thesis' shall be included.
- (5) Former students having completed their studies (having met the criteria of getting the pre-degree certificate and having no student legal status any more) may apply for permission to take the final examination in a request addressed to the dean of the relevant faculty.
- (6) For the specification and registration of the diploma work or thesis topic, the lecturer in charge of the relevant major shall be responsible.
- (7) The deadline for the submission of the diploma work or thesis shall be indicated in the study schedule.
- (8) The determination of the faculty requirements concerning the preparation of the diploma work or thesis and the organisational tasks of the final examination is the right of the organisational units with the stipulation that the electronic submission of the diploma work or thesis shall be made compulsory, and it shall be archived by the Library, Archives and Museum of the University. The Library, Archives and Museum shall ensure that the diploma works or theses are available to the public in a separate database on the University website with the proper consideration of intellectual property rights. Only those diploma works or theses, or only those parts of diploma works or theses shall be an exception to this rule which have been qualified as confidential, cannot be digitalised due to their character or the digitalisation of which would cause undue difficulty. Such an exception shall be theses made under a contract of confidential treatment entered into with a company/institution concerning the treatment of confidential data included therein. Such theses shall be properly stored in a closed place by the host departments/institutes pursuant to the provisions in the relevant contract of confidential treatment.

Final examination

Art. 65

- (1) The final examination is a form of assessment necessary for earning the higher education qualification where the candidate shall prove that he/she possesses the knowledge necessary for graduation and is able to apply the knowledge acquired.
- (2) The condition for permission to take the final examination is the possession of the pre-degree certificate and the fulfilment of the relevant requirements set out in the study plan. Students who have failed to fulfil any of their payment obligations due to the institution under any legal title shall not be granted permission to take the final examination. This shall be checked and permission to take the final examination shall be granted by the dean's office of the relevant faculty while the conditions for getting the pre-degree certificate shall be checked by the Student Centre.
- (3) While having student legal status, students may take the final examination in the examination period following the earning of the pre-degree certificate, and after the termination of student legal status, they may take it without deadline, in any examination period pursuant to current graduation requirements. Following the passing of the seventh year upon earning the pre-degree certificate, the Faculty Council may define conditions for taking the final examination. This provision shall be applied to students establishing student legal status after 1 September, 2012, falling under the the Act on national higher education, with the difference that following the passing of the second year upon the issue of the pre-degree certificate, the Faculty Council may determine conditions for taking the final examination, and following the passing of the fifth year upon the termination of student legal status, no final examination may be taken.
- (4) Major types of final examination:
 - (a) the student (candidate) takes the final examination in the subjects defined in the curriculum separately from the defense of thesis/diploma work before the final examination board(s),
 - (b) the student (candidate) defends his/her thesis/diploma work before the Final Examination Board and takes a final examination in the subjects required by the curriculum,
 - (c) the student (candidate) defends his/her thesis/diploma work before the Final Examination Board, and answers questions on specified topics in the disciplines related to the thesis/diploma work,
 - (d) the student (candidate) takes a written final examination, then defends his/her diploma work/thesis before the Final Examination Board, and subsequently takes practical and theoretical (oral) final examination.
- (5) To the final examination, no credit value may be allocated.
- (6) If the final examination also includes assessment of the material of specific subjects, the final examination subjects may cover material the total credit value of which is minimum 15 credit points in BSc/BA programmes and minimum 25 credit points in MSc/MA programmes and in undivided programmes.

- (7) The final examination shall be wholly or partly oral. The final examination may consist of several parts and may also include a practical part.
- (8) The type of final examination applied shall be set forth in the recommended curriculum of the relevant major.
- (9) Final examinations may be taken in the final examination period determined in the academic schedule. In case of a final examination consisting of several parts, the shortest period of preparation between the individual examinations shall be two weeks. In case of a complex final examination consisting of one part, a period of at least four weeks shall be provided from the end of the term prior to the date of the final examination.
- (10) In case of the final examination type set forth in section (4) a), the candidate may only be granted permission to take the final examination if he/she has successfully defended his/her thesis. In case of the final examination types set forth in sections (4) b) and c), the candidate may only start the examination in the final examination subjects if the Final Examination Board has accepted his/her diploma work/thesis with at least a pass (2) qualification. In case of the final examination type set forth in section (4) d), the conditions of taking the final examination shall be included in the faculty supplement to these regulations.
- (11) Final examination requirements and the lists of topics to be assessed together with bibliographies shall be published on the notice board and webpage of the department/institute organising final examination by the first workday of the eighteenth and forty-eighth week every year (or by the submission deadline of the diploma work or thesis as determined by the Faculty Council) the latest.
- (12) The students' final examination scheduling shall be published by the faculty.

Final Examination Board

Art. 66

- (1) Final examinations shall be taken before Final Examination Boards. If necessary, the Final Examination Board may be completed with examining teachers as ordered by the dean (board members as per case).
- (2) Subject to the dean's proposal, the chairperson of the Final Examination Board shall be invited and appointed for maximum three years in case of acceptance by the Vice Rector for Academic Affairs, proceeding in the Rector's capacity. The members of the Final Examination Board shall be invited and appointed for maximum three years in case of acceptance by the dean. For conducting an ad hoc final examination, the chairman and the members of the Board shall be invited by the dean from among the persons appointed by the Rector. For final examinations, examining teachers shall be appointed by the dean.
- (3) In addition to the chairperson, the Final Examination Board shall have at least two members. The Board shall be set up in the way that at least one member shall be a university or college professor or associate professor, and at least one member shall not be in the employment of the University of Miskolc, or shall work as lecturer at another faculty or major of the University of Miskolc.

- (4) The candidate's performance shall be graded by members of the Board, who shall agree on the final grade in a closed session, by voting in case of debate. In case of equality of votes, the chairperson shall have the casting vote.
- (5) Of the final examination, records shall be taken and shall be signed by the chairperson and the members.

Final examination result

Art. 67

- (1) The final examination result shall be calculated on the basis of the grades earned at the final examination and the grade awarded for the diploma work or thesis, in line with the graduation and output requirements pursuant to the recommended curriculum of the relevant major.
- (2) The final examination result shall be announced by the chairperson of the board on the day of the final examination.

Resit of unsuccessful final examination

Art. 68

- (1) The conditions of the rewriting of a diploma work/thesis rejected by the Final Examination Board shall be determined by the Academic Committee upon the proposal of the relevant department/institute. The student and the department/institute concerned shall be notified of such decision within three weeks in written form.
- (2) In case of an unsuccessful final examination, the candidate may take a resit taking into account the limitations set forth in section (3), Art. 65.
- (3) Resit of the final examination may be taken in the following final examination period. In case of a justified specific faculty feature, the Faculty Council may deviate from this provision.
- (4) In case of a final examination resit, the candidate shall only take an examination in the subject (subjects) in which he/she formerly failed.
- (5) In case of a final examination resit, the candidate shall pay an additional examination fee of a fixed amount.

Resit of final examination in order to get a better grade

Art. 69

In case of a successful final examination, students shall have the right to improve their achievement in one subject/part in the same final examination period.

Diploma

Art. 70

- (1) Within thirty days upon the successful passing of the final examination and the presentation of the language proficiency examination certificate testifying the passing of the language proficiency examination required in the curriculum, the university makes out and issues the diploma in Hungarian and English or in Hungarian and Latin, also including the name of the

qualification and the () identification for the eligible person. The qualification levels testified by the diplomas have the following Hungarian, English and Latin names:

- a) alapfokozat (basic level) – Bachelor – baccalaureus (abbreviation: BA or BSc),
- b) mesterfokozat (master's level) – Master – magister (abbreviation: MA or MSc).

The diploma shall be signed by the chairperson of the Final Examination Board, or in case of his/her permanent absence or incapacitation by one of the Board members or by the dean and by the Rector.

- (2) In the diploma made out and issued in a foreign language, the student's personal data (name, date of birth, place of birth) as included in the Neptun system and in the document certifying the student's identity shall be inserted in the obligatory standardised text.
- (3) A further condition for issuing the diploma is the student's meeting the language requirements set forth in the graduation requirements. Students reaching minimum the age of 40 in the year when they start their studies in the first year shall be exempted from the requirement to earn a language proficiency examination certificate. This provision may last be applied to those who take their final examinations in academic year 2015/16. The University of Miskolc provides its former students with the opportunity set forth in section (2), Art. 107 of the Act on national higher education with the stipulation that it may be last applied to those who took their final examinations in academic year 2012/13. The University of Miskolc only accepts institutional language proficiency examinations organised by itself.
- (4) A further condition of issuing the diploma is that the student shall not have any overdue debts towards the University of Miskolc and no positive residual amounts on his/her summary account. These facts shall be checked by the academic units.
- (5) The rules of calculating the qualification of the diploma shall be set forth in the curriculum. In the qualification of the diploma, the grades earned at any unsuccessful examinations shall be left out of consideration.
- (6) On the basis of the grade point average calculated pursuant to section (5), the diploma shall be qualified as follows:

excellent: 4.51 – 5.00

good: 3.51 – 4.50

satisfactory: 2.51 – 3.50

pass: 2.00 – 2.50

- (7) In the diploma certifying the doctor's degree of law students, one of the following qualifications shall be entered:
 - „Summa cum laude”: 4.51 – 5.00
 - „Cum laude”: 3.51 – 4.50
 - „Rite”: 2.00 – 3.50
- (8) If it is impossible to make out the diploma because the student has been unable to produce the language proficiency certificate, instead of the diploma, a certificate shall be made out testifying the successful passing of the final examination but certifying no qualification or special qualification.
- (9) The qualification of the diploma shall also be obligatorily indicated in case of special further trainings.

Diploma supplement

Art. 71

- (1) The diploma supplement is a public document treated as a safety document that is made out by the University of Miskolc to accompany the diploma. The diploma supplement is a

document pursuant to decision No. 2241/2004/EC of the European Parliament and of the Council on a single Community framework for the transparency of qualifications and competences (Europass). This document provides detailed information about the studies and special qualifications of its owner, about the subjects studied, the credits earned, the academic results achieved, the higher education institution issuing the diploma and the Hungarian higher education system, thus about every issue that may be important information from the aspect of taking up jobs and further studies.

- (2) The purpose of the diploma supplement is that as the supplement of the diploma certifying a qualification earned in higher education, it shall provide detailed and objective information concerning the nature, level and content of the studies pursued and successfully completed by the owner of the diploma, and through this, give assistance for the transparency and well-founded acknowledgement of the qualifications abroad. The diploma supplement shall include no evaluative judgement, no statement of equivalence nor shall it suggest the fact of acknowledgement.
- (3) In itself, the diploma supplement shall have no legal effect but primarily has information value.
- (4) The diploma supplement shall be issued to the student in the Hungarian and English languages, together with the diploma. The first issue shall be free of charge.
- (5) The issuance of the diploma supplement is mandatory in both the BSc and MSc programmes.
- (6) The making out of the diploma supplement is closely related to the credit system and the operation of the Neptun system so the issuance of a complete diploma supplement complying with the European model is only possible for those students who earned their degree under a credit-based curriculum and were included in the Neptun system following 1 March, 2006.
- (7) For those having earned their degrees between 1 July, 2003 and 1 March, 2006, a complete diploma supplement may only be made out in the English language for a charge equivalent to 10% of the monthly amount of the normative subsidy per active semester, at their written request if the conditions in section (6) are fulfilled.
- (8) For those having earned their degrees prior to 1 July, 2003, a complete diploma supplement may only be made out for a charge equivalent to 10% of the monthly amount of the normative subsidy per active semester and per language, at their written request if the conditions in section (6) are fulfilled.

Content and form of diploma supplement

Art. 72

- (1) Pursuant to government decree No. 86/1996. (VI. 14.) on the protection of safety documents, the diploma supplement is a B category safety document listed in Annex I of this legal statute.
- (2) The diploma supplement form consists of the following parts:
 - a) a thick cover sheet of off-white colour, bearing the title Oklevélmelléklet, Diploma Supplement and the Arms of Hungary;
 - b) thin inner sheets of greyish green colour, on which a serial number, a frame, the Europass logo and a watermark are printed.
- (3) Hungarian and English diploma supplements shall be prepared and archived with the diploma supplement function of the Neptun system.
- (4) In addition to the emblem of the university and the registry number, the content of the diploma supplement shall comprise the following eight groups of questions:
 - a) data of the person earning degree (name; date of birth; student identification No.; registry sheet No.);

- b) data of degree (special qualification and accompanying title, major/majors completed, the institution issuing degree, the institution providing programme, language of instruction);
- c) the data of the level of programme (level of programme, duration of programme, conditions of entry into programme);
- d) data concerning the content of programme and the results achieved (programme requirements: governing legal statute, decision, programme objective, credit value to be earned, system of knowledge assessment, nature, length and credit value of professional practice; specific subjects, grades and credit points; knowledge acquired during the studies, in a parallel or guest student legal relation, during work or other experience (requirements, credit points, grades); total number of credits earned; system of assessment; qualification of degree);
- e) eligibilities accompanying degree (professional and concerning further studies);
- f) further information (information concerning the owner of degree previously undisclosed, short description of higher education institution; designation of other information sources);
- g) authentication of supplement (signature of authenticating person, stamp of institution);
- h) description of the Hungarian higher education system (short description of the Hungarian higher education system by the Hungarian Equivalence and Information Centre of the Ministry of Human Resources).

Issuance and registration of diploma supplement

Art. 73

- (1) Preparation for the making out of diploma supplement:
 - a) the operator of the Neptun system holds a meeting about the current tasks and deadlines related to the diploma supplement for the administrators of the Student Centre appointed to make out the diploma supplement;
 - b) the Student Centre sets up safe workplaces where diploma supplements and the forms thereof can be produced and stored under safe conditions;
 - c) the forms needed to make out diploma supplements are ordered by the deans' offices on their own budgets on the basis of the data provided by the Student Centre;
 - d) the administrators in charge of academic affairs of the Student Centre perform the maintenance jobs on the archived academic data in both the English and Hungarian languages. Academic units shall cooperate in order to eliminate errors;
 - e) the Vice Rector for Academic Affairs arranges for the description entitled 'The system of higher education in Hungary', published by the Ministry of Human Resources and the description about the University of Miskolc to be uploaded in the Neptun system;
 - f) the Operational Directorate prepares and maintains the Neptun system for the handling of diploma supplements.
- (2) Making out diploma supplements:
 - a) diploma supplements are made out by the appointed administrator in charge of academic affairs of the Student Centre, using the appropriate form;
 - b) following subsequent check, diploma supplements made out are authenticated by the dean of faculty/director of independent institute who signs them and by the stamp of the faculty;
 - c) following the entry of the electronic signature, the Neptun system archives the final versions of diploma supplements in the database and they may not be changed any more;
 - d) the identification numbers of the sheets of diploma supplements shall be recorded in the Neptun system;

- e) on the basis of the archived data, diploma supplements may be reissued upon written request;
 - f) the text 'TRUE COPY' shall be written on any reissued diploma supplements, and they shall be entered in the registry book with the designation 'TRUE COPY' and with the date of issuance.
- (3) Reissue of diploma supplement:
- a) the reissue of any lost or destroyed diploma supplements may be requested by students in writing;
 - b) the request shall be submitted to the Student Centre;
 - c) in the said request, the student's following data shall be included for student identification:
 - ca) name,
 - cb) mother's name,
 - cc) place and date of birth,
 - cd) Neptun code,
 - ce) name of the major completed with a successful final examination,
 - cf) the language of the true copy of diploma supplement (Hungarian or English),
 - cg) the requested manner of the takeover of the diploma supplement prepared (takeover in person or sending by mail).
 - d) for the making out of the true copy of diploma supplement, the fee set forth in the Regulations on charges and benefits shall be paid.
- (4) Any amounts collected for the making out of true copies of diploma supplements shall be due to the academic unit in charge of programme.

System of responsibilities for the issuance of diploma supplements

Art. 74

- (1) At the University of Miskolc, the leader in charge of the coordination of tasks related to diploma supplements and for keeping contact with the Ministry of Human Resources is the Vice Rector for Academic Affairs as diploma supplement coordinator. Compliance with the provisions herein shall be monitored by the Vice Rector for Academic Affairs.
- (2) The director of the Operational Directorate shall have the responsibilities of IT (operational) manager. The IT manager shall define the range of software operators and the conditions of their access to the software, maintain the institutional and specialisation templates used in the software and shall provide for the saving and archiving of the stored materials and for safe and controlled access.
- (3) The administrators in the Student Centre in charge of diploma supplements are appointed by the director to perform the tasks related thereto. These administrators shall print diploma supplements, check the data, correct any errors, save the appropriately filled diploma supplements in the Neptun system and provide for the signing of the printed diploma supplements. These administrators shall be responsible for the academic data in diploma supplements and their being identical with academic records.
- (4) The diploma supplement is a 'B' category safety document. Therefore, it shall be handled pursuant to government decree No. 86/1996. (VI. 14.) on the protection of safety documents. The officials responsible for the handling thereof include the Vice Rector for Academic Affairs, the IT manager and the administrators in charge of diploma supplements in the Student Centre.

Degree with honours

Art. 75

- (1) A degree with honours may be awarded to the student who has achieved excellent results in every subject in the final examination, the grades awarded for his/her diploma work or thesis as well as at every comprehensive examination are excellent, and his/her grade point average for all the other examinations and seminar grades is at least 4.00.
- (2) As the prerequisite of the issuance of diplomas with honours, academic units may define stricter conditions than those set forth in section (1).

COLLEGES FOR ADVANCED STUDIES

Art. 76

- (1) At the University, colleges for advanced studies may operate for the purpose of talent management for students with outstanding abilities, preparing them for roles in public life, and for creating the material and personal conditions in order to educate professionals who are sensitive to social problems and are professionally demanding.
- (2) In the course of high quality education, students with outstanding abilities receive assistance in fulfilling the extra requirements helping them to develop their talents.
- (3) Colleges of advanced studies operate as part of the University, and may perform their tasks within the limits of the University budget.
- (4) Colleges for advanced studies operating at the University are Hantos Elemér College and the College for Natural Sciences.
- (5) The organisational and operational regulations of the colleges for advanced studies form the annex hereto.

Chapter V

ORDER OF THE JUDGEMENT OF STUDENTS' DISCIPLINARY AND INDEMNITY ISSUES

GENERAL PROVISIONS

Effect of regulations and basic terms

Art. 128

- (1) The provisions of these rules shall be applied to students of non-Hungarian citizenship with the differences required by the relevant international treaties.
- (2) To the members of the teaching and non-teaching staff of the University of Miskolc, the provisions of separate regulations shall apply if the subject of the procedure is a legal offence committed in non-student legal status.
- (3) The material effect of these regulations covers disciplinary liability and liability for damages.
- (4) A person acts deliberately if he/she wishes the adverse consequences of his/her conduct or proceeds resigned to the occurrence of such adverse consequence.
- (5) A person displays reckless conduct if he/she has foreseen the adverse consequences of his/her conduct but recklessly trusts in the non-occurrence thereof (grave recklessness), or if he/she has not foreseen the consequences of his/her conduct because he/she has failed to pay expectable attention or circumspection (mild recklessness).
- (6) Acts of deliberate or careless breach of rules shall be deemed to be acts of guilt.

DISCIPLINARY REGULATIONS FOR STUDENTS

Disciplinary liability

Art. 129

- (1) The student who (deliberately or recklessly) fails to fulfil any of his/her material obligations arising from his/her student legal status commits a disciplinary offence and shall get disciplinary punishment. Whether the breach of an obligation shall be deemed to be material or not shall be decided by the person having disciplinary authority.
- (2) It is the students' fundamental obligation arising from their student legal status to comply with the proclaimed, effective regulations of the University of Miskolc, to properly use and protect any devices trusted to them and used by them as well as to comply with any relevant work safety and health protection rules.
- (3) There shall be no disciplinary action if a student has failed to fulfil his/her obligation because he/she has proceeded pursuant to the official instructions of a representative of the University authorised to give instructions, or if such instructions have violated a legal statute or any regulations concerning student legal status but this fact could not be recognised by the student.
- (4) Any type of conduct sanctioned by the Academic and Examination Regulations with adverse consequences shall not be deemed to be a disciplinary offence.

Person exercising disciplinary authority

Art. 130

- (1) In students' case, disciplinary authority of the first instance in the procedure ordered by the dean is exercised by the proceeding Disciplinary Committee of the Disciplinary Body of the faculty (institute) providing academic programme. The chairperson of the Disciplinary Committee and the Disciplinary Body is the deputy dean for academic affairs of the faculty, or in case of his/her incapacitation, another lecturer appointed by the dean. Two of the four members of the Disciplinary Body are elected representatives of the teaching staff while two are those of the students. The proceeding committee has three members, its chairperson is the chairperson of the Disciplinary Committee while its lecturer member is appointed by the chairperson and its student member is appointed by the chairperson of the Student Union without delay from among the two elected members. Lecturer members are elected by the Faculty Council while student members are elected by the Student Union of the faculty for one year. This election shall be held before 15 October in the relevant year.
- (2) Disciplinary authority of the second instance is exercised by the Disciplinary Body of the University, the chairperson of which is the Vice Rector for Academic Affairs, its two lecturer members are elected by the faculty council for two years while its two student members are elected by the Student Union of the university for a period of one year. The Proceeding Disciplinary Committee has three members, its lecturer member is appointed by the presiding Vice Rector and its student member by the chairperson of the Student Union.
- (3) A person who cannot be expected to judge the case in an unbiased manner cannot participate in the work of the proceeding committee. At the notification of the person concerned or the student under investigation, the exclusion procedure shall be started, and the disciplinary procedure shall be suspended until the statement is judged. In the procedure of first instance, the issue of exclusion shall be decided by the dean, in the procedure of second instance, by the Vice Rector for Academic Affairs, and in case of the involvement of the latter by the Rector or by one of the Vice Rectors appointed by the Rector and not involved in the case.

Specific disciplinary offences

Art. 131

- (1) Beyond the states of affairs set forth in Art. 129, the states of affairs specified in this article shall be deemed to be disciplinary offences.

- (2) Student leaders who use their position, membership in different bodies and decisionmaking rights to get unfair academic or other advantages in assessments or make proven attempts thereat commit a disciplinary offence.
- (3) It is the students' duty to use only such devices in completing their academic tasks (for example, home essays, semester interim tasks, essays to be written in an academic year, diploma work plans) or assessments that their lecturer has given permission for and which reflect the students' real knowledge and work. Any students who do not act accordingly commit a disciplinary offence. Any students who intend to enforce their interests at their fellow students' expense also commit a disciplinary offence.
- (4) Any students who use such aids (for example, textbooks, notes, mechanical devices, computers or calculators) in completing their tasks that are not permitted by the relevant lecturer, or use help from other persons in some other way, or make an attempt at using it, commit a disciplinary offence. In proportion to the weight of the offence, lecturers may apply academic sanctions and/or may initiate a disciplinary procedure.
- (5) In addition to what is set out in sections (3) and (4), any students who
 - a) receive answers from other persons either personally or through any contact-keeping device (e.g. mobile phone) during written or oral assessments;
 - b) appoint another person to perform tasks for him/her during written or oral assessments, or attempt performance instead of another person, or any students who offer or undertake to perform tasks instead of other persons during written or oral assessments;
 - c) get, hand over or attempt to get examination questions in an unauthorised manner commit a disciplinary offence.
- (6) Any students who
 - a) present or submit any material collected by others or any research, work or the summary thereof made by others (for example, home essays, theses, professional works) as their own, as individual work;
 - b) although having worked with another person or other persons present the joint work done as their own, or provide false information about the extent of their participation in the said joint work;
 - c) have acquired printed study materials (for example, textbooks, notes) in an illegal or dishonest way;
 - d) falsify, correct or illegally enter into the document or electronic document any evaluation (grade or signature certifying performance) commit a disciplinary offence.
- (7) Multiplication or the call for multiplication (for example, photocopying, scanning) of any works protected by copyright law in a manner that violates copyright law shall be deemed to be a disciplinary offence.
- (8) Any illegal use of the knowledge acquired at the University shall be deemed to be a disciplinary offence, in particular, the writing and dissemination of malware, gaining unauthorised access to computers or IT systems, or the deliberate application of professionally unsafe solutions in solving a problem or task.
- (9) It shall be deemed to be a disciplinary offence if without any considerable contribution, students present results as their own, or falsify the results of other persons' work. It shall result in disciplinary punishment if a student fails to indicate the source in the format required by the relevant lecturer or in the format complying with the publication conventions of the relevant discipline and uses another person's idea, statement or the wording thereof or presents such as his/her own in his/her presentations during oral or written assessments.
- (10) The student who offers or undertakes to give over any material collected by him/her or any research done by him/her or the summary thereof (for example, home essays, theses, professional works) to another person so that such other person should present the collected materials as his/her own commits a disciplinary offence.

- (11) It is the student's obligation to show respectful conduct in class, and refrain from any forms of behaviour disturbing the lecturer, his/her peers or the instruction process.

Starting disciplinary procedure

Art. 132

- (1) A disciplinary procedure may be initiated by any member of the University who gives his/her name and submits evidence giving grounds for such procedure. In case of the well-founded suspicion of a disciplinary offence or if a student requests a disciplinary procedure against him/herself, the competent dean shall start the procedure and shall simultaneously notify the student in writing. If the said dean fails to start the procedure in an unjustified manner, the Rector shall proceed in the interest of the university.
- (2) No disciplinary procedure may be started if a month has passed since becoming aware of the disciplinary offence or a period of five months has passed since the disciplinary offence. In this respect, the becoming aware of the circumstance justifying procedure of the person authorised to start procedure shall be deemed to be becoming aware.
- (3) The student under investigation and his/her authorised representative shall be summoned to the disciplinary trial in writing so that his/her personal defense and statements can be heard.
- (4) In the summons, the place, date and time of the trial as well as the status of the addressee therein (person under investigation, representative, witness, expert, etc.) shall be indicated.
- (5) The disciplinary trial may also be held if neither the student nor his/her representative appears for it in spite of getting proper summons.

Representation

Art. 133

- (1) The student under investigation may make use of either legal or social representation. Any person in teacher or student legal status at the university may be a social representative. Authorisation of representation shall be certified with a written power of attorney included in a private document providing full evidence.
- (2) The representative is entitled to all the rights that the student is entitled to, that is, he/she shall have the right to
- a) inspect the documents of the case,
 - b) have motions e.g. initiate witness evidence, or have other motions to present evidence
- in the procedure.

Conducting the procedure

Art. 134

- (1) The place of the disciplinary trial of first instance shall be the official room of the relevant faculty (institute). The disciplinary trial shall be open to the public except if the chairperson of the disciplinary committee orders a closed trial, which may both be justified by public interest and the interest of the student under investigation who may request a closed trial.
- (2) The student may raise objections to the exclusion of the public which the Rector shall judge without delay after consulting the opinion of the chairperson of the Student Union. If the open trial has been requested by the student, the public cannot be excluded with reference to the student's interest.
- (3) The findings about committing the breach of obligation and the evidences thereof shall be communicated to the student under investigation.
- (4) The student under investigation shall be given an opportunity to present his/her defense orally or in writing. In case of his/her justified, pardonable and foreseeable absence, the

student shall have the right to request the short-term postponement of trial, or in case of unforeseeable absence, to request a new trial.

- (5) The witness or expert summoned in a proper way (in writing) shall be present at the trial and is obliged to certify the reason for his/her absence if he/she is a student or employee in legal relationship with the university.
- (6) A person who is a relative of the student under investigation or who would accuse him/herself of any act, offence or criminal act justifying a disciplinary procedure with his/her statement shall be under no obligation to act as witness.

Disciplinary trial

Art. 135

- (1) The council proceeding in the disciplinary trial has three members. The chairperson presides over the trial. It is the responsibility of the chairperson of the disciplinary committee to enforce the provisions of the regulations, to preserve the order of the trial, to identify the participants and record their data, to ensure the exercising of their rights, to conduct the procedure of evidence, to have the records kept and to properly prepare the decisionmaking process.
- (2) If the student under investigation certifies within eight days that he/she has been absent due to a pardonable, unforeseeable reason, he/she may request the repetition of the trial. The trial shall be repeated if on the basis of all the aforesaid, the chairperson of the disciplinary committee finds it justified. In such a case, the judgement of the first instance may be put out of effect in the chairperson's own scope of authority.
- (3) Of the disciplinary trial, records shall be taken. The person taking records shall be appointed by the chairperson of the council taking into account the rules concerning exclusion. The records shall be authenticated by the joint signatures of the person taking records and the chairperson. The conclusions in the records shall be communicated to the person under investigation, and at his/her request, - if that is justified - they shall be completed and/or modified. If such request is unjustified, the facts of the request and rejection shall be included in the records.
- (4) If in the trial, the student under investigation admits committing the disciplinary offence, any further evidence may be neglected and the judgement may be passed.
- (5) During the procedure of evidence, following the presentation of documents, the committee hears the student under investigation, the witness(es) and the expert. The witnesses and the expert shall be warned about the obligation to tell the truth, and the penal law consequences of giving false testimony, and they shall be made to make a statement about whether they are unbiassed or not.
- (6) Any witnesses unheard yet cannot take part in the trial.
- (7) Any contradiction between witness statements shall be attempted to be resolved through a lineup.

Closing or suspending procedure

Art. 136

- (1) Disciplinary procedures shall be closed within a month. In exceptionally justified cases, the deadline may be extended with thirty days.
- (2) If in the same case, a criminal procedure is also conducted against the student under investigation, or if the hearing and participation in the trial of the person under investigation is impossible due to a cause beyond his/her control, disciplinary procedure shall be suspended at most until the hindrance to exist.

Disciplinary punishments and measures

Art. 137

- (1) Disciplinary punishments that can be imposed are the following:
 - a) reprimand,
 - b) severe reprimand,
 - c) reduction and withdrawal of the benefits and extras set forth in the charge and benefit regulations, the duration of which cannot extend six months,
 - d) prohibition from continuing studies for a definite term – but for maximum two semesters,
 - e) expulsion from the higher education institution.
- (2) In exceptionally justified cases, the execution of disciplinary punishments may be suspended for a probationary period of maximum two years. If during the probationary period, the student commits another disciplinary offence, the suspended punishment shall be executed together with the punishment imposed for the more recent disciplinary offence. This shall be provided for in the judgement.
- (3) As a disciplinary punishment, social benefits cannot be withdrawn.
- (4) Measures taken during the disciplinary procedure:
 - a) written warning if the weight of the act does not reach the weight of material breach of obligation, or the disciplinary offence has lapsed, or the disciplinary procedure could not have been ordered, and
 - b) suspension of student legal status or the legal relation with the student hostel if it is necessary due to extraordinary circumstances.

Passing a judgement

Art. 138

- (1) Following the procedure of evidence, the disciplinary council passes a judgement in a closed session, where in addition to the members, only the person taking records may be present.
- (2) In the judgement, the disciplinary committee either imposes a disciplinary punishment or – if the commitment of the disciplinary offence constituting the subject of procedure cannot be ascertained or no disciplinary punishment can be imposed – cancels procedure. Disciplinary judgements may be based on evidence directly investigated during the procedure. Any facts not proven undoubtedly cannot be brought up against the student under investigation. In the judgement, the members of the proceeding disciplinary committee, the number of the case, the place, date, time, the publicity or the lack thereof of the trial, and the personal data of the student under investigation shall be included.
- (3) In case disciplinary punishment is imposed, in addition to what is set forth in section (2), the judgement shall include:
 - a) the name of the disciplinary offence committed and the designation of the obligation unfulfilled,
 - b) the disciplinary punishment imposed due to this and the related provisions,
 - c) reference to the possibility of appeal and the fifteen days' deadline thereof,
 - d) in the justification of the judgement, the state of affairs ascertained, the designation and evaluation of evidences, the facts pointing to the student's being guilty, any circumstances taken into consideration in imposing punishment, and reference to any difference in opinion on the part of any committee members shall be included.
- (4) In case of cancellation of procedure, in addition to what is set forth in section (2), the judgement shall include the reason for the cancellation of procedure which may be one of the following:

- a) the act committed is not a disciplinary offence or it has not been committed by the student under investigation; or
- b) the commitment of disciplinary offence cannot be proved; or
- c) the student's guilt cannot be ascertained; or
- d) the disciplinary offence has lapsed or the disciplinary procedure could not have been ordered;
- e) the act forming the grounds of procedure has already been judged with legal effect in a disciplinary procedure.

In the cancellation judgement, reference shall also be made to the possibility of appeal and the 15 days' deadline thereof, and the facts and evidences ascertained during the procedure shall be included.

- (5) After its being passed, the judgement shall be announced by the chairperson of the disciplinary committee. In the course of this, the chairperson shall read the operative part of the judgement and present the main points in the justification thereof. The chairperson shall warn the parties entitled to do so about the possibility of appeal and about the fact that they may submit their appeal orally after the announcement of judgement or in writing within fifteen days. For any persons who are entitled to submit an appeal but are not present, the calculation of the fifteen days' deadline shall start with the delivery of judgement.
- (6) The disciplinary judgement shall be put in writing within eight days upon the announcement thereof. The judgement put in writing in a sufficient number of copies shall be signed by the chairperson of the disciplinary committee. The judgement shall be delivered to the student under investigation even if it has also been communicated to him by announcement.
- (7) The disciplinary committee may not change its announced judgement but it may correct any mistakes unrelated to the substance thereof in its own competence (errors in names or numbers, calculation error, etc.).

Legal redress and judgement of second instance

Art. 139

- (1) Against the disciplinary judgement, the student under investigation or his/her representative may submit an application for legal redress. In case of missing the fifteen days' deadline, a certificate may be submitted within maximum thirty days. An appeal submitted orally upon the announcement of judgement shall be included in the records. The appeal shall be submitted to the chairperson of the Disciplinary Committee but shall be addressed to the Disciplinary Committee of second instance. The appeal has a postponing effect on the execution of judgement.
- (2) In case of appeal, the chairperson of the Disciplinary Committee shall immediately submit such appeal together with the documents of the disciplinary procedure to the disciplinary committee of second instance. The disciplinary committee of second instance shall pass a judgement on the appeal within fifteen days upon the receipt thereof.
- (3) The disciplinary committee of second instance shall make a decision without holding a trial,
on the basis of the documents but may also order repeated or further hearings and the obtainment of other evidences.
- (4) The disciplinary committee of second instance shall hold a trial if the party under investigation or the appealing party requests so or if it wishes to conduct a procedure of evidence beyond the procedure of first instance in its own competence.

Art. 140

- (1) The disciplinary committee of second instance shall pass a judgement judging or rejecting appeal. Naturally, the provisions governing the disciplinary judgement of first instance shall apply to the content and communication of this judgement. Of the sessions of the disciplinary committee of second instance, records shall be taken.
- (2) If the appeal is submitted beyond the deadline or it is not submitted by the person entitled to do so, the disciplinary committee shall reject it in a ruling.
- (3) In a substantive judgement, the disciplinary committee of second instance
 - a) approves of or
 - b) changes the judgement of the disciplinary committee of first instance, or
 - c) in case of such a deficiency of the procedure of evidence which cannot be remedied in the procedure of second instance, it repeals the judgement complained of and orders the disciplinary committee of first instance to conduct a new procedure.
- (4) Within the scope of changing the judgement of first instance, the disciplinary committee of second instance shall have the right to aggravate the disciplinary punishment of first instance.

Legal effect and challenging before the court

Art. 141

- (1) The judgement may only be executed after it becomes final. The judgement shall become final on the day when
 - a) the person entitled to submit an appeal has declared that he/she does not wish to submit an appeal or has withdrawn the appeal submitted,
 - b) the deadline for appeal has passed without the announcement of appeal,
 - c) the disciplinary committee of second instance has rejected appeal or has approved of or changed the judgement of first instance.
- (2) The final judgement imposing disciplinary punishments may be challenged before the court with a petition within thirty days upon the communication thereof. Of this, the student under investigation shall be informed in the judgement of second instance. The petition shall be submitted to the Vice Rector for Academic Affairs but shall be addressed to the Miskolc Administrative and Labour Court.
- (3) The fact that judgements have been passed as well as the date of the judgements becoming final shall be entered in the student's registration course book.

Repeated procedure

Art. 142

- (1) Against the final judgement, the student under investigation may submit an application for the repetition of the procedure within one year the latest with regard to any new facts or evidences not mentioned or evaluated during the disciplinary procedure or on account of the violation of procedural rules.
- (2) Such application shall be judged by the disciplinary committee of second instance. Its judgement may be appealed. The Rector shall pass a judgement on such appeal after hearing the opinion of the chairperson of the Student Union. In case of ordering a new procedure, the disciplinary committee of second instance shall send the judgement to the chairperson of the disciplinary committee of first instance in order that it would conduct the procedure. To any new procedures, the provisions herein shall apply.

Exemption – granting exemption

Art. 143

- (1) The student shall be exempted from the adverse consequences accompanying disciplinary punishment:
 - a) in case of the disciplinary punishment set forth in sections (1) a)-c) of Art. 137, upon the passing of three months upon the judgement becoming final,
 - b) in case of the disciplinary punishment set forth in sections (1) d)-e) of Art. 137, upon the passing of the period set forth in judgement,
 - c) in case of the suspension of the disciplinary punishment, upon the successful passing of the probationary period.
- (2) Exemption from the consequences of the most severe disciplinary punishment set forth in section (1) e) of Art. 137 may only be granted at a special request. It may be granted if at least a period of two years has passed since the disciplinary judgement becoming final, and it can be reasonably assumed that the former student deserves exemption.
- (3) The proceeding disciplinary committee of first instance shall have the right to grant exemption to a former student, of which it shall pass a judgement. To the procedure of the committee, these regulations shall properly be applied.
- (4) In case of exemption, the disciplinary judgement shall be deleted from the records. Deletion is done in the way that the fact and date of exemption are entered on the judgement put in the archives subject to the instruction of the chairperson of the disciplinary committee.

Record-keeping and publicity

Art. 144

- (1) The disciplinary committee of second instance sends its judgement together with the documents of the procedure to the disciplinary committee of first instance. The chairperson of the disciplinary committee of first instance arranges for the registration of the judgement and the placement of one copy thereof in the personal file of the student upon whom the disciplinary punishment is imposed.
- (2) The chairman of the disciplinary committee of first instance sends the final judgement for information and for taking measures
 - a) to the Rector (competent Vice Rector) in the case of judgements having become final in the procedure of first instance,
 - b) to the dean of the relevant faculty,
 - c) to the party affected by the execution of the disciplinary punishment (e.g. student hostel, club, etc.),
 - d) to the Student Centre,
 - e) to the chairpersons of the Student Unions of the faculty (institute) and the university.

Art. 145

- (1) For the sake of general and specific prevention, the chairman of the disciplinary committee may order the communication of the judgement to the student's parent or legal representative undertaking the obligation to cover expenses or to the person initiating procedure.
- (2) The operative clause of the final disciplinary judgement and that of any related court judgements shall be published in the periodical of the institution in a manner that makes it impossible to identify the student involved.

INDEMNITY REGULATIONS FOR STUDENTS

Liability of the university for damages

Art. 146

- (1) The University of Miskolc, the hall of residence and the organiser of practical training shall be held liable for any damage caused to the student in relation to the student legal status, the

legal relation with the hall of residence or practical training pursuant to the rules set forth in Act V of 2013 on the Civil Code with the provision that the aforesaid shall be exempt from liability if they prove that damage was due to a vis maior event outside their scope of operation. Damages shall not be paid if damage is caused by the unavoidable conduct of the injured party.

- (2) This liability may only be applied in case of programmes (events) organised by the University (or the organisational unit thereof). The adverse consequences of indemnification shall be borne by the organising organisational unit (faculty, Student Union of the university or the faculty, etc.).

Students' liability for damages

Art. 147

- (1) The student shall be held liable for damages in relation to any damage wrongfully caused to the higher education institution (including the halls of residence, the employer involved in practical training and other university contributors).
- (2) The student shall bear limited material liability for any recklessly caused damage the amount of which shall be equivalent to maximum fifty per cent of the monthly minimum wages valid on the day the damage is caused.
- (3) The student shall bear full liability for damages in relation to any damage deliberately caused.
- (4) The student shall also bear full material liability for any shortage in the objects taken over with a list or acknowledgement of receipt under the obligation to return or account for which he/she constantly holds, exclusively uses or handles.

Procedural rules

Art. 148

- (1) In student liability cases, the same bodies shall have the right to proceed in a separate procedure and also in a two-stage procedure as in disciplinary cases. If at the request of the authorised representative of the university, the party causing damage provides full indemnification, such procedure may be avoided.
- (2) Students shall submit their claim for damages to the dean of the relevant faculty (or to the director of institute or hall of residence).
- (3) Any final judgements concerning damages may be challenged at the Miskolc Administrative and Labour Court.
- (4) In other respects, the rules of disciplinary procedure shall be applied to indemnification procedures while with respect to substantial law considerations, the rules concerning indemnification of the Civil Code shall prevail.

Chapter VI

REGULATIONS TO COMPLY WITH TO PREVENT STUDENT ACCIDENTS AND IN CASE OF ACTUAL ACCIDENTS

Art. 149

The regulations related to the prevention of student accidents and those to comply with in case of accidents are included in the Work Safety Regulations of the University of Miskolc.

Chapter VII

SPECIAL REGULATIONS CONCERNING PHD STUDENTS

Admission into formal PhD programmes

Art. 150

- (1) Subject to the proposal of the Doctoral Council of the relevant discipline, the University advertises the programmes and the conditions of admission. The legal titles, conditions and amounts of the state and institutional benefits and subsidies to be granted to PhD students by the university as well as those of the payable fees and charges shall be specified for one academic year, and shall be published in the official information leaflet about admission to higher education programmes.
- (2) General conditions of admission to PhD programmes:
 - a) university diploma certifying university studies completed with a successful final (state) examination with at least 'good' or 'cum laude' qualification, for admission to a formal programme with individual study schedule, subject to the decision as per case of the University Doctoral Council, in the case of applicants having a significant scholarly career, exceptionally degrees with lower qualifications may also be accepted, or a diploma certifying the earning of a master's degree.
 - b) a 'C' type (complex) state acknowledged intermediate level language proficiency examination certificate or a B2 complex type language proficiency examination certificate in the foreign language necessary to do research in the selected topic,
 - c) appropriate level professional expertise in the selected topic,
 - d) initial certified scholarly/professional achievement (e.g. publication, Pro Scientia gold medal, studies in another higher education institution abroad, award-winning paper in the students' national scientific essay competition or other similar activities) is an advantage.
- (3) The University Doctoral Council may add specific requirements to the general admission requirements at the proposal of the Doctoral Council of the relevant discipline.
- (4) If it is made for the purpose of pursuing further studies at the university, the acknowledgement of the qualification level certified by foreign certificates and diplomas earned in foreign educational institutions having an operational license abroad or in Hungary shall be the competence of the University. The authorities responsible for the acknowledgement of foreign certificates and diplomas, that is, the Equivalence and Information Centre of the Education Office and the University shall be deemed to be proceeding authorities.
- (5) In case of the acknowledgement of qualification level with the purpose of further studies and in case of the recognition of studies and examinations, the University may also consult the Equivalence and Information Centre of the Education Office as expert.
- (6) When applying for admission to a PhD programme, the applicant shall request the acknowledgement of foreign qualification level, attaching the authentic copies of the diploma and any documents certifying the duration and successful completion of studies as well as the authentic translations of the above documents. Decision about such acknowledgement shall be made by the University Doctoral Council at the proposal of the Doctoral Council of the relevant discipline.
- (7) Application for admission shall be made at the Secretariat of the Vice Rector for Scientific and International Affairs on the date advertised with the application form that can be obtained there. Additional admission dates different from the date advertised may be provided by the University Doctoral Council on an individual basis. The attachments necessary for application are the following:
 - a) copy of registration course book,
 - b) copy of diploma (if applicant has already received it),
 - c) professional CV,
 - d) copy of the certificate of language proficiency,

- e) certificate of participation in the students' scientific essay competition,
 - f) copies of publications,
 - g) description of ideas concerning PhD thesis topic,
 - h) receipt certifying the payment of admission procedure fee,
 - I i) supporting statement of workplace superior (in case of applicants for formal programmes with individual study schedule or for individual preparation outside formal programmes),
 - j) others.
- (7) The Secretariat of the Vice Rector for Scientific and International Affairs send the applications received to the chairperson of the Doctoral Council of the relevant discipline. The Doctoral Council of the relevant discipline appoints and invites the chairperson and members of the admission board and notifies the dean of the faculty thereof. The dean informs the members of the admission board and the applicants of the place, date and time of the oral entrance examination.
- (8) The admission board, consisting of at least three members and invited by the Doctoral Council of the relevant discipline, conducts an oral examination with applicants for admission, collecting information about their professional expertise, ideas about doctoral work, previous scholarly activities and language knowledge. The board scores the applicants' performance with maximum 100 points, ranks them and either recommends or does not recommend their admission.
- (9) In order to get admitted, applicants shall get minimum 60 points. A score of 60 points is only a necessary condition for admission but does not mean automatic admission.
- (10) The admission boards rank applicants according to the scores achieved and submit these ranking orders to the Doctoral Council of the relevant discipline that has invited them, which then makes a proposal about admission taking into account the grant limits received from the University Doctoral Council as well as other possibilities and capacity of the Doctoral School. The decision is about admission to a particular Doctoral School.
- (11) In case the applicant gets the minimum 60 points necessary for admission, subject to the recommendation of the Doctoral Council of the relevant discipline, the University Doctoral Council may also admit applicants to any forms of formal programmes chosen by the applicant (with the exception of full-time programmes on a state grant) if such applicant does not receive or need a state grant.
- (12) Foreign citizens may only participate in a PhD programme under the conditions determined by the University Doctoral Council.
- (13) To the PhD studies pursued by non-Hungarian citizens in Hungary, the provisions of the Act on national higher education shall be applied with the following differences:
- a) if the applicant does not have a place of living in the territory of the country, he/she shall obtain the permit to enter and reside in the country, specified in a separate legal statute prior to the establishment of student legal relation,
 - b) if the student participates in a state subsidised programme/a programme with state grant, he/she shall only be entitled to any social or other grant, social benefit, subsidy to procure textbooks, notes or accommodation subsidy pursuant to international treaties, legal statutes or work plans or on the basis of reciprocity,
 - c) the budget may support the continuation of studies by providing a grant that can be applied for,
 - d) native Hungarians from neighbouring countries shall have the right to participate in a state subsidised PhD programme pursuant to the conditions set forth in Act No. LXII of 2001 on native Hungarians living in neighbouring countries,
 - e) prior to starting PhD studies, they may pursue preparatory studies for maximum two semesters in student legal status in the form of the fast track programme set forth in section (2), Art. 42 of the Act on national higher education.

Art. 151

- (1) In PhD programmes, only those having been admitted pursuant to these regulations may start their studies. The person who has been admitted to a PhD programme may establish student legal status at the University. Student legal status is established upon registration.
- (2) The conditions of participation (grant, potential refund obligation, etc.) shall be communicated in the decision about admission.

Art. 152

- (1) Conditions of application for admission to individual preparation outside a formal programme:
 - a) minimum 3 years' employment (civil servant, service or other employment status, including any theoretical and practical activities related to the topic area);
 - b) proven initial scholarly research results (e.g. degree/title of doctor universitatis, publications, presentations at Hungarian and foreign conferences, monographs, notes, etc.);
 - c) the possibility of pursuing scholarly research activities partly or fully in the applicant's full-time job.
- (2) Beyond the above, admission requirements shall be identical to those for formal programmes. In exceptional cases, the requirement concerning the qualification of the university degree may be waived at the proposal of the Doctoral Council of the relevant discipline.
- (3) Application and admission to individual preparation outside formal programmes is continuous. In other respects, the admission procedure is the same as for those participating in formal programmes.

Order of PhD programmes

Art. 153

- (1) PhD programmes include the fulfilment of requirements of the credit system of the doctoral programme set forth in a table and the earning of the required credit points with the passing of the comprehensive doctoral examination excluded.
- (2) In formal group PhD programmes, full-time students with state subsidy/state grant and full-time students paying a fee or paying full fee as well as fee-paying/full fee-paying students on individual study schedule take part.

CREDIT SYSTEM OF PHD PROGRAMMES

Doctoral School	Credit points								
	Obligatory and obligatorily elective examinations	Freely elective examinations	Department research* (per semester)	Research seminars Semesters 1-4 (per semester)	Thesis-related research Semesters 1-6 (per semester)	Instruction work* (per semester)	Observation** (per semester)	Second language proficiency examination	Publications (Credits to be earned: min. 27 points)
Kerpely Antal Doctoral School for Material Sciences and Technologies	5 p	2 p	0-5 p	0-10 p	Semesters 1-4 0-10 p Semesters 5-6 0-15 p	0-5 p	2 p	15-25 p	Proofread foreign publication 9 p. Proofread publication in Hungarian 4 p.
Hatvany József Doctoral School for Information Sciences	5 p	2 p	0-5 p	0-10 p	Semesters 1-4 0-10 p Semesters 5-6 0-15 p	0-5 p	2 p	15-25 p	Proofread publication in Hungary in a foreign language 4 p. Non-proofread foreign publication 4.5 p.
Sályi István Doctoral School for Mechanical Sciences	5 p	2 p	0-5 p	0-10 p	Semesters 1-4 0-10 p Semesters 5-6 0-15 p	0-5 p	2 p	15-25 p	Non-proofread publication in Hungary in a foreign language 3.5 p.
Mikoviny Sámuel Doctoral School for Earth Sciences	5 p	2 p	0-5 p	0-10 p	Semesters 1-4 0-10 p Semesters 5-6 0-15 p	0-5 p	2 p	15-25 p	Non-proofread publication in Hungarian 4 p.
Doctoral School for Literary Sciences	5 p	2 p	0-5 p	0-10 p	Semesters 1-4 0-10 p Semesters 5-6 0-15 p	0-5 p	2 p	15-25 p	<u>Material published in foreign conference proceedings</u> Proofread 7 p. Non-proofread 3.5 p.
Doctoral School for the Theory and Practice of Enterprising	5 p	2 p	0-5 p	0-10 p	Semesters 1-4 0-10 p Semesters 5-6 0-15 p	0-5 p	2 p	15-25 p	<u>Material published in local conference proceedings</u>
Deák Ferenc Doctoral School for Law and Administration	5 p	2 p	0-5 p	0-10 p	Semesters 1-4 0-10 p Semesters 5-6 0-15 p	0-5 p	2 p	15-25 p	Proofread, in a foreign language 5 p. Non-proofread, in a foreign language 2.5 p. In Hungarian 1 p. Writing a review, compiling a bibliography and technical editing

									<p>in Hungarian 2 p.</p> <p>Translation of texts for special purposes 1-4 p.</p> <p>Teaching aid 1-4 p.</p> <p>Review in a foreign language in a Hungarian publication 4 p.</p> <p>Review in a foreign language in a foreign publication 5 p.</p> <p>Professional presentations</p> <p>in a foreign language 4 p. in Hungarian 3 p.</p> <p><u>Patents</u></p> <p>Submitted 5 p.</p> <p>Accepted:</p> <p>In Hungary 9 p. Abroad 12 p. In several countries: 2 extra p.</p>
--	--	--	--	--	--	--	--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Within the limits indicated, the Doctoral Councils of the relevant disciplines shall specify the number of credits due to their PhD students and the conditions for earning them and set this forth in the operational regulations of the Doctoral School.

*For these activities, credit points may only be awarded if a contract is concluded.

**During observation, the student shall study the professional routines and methodology of university education (lecture, seminar).

Regulations concerning PhD students and examinations, and the fulfilment of requirements for those doing individual preparation outside formal programmes

Art. 154

- (1) Credit requirements: In PhD programmes, assessment of the fulfilment of study requirements is done in a credit system.
 - (a) In the full-time programme, the amount of work that shall be done equals six semesters, that is, 30 credits per semester, altogether $6 \times 30 = 180$ credits.
 - (b) In a programme involving an individual study schedule, also 180 credits shall be obtained, divided into six semesters.
 - (c) In case of individual preparation outside a formal programme, PhD students are not required to take part in organised classes but shall also obtain 180 credits. If the Doctoral Council of the relevant discipline relieves the student from the completion of a subject, it recognizes the obtainment of the credit points allocated to the subject.
 - (d) The allocation of credit points to the study, teaching and research activities of PhD students is monitored by the Doctoral Council of the relevant discipline.
 - (e) PhD students fulfilling the following conditions shall have continuous, unbroken legal student status:
 - ea) students shall obtain minimum 20 credit points per semester,
 - eb) students shall obtain minimum 45 credit points in two consecutive semesters.

The legal status of students failing to fulfil these conditions shall be intermitted for a semester, during which they shall obtain all the missing credit points in order to be able to continue their studies.
- (2) Basic professional documentation of the programme:
 - (a) PhD programme: study and research programme elaborated by the Doctoral Council of the relevant discipline in relation to the topic areas.
 - (b) Subject programme: it specifies the knowledge to be acquired in the relevant subjects. Specific subject programmes and the study pre-requirements thereof shall be specified by the Doctoral Council of the relevant discipline.
- (3) Provisions concerning studies
 - a) The body of first instance proceeding in the academic and examination issues of PhD students is the Doctoral Council of the relevant discipline.
 - b) Formal PhD programmes shall be conducted from 1 September to 31 August, during the whole calendar year.

- c) The academic year is divided into semesters /within them, into term time, examination period and holidays/. Holidays shall be legal public holidays. In addition to them, twenty five days may be used as holidays – primarily in the months of July and August, the scheduling of which shall be agreed on with the director of the institute. Grants shall also be paid for holiday periods.
- d) Transfer: students participating in a formal PhD programme at other universities may request transfer to the University of Miskolc if the conditions of the studies and research activities to be pursued by them are provided within the framework of the PhD programme. The conditions of the transfer including any financial issues shall be determined by the Doctoral Council of the University.
- e) Simultaneous studies: in a field closely related to the PhD programme, students may pursue simultaneous studies subject to the permission of the Doctoral Council of the relevant discipline.
- f) Partial transfer: PhD students may attend any lecture advertised by any faculty of the university.
- g) Legal status of guest students: subject to the permission of the Doctoral Council of the relevant discipline, PhD students may pursue parts of their studies in other higher education institutions, and the credits earned in other institutions shall be recognised in the PhD programme.
- h) Terms abroad: PhD students may spend terms abroad on the basis of a work programme approved by the supervisor which ensures the validity of the relevant study period in the PhD programme. The Doctoral Council of the relevant discipline shall make a decision on the acknowledgement of any activities done during the terms abroad. PhD students shall register for the semester even if a permission is granted to spend terms abroad.
- i) Providing information concerning the requirements: the dean shall provide for it that students registering for the PhD programme shall become aware of the regulations of the topic areas and topic groups of the doctoral school. In the PhD programme, with respect to the work plan, requirements shall be set by the supervisor, with respect to the instruction task undertaken by the PhD student by the director of the institute, and in case of the subjects to register for by the lecturer in charge. Concerning the subject requirements, the forms of assessment, textbooks and notes, information shall be provided at the beginning of the semester, in the first scheduled class the latest and such information shall be published on the website of the doctoral school, as well.
 - ia) Class attendance: The classes and other types of activities where the student's attendance is mandatory and which constitute part of the doctoral programme shall be specified by the Doctoral School of the relevant discipline.
- j) Advertising and registering for subjects:
 - ja) Subject to the decision of the Doctoral Council of the relevant discipline, subjects are advertised as obligatory, as obligatory to choose from or as electives.

- jb) In case of the electives, sufficient choice shall be provided by advertising courses worth double the required credits per semester.
- jc) Subjects ending with an examination may be advertised both with or without contact classes. In the latter case, it is only possible to take the examination but not to fulfil semester requirements.
- jd) If students are not able to earn the credit points in a subject they have registered for in the relevant semester, they may register for the same subject in a subsequent semester. If students have fulfilled the semester requirements, they only have to take the examination in the following semester. If students have been unable to fulfil semester requirements, they will have to register for the subject again in the semester when it is advertised.
- je) The selection and advertising of subjects are the responsibility of the Doctoral Council of the relevant discipline.
- jf) PhD students shall make a study/training-research plan at the beginning of each semester. This shall be approved by their supervisor, and following such approval, it shall be sent to the leader of the Doctoral School.
- k) Exemption from study and examination obligations in case of PhD students preparing individually, outside any formal programmes: the Doctoral Council of the relevant discipline shall decide about granting exemption from maximum 50% of the subjects students shall register for in the doctoral programme on the basis of individual applications.
- l) PhD students participating in a formal programme on an individual study schedule shall meet the same examination requirements as participants in full-time programmes. While they may fulfil study requirements at the university, they may partly or wholly do their research work in their full-time jobs, if in the discretion of the Doctoral Council of the relevant discipline, conditions are provided for this. In the programme, it is not compulsory to attend lectures but it is compulsory to attend the consultations required by the lecturers in charge of the different subjects. The length of a formal programme on an individual study schedule is three years. The course of study may be interrupted altogether maximum three times for up to three years subject to the permission of the Doctoral Council. Formal programmes on an individual study schedule shall be completed within seventy-two months. In all other respects, the rules applicable to full-time students shall prevail.
- m) In case of participants in individual preparation outside a formal programme, decision about exemption from maximum 50% of the examinations and about any acknowledgeable credits shall be made by the Doctoral Council of the relevant discipline at the PhD student's request. In making this decision, the Doctoral Council shall consult the lecturers in charge of the subjects and the supervisor. The length of individual preparation outside a formal programme is minimum twelve and maximum thirty-six months, during which period the required credits shall be earned. The passing of examinations shall be recorded in the electronic registration course book. The successful completion of the preparation (the earning of the graduation certificate) is one of the conditions of the submission of application for being

awarded the PhD degree. In case of individual preparation outside a formal programme, there is no possibility of postponing studies. Those admitted to the individual preparation outside a formal programme may attend the classes in the formal programmes with the exception of language classes.

(4) Provisions concerning the assessment of knowledge

- a) Electronic registration course book (hereinafter referred to as registration course book): it is a document certifying registrations, the fulfilment of study and examination obligations and the circumstances related thereto, and with the exception of publications, all the activities performed for credit points which shall be recorded in the Neptun system.
- b) In the registration course book, the fulfilment of the semester requirements of the different subjects is certified by the lecturer in charge of the subject. In case of his/her incapacitation, it is certified by the institute director or the dean in the Neptun system.
- c) In case the signature is denied in any elective subjects, the subject shall be deleted from the registration course book in the Neptun system. In case of other subjects, the text 'signature denied' shall be entered.
- d) PhD students who have not fulfilled the semester interim requirements in a subject cannot get the end-of-semester signature. The department/institute shall provide an opportunity to make up for this in the last week of the term the latest. Following the end of the term, the earning of signatures may be permitted by the Doctoral Council of the relevant discipline. Together with the necessary certificates, the relevant application shall be submitted to the deans' offices of the faculties according to the institute/department announcement on the last instruction day the latest or within five days upon the publishing of the announcements. In its permit, the Doctoral Council of the relevant field shall set a deadline for earning the signature and shall notify the dean's office of the faculty thereof. Without any special application and subject to the notification of the department/institute, the Doctoral Council of the relevant discipline may give permission for one make-up opportunity setting a deadline. There is an opportunity to make up for the fulfilment of semester interim requirements up to half of the examination period.
- e) In case of a lingering illness or a cause or circumstance beyond the student's control, the Doctoral Council of the relevant discipline may extend the deadline for earning the end-of-semester signature. Together with the necessary certificates, the relevant application shall be submitted by the last instruction day, or in case of a justified hindrance, immediately after such hindrance ceases to exist.
- f) If the PhD student fails to fulfil his/her make-up obligation, the subject shall be deleted from his/her registration course book following the passing of the deadline. In a subject deleted from his/her registration course book, a student may only get a signature after the repeated completion of the course.
- g) With the exception of pre-examinations and any cases permitted (through special consideration), examinations may only be taken in the examination period.

- h) The lecturer in charge of the subject or the examiner shall advertise an appropriate number of examination days according to the number of PhD students, taking into account the students' proposals and making sure that students can properly schedule their examinations and will have sufficient time and opportunity to resit any unsuccessful examinations. The designation and publication of a sufficient number of examination days is the institute director's responsibility.
 - i) Pre-examinations may be taken in the last week of the term, or exceptionally, even prior to it. Every student shall have the right to take pre-examinations after he/she has arranged them with the relevant lecturer or examiner and if the necessary conditions exist.
 - j) Taking the advertised examination days into account, PhD students shall sign up for examinations through the Neptun system pursuant to faculty regulations.
 - k) PhD students may only take examinations if they have earned the end-of-semester signature, have paid any due fees/full fees, have fully complied with the requirements of the curriculum, and their previous semester has been closed by the dean's office.
 - l) Examinations shall be held in the official rooms of the university. In justified cases, the dean may give permission to deviate from this, also designating the place of the examination. Examinations may be held orally, in writing, or orally and in writing, as well. Combined examinations or comprehensive examinations may have an oral or an oral and written form.
 - m) Examining shall be done by the lecturer in charge of the subject or by the lecturer(s) appointed by the institute director. Oral examinations are open to the public but in justified cases, their publicity may be restricted by the dean. Prior to their presentations, examinees shall be given time to prepare.
 - n) At the PhD student's request, the first and second examination resits shall be taken before a board consisting of at least two members. In case of a resit, at the PhD student's request, lecturers not having participated in the previous examination shall be appointed to hold the examination. In such a case, a further representative of the faculty shall also be present at the examination. The chairperson and the members of the board shall be appointed by the director of the institute. If the lecturer in charge of the subject is the director of the institute, the dean of the faculty shall decide this question.
 - o) The lecturer in charge of the subject, indicated in the registration course book, or the examining lecturer or the chairman of the examination board are entitled to enter the examination grade in the registration course book. Upon the earning of the grade, the examination grade and the signature of the examining lecturer shall be entered in the result sheet and in Neptun.
 - p) The results for any subjects not advertised in the curriculum that the student has registered for shall be entered in the Neptun system.
- (5) The appropriate forms of assessment – in line with the academic objectives and built on one another – shall be determined by the doctoral programme.

- a) Knowledge of the subject material shall be assessed on a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2) and fail (1).
 - b) Major forms of assessment of the knowledge of subject material include the following:
 - ba) The oral test is a form of assessment of the material covering an instructional period specified in the PhD programme.
 - bb) The examination is the assessment of the material in a subject generally covering one instruction period. In the course of it, it shall be evaluated at what level the student has acquired the study material and whether he/she will be able to acquire any further study material built on it. The assessment of examination performance shall be done on a five-grade scale.
 - bc) From among the electives, to the forms of assessment in the obligatory electives, the provisions in the above sections shall be applied.
 - bd) In free electives, oral tests and oral examinations may be required. If with respect to a free elective course, no assessment is required, attendance at the classes shall be certified by the lecturer in the registration course book through the Neptun system.
- (6) In case of oral tests or oral examinations, on the basis of his/her performance during the term, the lecturer may offer the PhD students the following evaluations or grades:
- a) 'excellent' or 'satisfactory' or
 - b) 5 or 4.
- The PhD student is not obliged to accept the evaluation (grade) offered but may request to take the examination.
- (7) Unsuccessful examinations may be retaken in the same examination period. If the second resit is also unsuccessful, the subject shall be deleted from the registration course book. The student may only earn a grade in a subject deleted from the registration course book if he/she signs up for it again.
- (8) If the PhD student wishes to improve the grade or evaluation earned, he/she may take a resit in the number of subjects specified by the Doctoral Council of the relevant discipline in every instruction period. In such a case, the grade earned in the resit shall be valid even if it is worse than the former one. The result of the resit examination shall be entered in the registration course book by the lecturer through the Neptun system.
- 9) The results of the PhD student shall be entered into the registration course book through the Neptun system by authorised persons. The registration course book is a public document. Any unauthorised entries into the Neptun system involves disciplinary and penal law consequences. The amount of work completed by PhD students is indicated by the number of credits earned in the relevant semester and from the start of studies. The quality of work is indicated by credit weighted average.

Weighted average = $\sum (\text{credit points} \times \text{grade}) / \text{total credit points earned for studies}$

In case of a three-grade qualification system, the qualification 'excellent' shall be taken into account as an excellent grade (5), the qualification 'satisfied' as a satisfactory grade (3) while the qualification 'fail' as a fail (1) grade in the calculation of credit-weighted average. Fulfilment of examination and other curriculum requirements shall be certified in the registration course book by the dean's office of the faculty. In the calculation of weighted average, the final examination grade (so in case of a resit, the last grade) shall be taken into account in all the cases. No grades earned in optional examinations shall be taken into account in the calculation of the average. The calculation of weighted average shall be made to two decimal places, and the result shall be entered in the student's registration course book through the Neptun system.

- Weighted average study result:
- a) excellent if the average is 5.00
 - b) very good if the average is 4.51-4.99
 - c) good if the average is 3.51-4.50
 - d) satisfactory if the average is 2.51-3.50
 - e) pass if the average is 2.00-2.50
 - f) fail if the average is below 2.00
- (10) In the PhD programme, student status shall be terminated:
- a) if PhD student is transferred to another institution, as of the date of such transfer,
 - b) if PhD student declares that he/she terminates his/her student status, as of the date of such declaration,
 - c) if PhD student cannot continue studies in a state-funded programme/on a state grant, and does not wish to continue them in a fee-paying/full fee-paying programme,
 - d) as of the last teaching day of the PhD programme,
 - e) if due to arrears, the student status of the PhD student is terminated by the Rector, as of the date of the ruling concerning termination becoming final,
 - f) as of the date of the disciplinary ruling for expulsion becoming final.
- (11) The pre-degree certificate certifies that the PhD student has fulfilled the requirements set forth in this annex, and has earned the required 180 credit points.

Benefits and fees

Art. 155

- (1) PhD students participating in a full time, regular programme as well as foreign PhD students entitled to the same treatment pursuant to legal statutes or international agreements may get a state grant.
- (2) PhD students attending a full time, regular programme are entitled to a grant either continuously or with interruptions for altogether thirty-six months. The annual amount of the PhD grant of a PhD student participating in a state-financed, full time programme is the annual amount of the normative subsidy allocated in the Act on the state budget for this purpose. Every month, one twelfth of the annual amount calculated this way shall be paid to registered PhD students. Furthermore, PhD students are entitled to 56% of the normative subsidy given to purchase books and notes, and 56% of the normative subsidy to support sports and cultural activities. The state allocation of grants for PhD students shall be divided among the Doctoral Schools of the different disciplines by the Doctoral Council of the University.
- (3) Provision of non-state PhD grants:
- a) The University may also provide grants for PhD students from its own proceeds. The amount of such grants may differ from that of state grants. As regards the creation and payment of such grants, the provisions herein shall prevail.
 - b) In case of grants to be paid from the financial support provided by a company, a subsidy contract shall be concluded by the authorised representative of the party providing the grant and on behalf of the university, by the Rector, having the Chancellor's consent. Contracts may be concluded for open grants (that may be applied for). Contracts shall also be signed by the leader of the Doctoral School of the relevant discipline.
 - c) In the contract, the monthly amount of grant (the amount of annual increment) shall be set forth together with information about the schedule of the donor transferring the grant to the university. The university shall provide for the payment of grant according to such schedule.
 - d) Contracts may include an agreement about the support of research. Contracts shall not include any provisions that are in conflict with effective legal statutes or university regulations, in particular, with these regulations.

- e) Non-state PhD grants may be provided for a maximum period of three years (thirty-six months).
 - f) For non-state grants, an open tender shall be advertised. Students admitted to full-time or part-time PhD programmes may apply for them. Conditions of application shall be defined by the Vice Rector for Scientific and International Affairs and depending on the source of revenue, by the person appointed by the subsidizing company or the dean of the Faculty earmarking its own revenues for this purpose. Tenders shall be published on the website of the University for at least eight days. The applications received shall be decided upon by a three-member board consisting of: the Vice Rector for Scientific and International Affairs, the leader of the doctoral school concerned, and, depending on the source of revenue, the person appointed by the subsidizing company or the dean of the Faculty earmarking its own revenues for this purpose.
- (4) Those whose student status is suspended cannot get any grant for this period but need not pay any fees, either. In case of continuing the programme, PhD students shall pay all the fees applicable to them. Those whose student status is terminated shall not get any subsidy and need not pay any fees as of the first day of the month following such termination.
- (5) PhD students getting a state grant and having their permanent residences beyond the administrative boundaries of Miskolc may apply for hall of residence accommodation. In case of equal conditions, PhD students shall be given preference over other students. PhD students shall pay the same amount of fee as full-time BA/BSc students. Those PhD students who would be entitled to hall of residence accommodation but cannot get it may receive a housing allowance to be paid to them monthly. With regard to the granting of a housing allowance, PhD students shall be given preference over other students.
- (6) Fee payment/full fee and discounts
- a) Full-time PhD students who do not receive a state grant and PhD students participating in other forms of education shall pay fees/the full fee. The university shall conclude training contracts with those who take part in fee-paying/full fee-paying programmes. The conclusion of such a contract is the competence of the dean of the relevant faculty.
 - b) If PhD students who take part in a regular programme with an individual study schedule or full time PhD students who get non-state grants and
 - ba) have a gross monthly income not exceeding 1.5 times the amount of the current state-subsidised PhD grant, shall have a 50% discount in paying fees.
 - c) Those who are employed as public servants by the University of Miskolc, the employees of the Research Groups of the University of Miskolc and the Hungarian Academy of Sciences and PhD students on non-state grants shall pay 50 % of the fee/full fee otherwise payable or of the amount reduced by the discounts set forth in sections b) and c) of this paragraph.
 - d) Those who apply for discounts or exemptions with respect to the fees/full fees shall submit a certificate of income not older than thirty days. The Doctoral Council of the relevant discipline shall pass a decision on the granting of reduction or exemption within thirty days upon the submission of application.

Fees/full fees for participants in foreign language programmes and in individual preparation outside formal programmes in the Hungarian language

Art. 156

- (1) The professional control of any fee-paying/full fee-paying programmes is the responsibility of the faculties.
- (2)

	In the field of social sciences	In technical fields and
--	---------------------------------	-------------------------

		in natural sciences
Participants in individual preparation outside formal programmes	8 x Pa/semester	16 x Pa/semester
In individual preparation outside formal programmes, a fee shall be paid to the academic leader for preparation	2 x Pa/semester	4 x Pa/semester

Those who are employed by the university as public servants as well as the employees of the Research Teams of the University of Miskolc and the Hungarian Academy of Sciences shall pay 50% of the fee.

*Pa = current pay allowance

(3) Fees to be paid for non-Hungarian fee-paying/full fee-paying courses:

Admission fee	150 EUR
Fee/full fee:	
for individual preparation outside formal programme	1,500 EUR (for each started year)
in case of a full-time programme	3,500 EUR/semester
in case of a formal programme with individual study schedule	2,000 EUR/semester
material costs	1,500 EUR/year

(4) Honoraria in non-Hungarian fee-paying/full fee-paying courses:

academic supervisor (full-time programme)	1.0 x Pa/month
academic supervisor (regular programme with individual study schedule)	0.5 x Pa/month
academic supervisor (individual preparation without regular programme)	0.25 x Pa/month
chairman of admission board	0.15 x Pa
members of admission board	0.1 x Pa

(5) With regard to students starting their PhD course as of 1 September, 2007 or later, the amount of fee/full fee shall not be less than 50% of the part per student of the current expenses calculated for the professional task.

(6) As a general rule, non-Hungarian citizens can only participate in fee-paying/full fee-paying programmes in Hungary. In line with the international obligations undertaken, the Higher Education Act defines the range of those non-Hungarian citizens who are allowed to participate in state-funded programmes/programmes with state grant in a Hungarian higher education institution.

(7) However, foreign citizens studying in state-funded programmes/programmes with state grant are not automatically entitled to all the social benefits Hungarian students are entitled to. Foreign citizens participating in state-funded programmes are entitled to social benefits subject to international agreements. Students living in Hungary and having refugee, temporary protected, immigrant or settler status as well as pursuant to European legal practice, migrant employees and children from the countries belonging to the European

Economic Area shall be entitled to the same social benefits as Hungarian students, the latter irrespective of their citizenship.

Fees and costs

Art. 157

- (1) To residence hall fees, the provisions in other chapters herein shall be applied.
- (2) If a foreign citizen applies for admission to a formal programme with individual study schedule or to individual preparation outside a formal programme under an inter-university agreement, with regard to the conditions (fee/full fee, other fees), the provisions in the agreement concluded between the two universities shall prevail.
- (3) PhD students shall certify the payment of any training contributions, fees/full fees or other fees to the Dean's Office or the competent administrative officer of the relevant faculty. Payment of the training contribution or fee shall be certified by the end of the term the latest while the payment of any other fees shall be certified when they are incurred.
- (4) Receipt and entry of the fees and costs paid shall be made by the official in charge of the Financial Department, the Student Centre and the dean's office of the relevant faculty pursuant to their internal policy.
- (5) In case of the fees and costs paid by PhD students, 30% of the part remaining following the deduction of the actual costs will be set off against the university's operational costs. Another part shall form a separate part of faculty proceeds, the decision about the use of which shall be made by the Doctoral Council of the discipline. During the year, payments to the debit of the latter are subject to the Chancellor's permission, who shall otherwise make the fees collected available to the Doctoral Council of the discipline in a manner broken down to faculties every six months.
- (6) The Doctoral Council of the discipline shall use the fees and costs that the faculty is entitled to pursuant to section (5) in relation to the PhD programme, particularly to cover the training costs of PhD students, and those of the publishing of their scholarly works, for the organisation of academic events, and for establishing and developing academic contacts inland and abroad.
- (7) The use of the financial resources shall be controlled by the Internal Audit Department according to and as part of its annual work plan. The Internal Audit Department shall communicate its conclusions to the Rector and the Chancellor, who shall inform the Doctoral Council of the discipline about any remarks affecting PhD students.
- (8) In justified cases, the Chancellor may also order a special audit. The Chancellor shall order it if such a move is initiated by the chairman of the Doctoral Council of the University or that of the Doctoral Council of the discipline. In this case, a copy of the auditor's report together with the communication of the measures taken as a follow-up shall be sent to the Chairmen of the Doctoral Council of the University and the Doctoral Council of the discipline.
- (9) Upon the joint written initiative of minimum ten PhD students, including justification and original signatures, the Chancellor may order a special audit concerning the use by the faculty of the fees and costs paid by PhD students and their share in state student allocation. In such a case, the written statements of the Doctoral Council of the discipline and the supervisor shall be consulted, as well. A copy of the auditor's report together with the communication

of the measures taken as a follow-up shall be sent to the PhD students initiating this measure.

- (10) In case of the erroneous specification of fees and costs, PhD students may make use of legal redress pursuant to the Regulations on reimbursement and benefits.

Art. 158

With regard to PhD students, the provisions in other chapters herein shall be applied to any issues unregulated herein.

**Chapter VIII
Transitional provisions**

Art. 158/A

- (1) Any currently outstanding debts due to failure to pay residence hall fees shall be increased by a default fee of 1,000 HUF/month until the expiry or termination of student status.

Closing provisions

Art. 159

- (2) These regulations were approved by the Senate in its resolution No. 5/2015. These regulations were amended by the Senate in its resolutions Nos. 83/2015, 202/2015, 242/2015 and 258/2015. The last amendment shall become effective on 1 November, 2015.

Dated Miskolc-Egyetemváros, 29 October, 2015

*Prof. Dr András Torma
Rector
Chairman of Senate*

ORDER OF SUBMITTING AND JUDGING APPLICATIONS

Type of application	Manner of submission	Reference	Start of submission	End of submission	Passing a judgement
Application for legal redress	on paper or electronically	Art. 21	communication of judgement of first instance (or becoming aware thereof)	15 days	21 days
Break in student status	electronically	Art. 36	registration week	15th day of term period	8 workdays
Termination of student status	electronically	Art. 59	continuous	continuous	8 workdays
Modification of course registration, subsequent course registration	electronically	Art. 37	term period	15th day of term period	15 workdays
Credit recognition	on paper	Art. 42		up to the end of the 3rd week of the examination period, in the 1st year up to the end of registration week	15 workdays
Preferential study schedule	on paper	Art. 40	registration week	end of the 1st week of term period	end of the 2nd week of term period
Leniency application	on paper	Arts 60-62	from becoming aware or from the removal of obstacle	without delay	8 workdays
Pre-degree certificate	on paper	Art. 63	the last day of examination period	15 days	15 workdays
Paying tuition fee/full fee in instalments	electronically	Art. 117	beginning of registration week	end of registration week	15 workdays
Tuition fee/full fee discount	electronically	Art. 116	beginning of registration week	end of registration week	15 workdays
Exemption from tuition fee payment or reduction of tuition fee	on paper	Arts 116-117	beginning of registration week	end of registration week	15 workdays
Transfer to the	on paper	Art. 11		30 June and 15	15

institution				January	workdays
Guest student status	on paper	Art. 15		end of registration week	8 workdays
Credit recognition (for admission)	on paper		continuous	beginning of the 8th week prior to determining admission point limits	15 workdays