

**ACADEMIC REQUIREMENTS FOR  
STUDENTS**

**FACULTY OF ECONOMICS  
UNIVERSITY OF MISKOLC  
Academic Regulations No. 1.3.5.**



**Miskolc, 2016**

**SENATE RESOLUTION 224/2016**

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## PREAMBLE

Pursuant to Volume III of the Organisational and Operational Regulations of the University of Miskolc, entitled Requirements for Students (henceforth HKR), the Faculty of Economics of the University of Miskolc adopts provisions reflecting the particular provisions of the faculty with the following content.

## SCOPE OF ACADEMIC REQUIREMENTS

*Add. Section 1 of HKR*

### Section 1

- (1) The following Faculty Academic Requirements for Students (henceforth KHKR) shall apply to the programmes offered by the Faculty of Economics (henceforth the Faculty):
- Bachelor programmes (BA, BSc),
  - Master programmes (MA, MSc),
  - full-time university-level programmes,
  - part-time college level programmes,
  - supplementary part-time university-level programmes,
  - specialist post-graduate programmes,
  - higher education vocational training programmes,
  - advanced level vocational training programmes and
  - PhD programmes.

## Chapter 1

### RULES OF ADMISSION

*Add. Sections 8-9 of HKR*

### Section 2

- (1) In case of programmes offered by the Faculty the Rules of Admission of KHKR should prevail.

### Transfer

*Add. Section 11 of HKR*

### Section 3

- (1) The general rules of transfer from another higher education institution, faculty or department are the following:
- <sup>1</sup>a) A state-financed student shall be granted admission by transfer to the Faculty from another higher educational institution of economics if the Faculty has a free state-financed place or the other institution transfers the state-financed status.

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<sup>1</sup> Amended by the Senate in Resolution No. .../2015, effective as of 1 May 2015.

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- b.) Admission by transfer to a fee-paying programme shall be granted taking into account the capacity of the programme.
- c) A student may request a transfer and/or a change of major only once during his/her studies.
- d) A student may apply for a transfer from a part-time to a full-time programme within the Faculty after having completed two semesters with a GPA of at least 3.51 in each semester.
- e) The condition for an application for transfer is active student status, which the applicant has to certify. The student must submit the transcript of his/her electronic registration course book, the attestation of valid student status and a list of completed study units to the Dean's Office by 30 June for the autumn semester or by 15 January for the spring semester.

### **Partial Studies**

<sup>2</sup>*Add. Section 14 of HKR*  
**Section 4**

- (1) For students pursuing partial studies the amount of tuition fee to be paid is equal to the number of credits taken multiplied by the per-credit fee. To find the per-credit, divide the tuition fee for one semester by 30 (the standard full-time credit load).

### **Chapter 2**

## **EXERCISING STUDENT RIGHTS AND FULFILLING OBLIGATIONS**

### **Submission and Assessment of Applications**

*Add. Section 18 of HKR*

#### **Section 5**

- (1) The documents in Appendix 1 must be submitted in writing in paper form to the Dean's Office.

### **Chapter 3**

## **STUDY AND EXAMINATION REGULATIONS**

### **Curriculum**

*Add. Sections 12 and 33 of HKR*

#### **Section 6**

- (1) The sample curriculum (recommended curriculum) prescribes the subjects of the programme for each semester in such a way that, following the recommendations, students can complete his/her studies at an average rate within the time frame specified in the educational and outcome requirements. Students may deviate from the sample curriculum during their studies. Students deviating from the sample curriculum should be aware that they must meet the obligations arising from a possible lag or getting ahead of schedule.

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<sup>2</sup> Amended by the Senate in Resolution No. .../2015, effective as of 1 May 2015.

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## **Bodies and Persons Authorised to Proceed in Study and Examination Matters**

*Add. Section 34 of HKR*

### **Section 7**

- (1) The Faculty Study Committee consists of two members of the teaching staff and two students. The chairperson of the committee is the Vice Dean for Academic Affairs. The Study Committee makes decisions and resolutions by a simple majority vote. In case there is no majority, the chairperson's vote shall be decisive.
- (2) The members of the Admission Board shall be the Dean the Vice Dean for Academic Affairs, the heads of institutes, the Head of Dean's Office and delegates of the Student Union on condition that one third of the committee members shall be delegates of the Faculty Student Union.
- (3) The Credit Transfer Committee of the Faculty consists of four members of the teaching staff who hold the PhD degree or higher and the chairperson, the Vice Dean for Academic Affairs. The Faculty Student Union is represented in the committee by two students with the right to participate but with no voting rights.

## **Schedule for the Academic Year**

*Add. Section 35 of HKR*

### **Section 8**

- (1) Classroom sessions start at 8:00 a.m. at the earliest. The unit of class time is 50 minutes in full-time programmes and 45 minutes in part-time programmes, followed by a 10-minute break. Between consecutive classes, the classes may be merged upon the agreement of the students.
- (2) In part-time programmes classes may also be held on Saturdays during the study period.
- (3) With regard to internship for Bachelor and higher educational vocational training programmes, the professional training practice regulations shall apply. Master programmes do not include a mandatory internship component.
- (4) With the exception of students in Bachelor's and higher educational vocational training programmes, the study period for graduating students lasts for 10 weeks and the examination period for 4 weeks.

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## Student Obligations Regarding Enrolment and Registration

*Add. Section 37 of HKR*

### Section 9

- <sup>4</sup>(1) Students must register for the semester in the Neptun system during the registration period and also submit the statement of subjects and their registration sheet (printed from the Neptun system) to the Student Centre.

## Information on the Requirements

*Add. Section 38 of HKR*

### Section 10

- (1) In order to balance out the students' workload, the Student Union will prepare a schedule of complex examinations using the data collected by the Dean's Office. As a rule, this schedule will include no more than two written tests covering a minimum of four weeks' course material or other assignments (presentations, reports). For the last week of the study period, only tests to improve or obtain a grade can be scheduled.
- (2) Liaisons designated to each programme will provide help and information to students to plan their studies.

## Individual Study Schedule

*Add. Section 40 of HKR*

### Section 11

- (1) An individual study schedule may be granted:
- a) if the student has a GPA of 4.4 based on the last two semesters, and completed 80% of the credits in the recommended curriculum of the previous two semesters.
  - b) if the student has shown exceptionally good social, cultural or sports performance, and in case of simultaneously pursued studies has a GPA of 3.
  - c) in special cases (study abroad, an outstanding athlete, health problems) with special consideration.
  - d) If the student takes part in an internship of maximum 20 hours per week demonstrated with relevant documentation.
- (2) In case of simultaneously pursued studies only students who first started their studies at the Faculty of Economics may request an individual study schedule.
- (3) After obtaining agreement from the institute/department responsible for the course, the individual study schedule may cover requirements on:
- a) attendance,
  - b) the timeframe for obtaining signatures or grades, and
  - c) taking exams.
- (4) In case of a request based on an internship (Section 11(1)(d)) only Section 11(3)(a) applies.

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<sup>4</sup> Amended by the Senate in its resolution No. .../2015. Effective Date: 1 May 2015.

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- (5) In certain cases with valid reasons, if an event justifying a special study schedule arises later, the application may be submitted at a later stage but the order of procedure shall be followed.
- (6) Applications for permission of individual study shall be submitted to the Dean's Office schedule after obtaining recommendation from the institute/department on the form serving this purpose.

### **Announcement of and Registration for Subjects**

*Add. Section 43 of HKR*

#### **Section 12**

- (1) A student who has obtained the signature from a prerequisite but has not fulfilled its examination obligations may sign up for the prerequisite as an examination-only course and the follow-up course concurrently. The academic program may stipulate the restriction that students may only sign up for a course once they have passed the examination in the prerequisite course. If the follow-up subject ends with a grade, students may only sign up for a course once they have successfully completed the prerequisite.
- (2) Students may only sign up for an exam in a follow-up subject after they have obtained credits for the prerequisite.
- (3) Elective subjects which do not receive the minimum required number of 15 students during the registration period may be cancelled by the department/institute, and the students who have signed up may be transferred to other subjects or times.

### **Signatures and Grades**

*Add. Section 50 of HKR*

#### **Section 13**

- (1) The lecturer in charge of the course must make a written report of the fulfilment or non-fulfilment of signature requirements, which he/she will duly sign to certify. Based on the report the granted or denied signatures must be entered in the Neptun system by the department/institute by the last day of the study period. The paper-based record shall be kept at the department/institute office for five years.
- (2) For a grade (mark), the lecturer in charge of the course must make a written report of the grade, which he/she will duly sign to certify. Based on the report the grades shall be entered in the Neptun system by the department/institute by noon of the first day of the examination period. No grades are entered in the paper-based registration course book (index). The paper-based record shall be kept at the departmental/institute office for five years.
- <sup>5</sup>(3) After the end of the study period, students may be given the opportunity to make up for a signature or a grade until the end of the second week of the examination period (altogether within ten working days in the examination period), including special permission granted by the Dean. The lecturer in charge of the course shall provide the opportunity at least once during each week for students to retake tests or do make-up work in order to obtain a signature or grade. During one examination period, a student can retake a test or do make-up work for a signature or grade in one subject a maximum of three times. For the first time in the first week, no application or procedural fee is charged, while for the second time in the second week the Dean's permission and the payment of the fee defined in Section 124(1) of the HKR are required.

<sup>5</sup> Amended by the Senate in Resolution No. .../2015, effective as of 1 May 2015.

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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 124(1) of the HKR have been paid. Results shall be recorded pursuant to Section 15(3) of KHKR.

- (4) In case the make-up for a signature or grade is accompanied by a written examination, the examination papers shall be stored in the given department/institute office for one year.

### **Examination Period**

*Add. Section 51 of HKR*

#### **Section 14**

- (1) Exams for examination-only (CV) courses may be taken during both the pre-examination and the examination period.
- (2) The lecturer in charge shall set at least four dates for each course except for examination-only courses, where only three dates are required. In case the number of students enrolled for a course exceeds 150 the department/institute shall set at least five dates. Taking students' proposals into consideration, exams may be also scheduled for Saturdays.
- (3) In case of concentrated teaching (modular teaching) or distance education, final exams in the subject may be taken during the study period.

### **Order of Examinations**

*Add. Sections 47 and 52 of HKR*

#### **Section 15**

- (1) If a student fails to make use of the scheduled exam dates, the department/institute is not required to set additional dates.
- (2) Students signed up for an examination may only take the examination if they show their identity cards or any other document suitable for identification. The examiner shall check the students' identification. Only students who have signed up may take the exam.
- (3) In case of oral exams the examiner shall put the grade in the examination record sheet and duly sign it. In case of written exams the examiner shall mark the exam and write the grade on the examination paper as well as the examination record sheet and shall duly sign both. On the basis of the examination record sheet the examiner shall enter the grade in the Neptun system on the day of the exam for an oral exam, and within two days at the latest for a written exam. The examiner's work is assisted by institute/department administrative staff delegated by the Institute Director/Head of Department. No grades are entered in the paper-based registration course book (index) during the exam.
- (4) Examination papers shall be stored in the given department/institute office for one year and examination record sheets for five years.

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## **Improving the Grade of a Successful Examination**

*Add. Section 56 of HKR*

### **Section 16**

- (1) There is no chance to improve an obtained grade after the semester has closed.

## **Calculation and Recording of Grade Point Average**

*Add. Section 58 of HKR*

### **Section 17**

- (1) In order to define the amount of study grant, the credit index is calculated as follows:  
**Credit index**=  $\sum (\text{credit points} \times \text{grade}) / \text{credit points earned in the given semester}$
- (2) The Faculty, with the consent of the Student Union, defines a minimum number of credits and grade point average earned below which no students are eligible for a study grant. A minimum of 20 credits must be to be eligible for a study grant, regardless of the level of the programme. In higher education vocational training, Bachelor and Master programmes, to be eligible for a study grant a minimum average of 3.50, 3.50 and 4.00, respectively, is required.
- (3) Students starting a Master programme are eligible for a study grant in the first semester based on the qualification of their diploma.

## **Permissions Granted by Special Consideration**

*Add. Section 60 of HKR*

### **Section 18**

- (1) An exam granted by (the Dean's or Rector's) special consideration may only be taken during the examination period. Following the examination period no exam granted by special consideration may be scheduled. The institute/department shall set the date for the exam granted by special consideration during the examination period. In all cases the student may submit a request for special consideration to the Dean's Office three days before the exam (or the last working day of the examination period at the latest) on the form serving this purpose. Without paying the special procedural fee the student is neither allowed to sign up for the exam granted by special consideration nor to take the exam.
- (2) In all cases requests for special consideration for signature or grade may be submitted to the Dean's Office three days prior to the exam granted by special consideration, on the seventh working day of the examination period at the latest.

## **Theses**

*Add. Section 64 of HKR*

### **Section 19**

- (1) The rules regarding the preparation and defense of theses are laid down in the Faculty Thesis Regulation.

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## **Final Examination**

*Add. Section 65 of HKR*

### **Section 20**

- (1) The calculation of the final examination score is found in Appendix 2 of the KHKR.

## **Resitting an Unsuccessful Final Examination**

*Add. Section 68 of HKR*

### **Section 21**

- (1) The final examination may be resat in the following final examination period.

## **Chapter 4**

## **FEES AND GRANTS REGULATIONS**

### **Tuition Fee**

*Add. Section 117 of HKR*

### **Section 23**

- (1) Students shall pay the full tuition fee within 7 days of being notified in the Neptun system.
- (2) Students whose legal status began before 1 September 2014 are eligible for credit-based payment if they have signed up for a maximum of five subjects, the cost of which is calculated by the function set in the Neptun system based on the tuition fee determined at the beginning of the student's legal status. The amount of tuition fee to be paid is equal to the amount of credit being received multiplied by (tuition fee per semester divided by 30 credits). If the number of subjects taken exceeds five, the student must pay the full tuition fee. Examination-only courses also have full credit value.

## Other Fees and Costs

*Add. Section 124 of HKR*

### Section 24

(1) The Faculty Council determines the following special procedural fees <sup>6</sup>:

Fees to which the Faculty is entitled	Amount (HUF):
The true copy of supplement to a traditional Diploma	1,000
Service, procedural and other fees for credit recognition applications per subject	2,000

- (2) Students who have participated in and successfully completed a higher education vocational training programme are exempt from the procedural fee for credit recognition application. <sup>7</sup>
- (3) Those with Neptun access must pay these fees through the Neptun system for an internal account prior to the issue of the document.
- (4) Those without Neptun access must pay the fee by postal check prior to the issue of the document.
- (5) After the final examination the students of the Faculty receive gowns for the graduation ceremony at a time announced by the Head of the Dean's Office. The rental fee of the gown is HUF 3,000 payable on receipt of the gown in cash in return for a proof of receipt. In case a student fails to return the gown, he/she shall pay a special procedural fee of HUF 30,000 to the internal account of the Faculty.
- (6) The student shall pay the credit transfer fee to the Neptun joint account by the deadline set by the official of Educational Affairs.

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<sup>6</sup> Amended by the Senate in Resolution No. 224/2016, effective as of 1 January 2017.

<sup>7</sup> Numbering amended by the Senate in Resolution No. 224/2016, effective as of 1 January 2017.

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Appendix 1

**ORDER OF SUBMITTING AND JUDGING APPLICATIONS**

Type of Request	Way of Submission	Reference	Start of Submission	End of Submission	Decision within
Exam by special consideration	on paper	Section 19	Immediately after becoming aware of the exam	At least 3 days before the exam or the last working day of the exam period	3 days
Signature/practical grade by special consideration	on paper	Section 19	After the last retake	3 days before the retake, until the 7th working day of the exam period	3 days