

**ACADEMIC REQUIREMENTS  
FOR THE STUDENTS OF  
THE FACULTY OF EARTH SCIENCE AND  
ENGINEERING**



**Miskolc, 2018**

## 1.3.1 Academic Regulations



FACULTY OF EARTH SCIENCE AND ENGINEERING  
ACADEMIC REQUIREMENTS  
FOR THE STUDENTS

**SENATE RESOLUTION No. 33/2018  
OF THE UNIVERSITY OF MISKOLC**

Printed in **8** copies

Copy No.... to be used for incorporating modifications

Responsible for Publication: Rector of the University of Miskolc  
Published by the Reproduction Section of the University of Miskolc  
Print number:.....-.....ME

Miskolc-Egyetemváros, 2018

Responsible for maintenance of these regulations: The Dean of the Faculty of Earth Science and Engineering

<b>UNIVERSITY OF MISKOLC</b>	Academic Requirements for Students	
	of the Faculty of Earth Science and Engineering	
	of the University of Miskolc	Version: <b>A6</b>

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The Faculty Council of the Faculty of Earth Science and Engineering of the University of Miskolc pursuant to the Academic Requirements for Students of the University of Miskolc adopts the following provisions regarding the admission, study and examination as well as fees and grant regulations of the bachelor's and master's programmes.

## **SCOPE OF SUPPLEMENTARY REGULATIONS**

### **Section 1**

- (1) The Faculty regulations (henceforth KHKR) amend the Academic Requirements for Students of the University of Miskolc (henceforth HKR).
- (2) The scope of the regulations covers each full-time and part-time student of the Faculty of Earth Science and Engineering who
  - a) is a Hungarian or foreign student with a student status, and who is doing at least one semester on a programme which falls within the scope of Act CCIV of 2011 on National Higher Education (henceforth Nftv.).

### **Faculty Provisions for Transfer**

#### **Add Section 11.2 of HKR**

#### **Section 6 of KHKR**

- (1) It is a condition for transfer to a bachelor's or master's programme that the student has completed at least two active semesters and earned at least 30 credits during the last two active semesters or has completed üone active semester and earned at least 25 credits during the last two active semesters at another higher education institution.

### **Changing a Specialisation and the Terms and Conditions of Taking an Additional Specialisation**

#### **Add Section 12.4 of HKR**

#### **Section 7 of KHKR <sup>1</sup>**

- (1) Changing a specialisation, and taking a second specialisation is only possible after submitting an application which is granted by the Faculty Study Committee.
- (2) Additional terms of choosing a second specialisation:
  - a) Within the same programme choosing a second specialisation may only be granted if there is spare capacity in that particular specialisation.
  - b) Taking several specialisations simultaneously is not considered as parallel studies.
  - c) On completing his/her studies, the student receives a certificate in which the specialisation are listed in a footnote.
- (3) When taking a second specialisation the tuition fee is determined in proportion to the credits. The calculation is based on the tuition fee effective at the start of the programme.

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<sup>1</sup>Amended by the Senate in Resolution No. 95/2016, effective as of 1 May 2016.

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**Chapter 2**  
**EXERCISING STUDENT RIGHTS AND FULFILLING REGULATIONS**

**Submission of Applications**  
**Add Section 18.2 of HKR**  
**Section 10 of KHKR**

- (1) Paper-based applications (for individual study schedule, credit recognition, special consideration) must be submitted to the Dean's Office. The student is informed in writing of the decision.

**Communicating Decisions**  
**Add Section 20 of HKR**  
**Section 11 of KHKR**

- (1) If a decision in response to an application regarding the execution of student rights and obligations affects more than ten students at a time, the applicants may also be informed of the decision by public notification.
- (2) Students must be informed of public notification by email and via Neptun (electronic administration system), so must the president of the Faculty Student Union.

**Chapter 3**  
**ACADEMIC AND EXAMINATION REGULATIONS**

**Educational and Outcome Requirements**  
**Add Section 31.1 of HKR**  
**Section 12 of KHKR**

- (1) Criterion requirements for bachelor's programmes
- a) <sup>2</sup>Foreign language and PE classes are compulsory as laid down in the recommended curricula.
  - b) Students with a B2 or C1 state certified language certificate or equivalent in a modern language may be exempted from attending language classes, while the foreign language for special purposes classes (Semester 4) and the final examination, however, are compulsory. Students with at least a B2 state certified special language certificate in technology may be fully exempted from attending foreign language classes. This rule may not be applied retroactively.
  - c) Internship to be done according to the educational and outcome requirements of the programme.
  - d) Submitting the thesis is a criterion requirement for the final examination.

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<sup>2</sup>Amended by the Senate in Resolution No. 33/2018, effective as of 2 May 2018.

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- (2) Criterion requirements for master's programmes:
  - a) Internship to be done according to the educational and outcome requirements of the programme.
  - b) Submitting the diploma work is a criterion requirement for the final examination.
- (3) Criterion requirements for specialist post-graduate programmes:
  - c) Submitting the thesis is a criterion requirement for the final examination.

**Academic Programmes**  
**Add Section 32.3 of HKR**  
**Section 13 of KHKR**

- (1) Basic documents of the programmes
  - a) application for establishing a programme
  - b) educational and outcome requirements,
  - c) recommended curricula for each programme and specialisation,
  - d) course descriptions.
- (2) The recommended curricula must be made available to the students on the Faculty website, and the freshmen must be given a copy of the Prospectus for the Students of the Faculty of Earth Science and Engineering of the University of Miskolc about the two-cycle educational system (henceforth Faculty Prospectus). Recommended curricula include course codes and prerequisites. Prerequisites are set in the Neptun system by the institutes offering the course.
- (3) Academic programmes must be published on the website of the institute offering the course.
- (4) Documents relating to establishing a programme may be inspected in the Dean's Office.

**Internship**  
**Add Section 33.2 of HKR**  
**Section 14 of KHKR**

- (1) <sup>3</sup>Students must do internship according to the provisions of the Faculty student curriculum. Internship
  - a) <sup>4</sup>Internship is a criterion requirement <sup>4</sup>for a BSc in Earth Science and Engineering and a BSc in Environmental Engineering.  
Place and type of internship: an at least six-week internship at an on-campus or off-campus site after Semester 6.
  - b) <sup>5</sup>Internship is a criterion requirement for a BSc in Geography.  
Place and type of internship: an at least six-week internship at an on-campus or off-campus site after Semester 4.

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<sup>3</sup>Amended by the Senate in Resolution No. 95/2016, effective as of 1 May 2016.

<sup>4</sup>Amended by the Senate in Resolution No. 46/2017, effective as of 1 May 2017.

<sup>5</sup>Amended by the Senate in Resolution No. 46/2017, effective as of 1 May 2017.



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- c) <sup>6</sup>A four-week internship for engineering master's programmes and a six-week internship for an MSc in Geography at an on-campus or off-campus site is a criterion requirement.
- (2) <sup>7</sup>Requests regarding exemptions from internship are governed by Section 57.5 of HKR.

**Choosing a Specialisation**  
**Add Section 33.6 of HKR**  
**Section 15 of KHKR<sup>89</sup>**

- (1) Minimum and maximum number of students for a specialisation are set by the Faculty Council every year based on the results of the applications.
- (2) If a specialisation has fewer than the specified minimum number of students, the specialisation will be excluded and a new allocation will be made.
- (3) Specialisation may only be taken after choosing a specialisation. Students who fail to meet the requirements for enrolling into a specialisation may take non-specialisation subjects of the recommended curriculum for the specialisation except for the subjects missing to be qualified before enrolling into the specialisation.

**Bodies Authorised to Act on Study and Exam Related Matters**  
**Add Section 34 of HKR**  
**Section 16 of KHKR**

- (1) The Faculty Study Committee is made up of the chairperson (the all-time Vice-Dean for Academic Affairs), and seven members with voting rights (three of the academic staff and four students). Faculty institutes may delegate one of the academic staff each to have consulting rights.
- (2) The Faculty Admissions Board is made up of the chairperson (the Dean), the Vice-Deans, the chairperson of the Recruitment Committee, the head of the Faculty Student Union and a student delegated by the Faculty Student Union.

**Attendance**  
**Add Section 39.1 of HKR**  
**Section 17 of KHKR**

- (1) The student shall experience the disadvantages arising from lack of attendance. Failure to meet the obligation to attend a seminar as a condition for signature at the end of the semester may be justified to the department by the Dean of the Faculty on grounds of activities in the interest of the Faculty.

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<sup>6</sup>Amended by the Senate in Resolution No. 33/2018, effective as of 2 May 2018.

<sup>7</sup>Numbering amended by the Senate in Resolution No. 46/2017, effective as of 1 April 2017.

<sup>8</sup>Amended by the Senate in Resolution No. 295/2015, effective as of 1 December 2015.

<sup>9</sup>Amended by the Senate in Resolution No. 95/2016, effective as of 1 May 2016.

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- (2) In case of overlapping classes, a student can only enrol into a course if the overlap is dissolved by the student submitting and the Study Committee granting the Request for Individual Study Schedule.

**Individual Study Schedule**  
**Add Section 40 of HKR**  
**Section 18 of KHKR**

- (1) An individual study schedule may be granted to
- a) a student who, in order to accomplish a professional assignment above average, has a GPA of at least 4.00 weighted by credits in the semester prior to the request.
  - b) a student studying and/or doing internship abroad.
  - c) a student in circumstances of special consideration (health reasons),
  - d) a student pursuing parallel studies,
    - da) for a maximum 30% of the credits of the courses taken in the main programme if he/she started at the Faculty of Earth Science and Engineering
    - db) for a maximum 30% of the credits of the courses taken in the programme he/she started later.
  - e) MSc students who are obliged to complete criterion subjects by the decision of the Credit Transfer Committee during the admission process.
  - f) A full-time student is only granted individual study schedule on the grounds of full-time employment if he/she has a grant GPA of at least 3.50 in the semester prior to the request.
- (2) <sup>10</sup>Requests for individual study schedule must be submitted to the Dean's Office after obtaining recommendation from the institute/department on the form serving this purpose.

**Examination Period**  
**Add Sections 51.2 and 51.5 of HKR**  
**Section 19 of KHKR**

- (1) Validity of the signatures obtained are governed by Section 43.5 of HKR.
- (2) One date per CV (Exam Only) course must be published for the pre-examination week, otherwise CV course examinations must be taken during the examination period.
- (3) Instructors must publish at least three dates per each course. In case of part-time programmes one of them must be a Friday afternoon or Saturday. Instructors may administer examination in different subjects at the same place and time if they can provide the conditions necessary for the examination.

<sup>11</sup> Examination period in the dual study programme starts in the 15th week of the study period (beginning of the corporate phase). Students must be given the opportunity to take examinations as early as in the 14th week of the study period.

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<sup>10</sup>Registered by the Senate in Resolution No. 95/2016, effective as of 1 May 2016.

<sup>11</sup>Adopted by the Senate in Resolution No. 177/2016, effective as of 1 December 2016.

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

#### **Add Section 56.1 of HKR**

#### **Section 20 of KHKR**

- (1) If students want to improve the grade of a successful examination or practical, they may do so in two subjects once in each per semester. Request for improving the grade of a practical must be approved by the lecturer in charge of the course.

#### **Internship places**

#### **Add Section 57.3 of HKR**

#### **Section 21 of KHKR<sup>12</sup>**

- (1) In order to provide internship opportunities for MSc students, the Dean's Office may initiate to enter into an agreement with receiving organisations.

### **Calculation and Registration of Grade Average**

#### **Add Section 58.6 of HKR**

#### **Section 22 of KHKR**

- (1) In order to define the amount of study grant, the credit index is calculated as follows:

$$K_x = \frac{\sum kp_i \cdot j_i}{tk}$$

where  $K_x$  stands for credit index,  $kp$  is the credit earned by completing the course,  $j$  is grade got in that course,  $tk$  is the total of the credits to be earned in that semester of the recommended curriculum.

- (2) If the student has taken more credits than stipulated in the recommended curriculum

$$K_x = \frac{\sum kp_i \cdot j_i}{htk}$$

where  $htk$  stands for the total credits of the courses taken in the given semester.

### **Diploma Work and Thesis**

#### **Add Section 64 of HKR**

#### **Section 23 of KHKR**

- (1) <sup>13</sup>The institutes responsible for programmes and specialisations publish the conditions for thesis topic approval on their website and bulletin board and register them in the Neptun system.
- (2) Students may take the final examination in a given semester:

<sup>12</sup>Amended by the Senate in Resolution No. 46/2017, effective as of 1 May 2017.

<sup>13</sup>Amended by the Senate in Resolution No. 95/2016, effective as of 1 May 2016.

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- a) if they received their thesis topic approval at least six months prior to the final examination period.
  - b) if they have obtained their pre-degree certificate and submitted their thesis/diploma work by the deadline.
- (3) Seven months prior to the beginning of the final examination period (20 May for December final examination period, 10 November for June final examination period), students may request their thesis topic approval in writing. Heads of the institutes decide on the thesis topic approval or rejection within a month after the submission of the request taking the students' study progress into consideration, forward the list of students whose thesis/diploma work topic have been approved or rejected, including a justification in the latter case.
  - (4) Students must submit their thesis/diploma work prior to the date specified in the academic calendar. Institutes may grant an extension of one week to the above deadline. Additional extension may not be granted, the thesis or diploma work may only be defended in the next final examination period.
  - (5) The format requirements for thesis as well as the rules for citation and references are included in Appendix 1 of the present regulations.

**Final Examination**  
**Add Sections 65.3 and 63.4 of HKR**  
**Section 24 of KHKR**

- (1) Students falling under the National Higher Education Act (Nftv.) may take a final examination later than two years after obtaining their pre-degree certificate if the Study Committee approves on an individual basis.
- (2) A thesis submitted in due time and assessed in the semester of the pre-degree certificate is valid for 26 months after submission.
- (3) A student may only apply for one final examination date during one final examination period.
- (4) The first application is free with student status. The application fee for final examinations is HUF10,000.

**Result of the Final Examination**  
**Add Section 67.1 of HKR**  
**Section 25 of KHKR**

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

**Calculation of the Classification of Degree**  
**Add Section 70.5 of HKR**  
**Section 25/A of KHKR<sup>14</sup>**

- (1) The calculation of the classification of degree is identical with that of the final examination result found in Appendix 2 of the KHKR.

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<sup>14</sup>Registered by the Senate in Resolution No. 95/2016, effective as of 1 May 2016.

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- (2) When calculating the classification of degree, the grade for failed examinations must be neglected.
- (3) On the basis of the average calculated pursuant to subsections 1 and 2, the classification of degree is:
  - a) excellent: 4.51 - 5.00
  - b) good: 3.51 - 4.50
  - c) satisfactory: 2.51 - 3.50
  - d) pass: 2.00 - 2.50

**Degree with Distinction  
Add Section 75 of HKR  
Section 26 of KHKR**

- (1) Students are entitled to a degree with distinction if they obtain an excellent grade in every subject at the final examination, in their thesis/diploma work, as well as have a GPA of at least 4.00 in all their examinations and practicals.
- (2) The students who are entitled to a degree with distinction get an insert attesting their eligibility.

**SUPPLEMENTARY FEE AND GRANT REGULATIONS**

**Tuition Fee  
Add Section 118 of HKR  
Section 30 of KHKR**

- (1) <sup>1516</sup>The tuition fee for a semester is independent of the credits taken by the student in the given semester. The provisions in Section 118.5 will govern.
- (2) Tuition fees rise in line with inflation.

**Other Fees and Costs  
Add Section 124.1 of HKR  
Section 31 of KHKR**

- (1) Every other procedural fee not specified in the Academic Requirements for Students is HUF3.000.

**CLOSING PROVISIONS  
Add Section 32 of KHKR**

The present regulations were approved by Senate Resolution No. 357/2014 and amended by Faculty Council Resolutions No. 89/2015, 23/2016, 44/2016, 15/2017 and 132/2017 as well as Senate Resolutions No. 295/2015, 95/2016, 177/2016, 46/2017 and 33/2018. The last modification enters into force on 2 March 2018.

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<sup>15</sup>Amended by the Senate in Resolution No. 95/2016, effective as of 1 May 2016.

<sup>16</sup>Amended by the Senate in Resolution No. 33/2018, effective as of 2 March 2018.

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Miskolc, 2 March 2018

*Prof. Dr. Péter Szűcs*  
Dean  
Chairperson of the Faculty Council

*Prof. Dr. András Torma*  
Rector  
Chairperson of the Senate