



**MISKOLCI**  
E G Y E T E M

REQUIREMENTS FOR STUDENTS  
VOLUME 3  
**OF THE ORGANISATIONAL AND OPERATIONAL  
RULES**

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## Contents

|  |           |
|--|-----------|
| General Provisions   | 6         |
| <b>Chapter I</b>   | <b>7</b>  |
| Scope of the rules of admission  | 7         |
| Admission and examination committees of the faculties  | 7         |
| Bachelor studies, one-tier, undivided programme and institution competence admission requirements defined in Higher Educational Vocational Training    | 8         |
| Higher education entrance examination  | 8         |
| Duties regarding the production of the Information Guide   | 9         |
| Admission decisions, legal remedies  | 9         |
| Provisions applying to applicants for Master programmes  | 10        |
| Provisions applying to applicants for specialist postgraduate trainings  | 10        |
| Provisions applying to applicants for dual trainings   | 11        |
| Provisions applying to persons with disabilities   | 11        |
| Transfer rules   | 11        |
| Taking on additional concentrations/sub-specialisationschanging concentrations/sub-specialisations   | 12        |
| Parallel studies   | 13        |
| Partial Studies  | 13        |
| Guest student status   | 14        |
| <b>Chapter II</b>  | <b>15</b> |
| <b>Rules of exercising student rights and fulfilling obligations, processing applications related to student status, and the right to legal remedy</b> | <b>15</b> |
| General Provisions   | 15        |
| Submission of applications   | 18        |
| Order of processing applications   | 18        |
| Announcement of the decision   | 19        |
| Legal remedies   | 19        |
| The body authorised to make decisions on appeals   | 20        |
| Exclusion  | 20        |
| Decisions on appeals   | 20        |
| Representation   | 21        |
| Judicial review  | 21        |
| Other provisions   | 21        |
| <b>Chapter III</b>   | <b>23</b> |
| <b>Academic and examination regulations</b>  | <b>23</b> |
| Basic terms and concepts   | 23        |
| Academic and outcome requirements  | 23        |
| Educational programmes   | 23        |
| Curriculum   | 24        |
| Academic Committee   | 25        |
| Credit Transfer Committee  | 26        |
| Academic Calendar  | 26        |
| Student status   | 27        |
| Students' obligations regarding registration and announcements   | 28        |
| Information on the requirements  | 29        |
| Attendance   | 30        |
| Individual Study Schedule  | 31        |

|  |           |
|--|-----------|
| Credit recognition   | 31        |
| Announcement of subjects   | 32        |
| The registration course book   | 33        |
| Rules of access to registration course books                                     | 34        |
| Rules for the assessment of knowledge  | 35        |
| Signatures and grades  | 35        |
| Examination period   | 37        |
| Order of examinations  | 37        |
| Major forms of assessment  | 38        |
| Awarding grades without examination  | 39        |
| Examination resits   | 40        |
| Improving the grade of a successful examination                                  | 40        |
| Professional practice  | 41        |
| Calculation and recording of grade point average                                 | 41        |
| Expiry and termination of student status   | 42        |
| Dean's exceptional examination permissions                                       | 43        |
| Rector's exceptional examination permissions                                     | 43        |
| Pre-degree certificate   | 44        |
| Diploma work and thesis  | 44        |
| Final examination  | 45        |
| Final Examination Board  | 47        |
| Final examination result   | 47        |
| Resit of unsuccessful final examination  | 47        |
| Retaking the final examination to get a better grade                             | 47        |
| Diploma  | 48        |
| Diploma supplement   | 48        |
| The content and form of diploma supplement                                       | 49        |
| Reissuance of Diploma Supplements  | 50        |
| System of responsibilities for the issuance of Diploma Supplements               | 51        |
| Degree with distinction  | 51        |
| Colleges for Advanced Studies  | 51        |
| <b>Chapter IV</b>  | <b>51</b> |
| <b>Fee and Allowances Regulations</b>  | <b>51</b> |
| General Provisions   | 51        |
| Social and Scholarship Committee of ME-HÖK (ME-HÖK SZÖB)                         | 52        |
| Vice President in charge of Allowances of the ME-HÖK (Vice President)            | 53        |
| Social and grants committees of faculty student unions                           | 54        |
| (faculty HÖK SZÖB)   | 54        |
| President of the social and scholarship committee of the faculty student council | 54        |
| [OBJ]  | 54        |
| Reporting and deadlines for the disbursement of allowances                       | 55        |
| Assessment   | 55        |
| Allowances for students  | 55        |
| Institutional amount of allowances, method of disbursement                       | 56        |
| Study grants   | 58        |
| Prominent study scholarship  | 59        |
| Basic support  | 59        |
| Regular social grants  | 60        |
| Extraordinary social grants  | 60        |
| Support for doing internships  | 61        |
| Research scholarships established by business associations                       | 62        |
| Awarding activities in Scientific Students' Associations                         | 62        |
| Housing allowance  | 63        |

|   |           |
|---|-----------|
| Bursa Hungarica Higher Education Municipal Scholarship  | 63        |
| Professional, scientific and public (hereinafter: community) scholarship  | 63        |
| Professional, scientific, and public (community) scholarships at the expense of the application fund                                | 64        |
| Procedure for donating the national higher education scholarship  | 65        |
| Scholarship of the Universitas Miskolcinensis Foundation  | 69        |
| Occasional student grants   | 72        |
| Coursebook and note support   | 73        |
| Supporting sports and cultural activities   | 73        |
| The elite athlete mentoring programme   | 74        |
| Support for studies abroad  | 74        |
| Professional, scientific and public scholarships from other (non-normative or non-tender) sources                                   | 74        |
| Conditions related to the use of dormitory accommodation and housing allowance  | 75        |
| Dormitory accommodation   | 76        |
| Fees and contributions to be paid by students   | 76        |
| The tuition fee   | 77        |
| Support period  | 78        |
| Reallocation between state-funded and tuition-paying categories   | 79        |
| The dormitory fee   | 82        |
| Other fees and charges  | 83        |
| Other services  | 85        |
| <b>Chapter V</b>  | <b>87</b> |
| General Provisions  | 87        |
| <b>Disciplinary regulations for students</b>  | <b>87</b> |
| Disciplinary liability  | 87        |
| Person exercising disciplinary authority  | 89        |
| Specific disciplinary offences  | 89        |
| Starting disciplinary procedure   | 90        |
| Representation  | 91        |
| Conducting the procedure  | 91        |
| Disciplinary hearing  | 92        |
| Closing or suspending the procedure   | 93        |
| Disciplinary punishments and measures   | 93        |
| Resolutions   | 93        |
| Legal remedy and decisions of second instance   | 95        |
| Legal effect and challenging a resolution before the court  | 95        |
| Repeated procedure  | 97        |
| Exemption   | 97        |
| Record-keeping and publicity  | 97        |
| <b>Regulation of Students' Liability for Damages</b>  | <b>98</b> |
| Liability for Damages of the University of Miskolc  | 98        |
| Students' liability for damages   | 98        |
| Procedural rules  | 99        |
| <b>Chapter VI</b>   | <b>99</b> |
| <b>Regulations concerning the prevention of accidents affecting students and the rules to be followed in the event of accidents</b> | <b>99</b> |
| <b>Chapter VII</b>  | <b>99</b> |

|  |            |
|--|------------|
| <b>Rules of obligation for students to declare their assets</b>  | <b>99</b>  |
| <b>Closing provisions</b>  | <b>99</b>  |
| <b>Procedure for the submission and assessment of applications</b>   | <b>101</b> |
| <b>Principles and procedures for assessing the social situation of students</b>  | <b>107</b> |
| <b>The list of degree programmes, secondary school leaving examination subjects, institutional points, the secondary school subjects and secondary school leaving examination subject that can be chosen to obtain points in the 2024 higher education admission process in the bachelor and undivided programmes at the University of Miskolc</b> | <b>108</b> |
| Institutional point categories used by the Faculty of Materials and Chemical Engineering   | 111        |
| Institutional point categories used by the Faculty of Law  | 111        |
| Institutional point categories used by the Faculty of Humanities and Social Sciences   | 112        |
| Institutional point categories used by the Faculty of Health Sciences  | 115        |
| Institutional point categories used by the Faculty of Economics  | 115        |
| Institutional point categories used by the Faculty of Mechanical Engineering and Informatics   | 115        |
| Institutional point categories used by the Faculty of Earth and Environmental Sciences and Engineering   | 115        |
| <b>Specialisations and secondary school leaving examination subjects for the 2024 admission procedures</b>   | <b>116</b> |
| Study field: Humanities  | 116        |
| Study field: Economics   | 119        |
| Study field: Informatics   | 120        |
| Study field: Law   | 121        |
| Study field: Technical   | 121        |
| Study field: Arts  | 123        |
| Study field: Medical and Health Sciences   | 123        |
| Study field: Teacher training  | 125        |
| Study field: Sports Sciences   | 125        |
| Study field: Social Sciences   | 126        |
| Study field: Natural Sciences  | 126        |
| List of the qualifications approved in the bachelor's degree courses of the Faculty of Health Sciences of the University of Miskolc  | 137        |
| List of the qualifications approved in the bachelor's degree courses of special needs education and social work at the Faculty of Arts of the University of Miskolc  | 139        |
| List of the qualifications approved in the bachelor's degree courses of the Faculty of Materials and Chemical Engineering,   | 140        |
| the Faculty of Mechanical Engineering and Informatics,   | 140        |
| the Faculty of Earth and Environmental Sciences and Engineering of the University of Miskolc   | 140        |
| List of the qualifications approved in the bachelor degree courses in informatics of the Faculty of Mechanical Engineering and Informatics of the University of Miskolc  | 144        |

Pursuant to Act No. CCIV of 2011 on national higher education (hereinafter "Nftv."), 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**

### **SECTION 1**

- (1) The Requirements for Students (hereinafter "HKR") 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 any 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.
- (2) The scope of the regulation covers the CXXIX of 2005 on higher education law (hereinafter "Ftv") also applies to students, with the fact that in their case, the legislation in force at the time of establishment of their student status must be applied. Where this regulation uses the term of (partial) state scholarship or self-financed education, it must cover state-funded, tuition fee status, as well.
- (3) These Regulations may also set out requirements for those former students of the University of Miskolc whose student status was terminated for some reason.
  - (4) Provisions for PhD students are contained in the Regulation for Doctoral (PhD) obtaining a doctoral degree and the Operational and organisational rules of the disciplinary doctoral schools.
  - (5) In matters defined in these regulations, as well as in matters which are not contrary to the present regulations but not covered here, the Council of the Faculty shall define further regulations with the approval of the faculty's Student Union.

### **SECTION 2**

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 2016 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.



## Chapter I

### Scope of the rules of admission

#### SECTION 3

- (1) Pursuant to Sections 39-41 of the Nftv., the scope of the rules of admission shall extend to Hungarian and - as defined in Point (2) - non-Hungarian citizens applying for higher education vocational training, bachelor's, master's, undivided and specialised further education courses announced by the University of Miskolc in the Higher Education Admission Information Guide (hereinafter: "Information guide"), as well as to the employees of the University of Miskolc who are involved in the admission procedure.
- (2) The scope of the Regulations shall extend to the non-Hungarian applicants listed in Section 39(1) of the Nftv. Persons not mentioned in Section 39(1) of the Nftv. may pursue their studies in higher education only on a self-financed basis.
- (3) The regulations on the application for doctoral studies and the rules of the admission procedure are contained in the Regulation for Doctoral (PhD) obtaining a doctoral degree and the Operational and organisational rules of the disciplinary doctoral schools.

### Admission and examination committees of the faculties

#### SECTION 4

- (1) To organize the admissions procedure and perform the duties related to admission the faculties establish an admission committee and may establish examination committees.
- (2) Members of the admissions board are determined by faculties in their faculty Regulation. The admissions board chair is the Dean of the Faculty or his/her Deputy. The Dean appoints its members for a maximum period of time until his/ her appointment.
- (3) The Dean is obliged to ensure the foundation of the examination committees and the assignments of the members for the given year. The number of committees must be formed according to the number of applicants.
- (4) Every academic year, the Student Government of the relevant faculty delegates 1/3 of the committee's staff to the admissions committee and the examination committees.
- (5) Faculty members, non-teaching employees and students delegated by the faculty's Student Government are obliged to participate in the conduct of entrance exams if assigned.

**Bachelor studies, one-tier, undivided programme and institution  
competence admission requirements defined in Higher Educational  
Vocational Training  
SECTION 4/A**

- (1) In basic education, one-tier, undivided courses and vocational trainings in higher education, the matriculation team subjects specific in the calculation of the matriculation points and their level, the optional secondary school subjects that can be counted in the calculation of the study points, as well as the fifth optional matriculation subject that can be counted in the matriculation average, as well as the range of institutional points, their method of verification is provided in No.5 included in the appendix.
- (2) The university does not specify a minimum score as a condition for admission to courses.
- (3) The graduation points of applicants for higher education vocational training is determined by the University based on the percentage results of the second best graduation exam subjects included in their graduation certificate or certificates.

**Higher education entrance examination  
SECTION 5**

- (1) The graduation points of applicants for higher education vocational training is determined by the University based on the percentage results of the second best graduation exam subjects included in their graduation certificate or certificates.
- (2) Retaking of targeted examination is none potential.
- (3) The examination is governed by the rules of the current matriculation examination, which summarize the hall supervision instructions.
- (4) If the room inspector notices an irregularity during the professional exam, he will take away the candidate's paper, write on it what irregularity he noticed, as well as the exact time it was taken, sign it and return it to the candidate, who can continue with the professional exam. The investigators will immediately investigate the recorded irregularity after the written exam was completed. In all cases, a detailed report must be prepared regarding the investigation of the irregularity.
  - a) by considering the seriousness of the act, the decisions can be as follow:
  - b) the solution given to the exam question is declared partially or completely invalid, and the correcting persons evaluates the performance on the exam ignoring the invalid part, or
  - c) the exam is declared invalid
- (5) The institution provides one working day for viewing the connected thesis. The admissions officer can submit his/her written comments to the director of education and quality assurance by the end of the first working day after the inspection. The Deans of Faculties decide on the acceptance or rejection of the comments with the consent of the director of the institute appointed by the Dean.

## **Duties regarding the production of the Information Guide**

### **SECTION 6**

- (1) The faculties provide data to the Educational Authority for all higher education vocational training, bachelor's, master's, postgraduate, specialised further education and doctoral programmes for the period specified by the Educational Authority for the compilation of the Information.
- (2) The maintainer of the higher education institute is entitled or obliged to fulfill the obligation to provide data and to make the legal declarations contained in the Fkr., the maintainer exercises these rights and obligations through the person designated by his/her. The approval of the minister responsible for higher education is required for publishing of data provided by higher education institute.
- (3) At the university, The Deans are responsible for the provision of data at institutional level, and for the timely transmission of faculty data, the General and Scientific Vice chancellor for the timely transmission of doctoral educational data, and the person designated by the maintainer for the approval of the information. The director of education and quality assurance coordinates the timely provision of data by the faculties and the approval of the Bulletin.
- (4) From the list of bachelor's and master's courses, undivided courses , further specialised courses and higher education courses approved for launch by the Senate and registered by the Educational Authority, the faculties are obliged to publish in the Circular simultaneously with the announcement of the conditions that, if they exist the course is not started.
- (5) Act 87 /2015. (IV. 9) The faculty chapters of the institutional information regulated in the Governmental Decree are prepared and published on their website, and they are obliged to forward it in electronic form to the director of education and quality assurance. Single Institution Guide as well as Faculty Information Guides are published by the director of education and quality assurance electronically on the University Website. The University Senate shall approve of the institutional guide.

## **Admission decisions, legal remedies**

### **SECTION 7**

- (1) If, upon enrolment, the faculty determines simple copies submitted for the admission application that the applicant provided false information affecting the determination of the admission result, the rector will cancel the admission decision.
- (2) The applicant may appeal against the admission decision or against the institutional decision or measure in connection with the admission procedure within fifteen days of the notification of the decision. Appeals shall be submitted to the competent dean's office addressed to the Student Legal Redress Committee.

## **Rules for applicants with a higher education diploma or a higher education vocational training certificate**

### **SECTION 8**

- (1) Pursuant to Section 15/B. of the Fkr., applicants with a tertiary degree or tertiary vocational certificate applying for a bachelor's, undivided or tertiary vocational programme offered by the University of Miskolc can be ranked by taking into account their previous higher education studies and by waiving the requirements for advanced level secondary school leaving examinations.
- (2) The applicant specified in paragraph (1) must attach the diploma certifying higher education or the diploma obtained in higher education vocational training to his/her admission application. This provision shall not apply to the applicants whose data are uploaded from the Higher Education Information System.
- (3) The following scoring method may be used based on the qualification of the diploma obtained by the candidate:  
excellent (5) and good (4) = 400 points  
satisfactory (3) = 370 points  
pass (2) = 340 points
- (4) Pursuant to Section 15/B of the Fkr. the extra points specified in Sections 20-21 and 24(1) shall be added to the points calculated based on Point (3).
- (5) Starting from the general higher education admission procedure in 2024, institutional points must be added to the points calculated based on Point (3) in order to determine the total score achieved by the applicant.

### **Provisions applying to applicants for Master programmes**

#### **SECTION 9**

- (1) In their Faculty Regulations, the Faculties are obliged to record the admission requirements for the announced Master programme with respect to the admission requirements with the stipulation that the same admission requirements must be applied, regardless of the academic institution in which the applicant obtained his/her diploma.
- (2) Students applying for the Master programme offered by the University of Miskolc are entitled to a maximum of 10 extra points under the title of equal opportunities.

### **Provisions applying to applicants for specialist postgraduate trainings**

#### **SECTION 10**

- (1) The deans are responsible for conducting the postgraduate specialist training admission processes.
- (2) In the case of applying for a postgraduate specialist training, the applicant shall pay the procedural fee set forth in the Fee and Allowances Regulations. The procedural fee shall belong to the faculty conducting the admission procedure. The institutional procedural fee shall not be refunded to the applicant. The admission procedure shall be terminated, if the applicant fails to pay the institutional procedural fee despite a written deficiency report.
- (3) The faculties shall record in their respective faculty regulation the admission requirements for postgraduate specialist training and the method of ranking applicants.

## **Provisions applying to applicants for dual trainings**

### **SECTION 11**

- (1) Application for dual training consists of two parallel stages: the general admission procedure and a company selection stage.
- (2) In the general admission procedure, a student who has been admitted and enrolled in a course announced as a dual training course as well and who has also passed the company's selection process may apply for enrolment in the dual training course within fifteen days after the start of the teaching period, as well as may decide on the qualified organisation which has previously selected him/her to continue his/her practical training. Applications submitted after the deadline may be considered by the competent dean in certain cases requiring special consideration.
- (3) The Dean of the Faculty makes a resolution on assignment to a dual training programme.

## **Provisions applying to persons with disabilities**

### **SECTION 12**

- (1) Applicants with disabilities are entitled to the same benefits during the admission procedure as those granted by the legislation on secondary and public education.
- (2) Applicants with disabilities are entitled to extra points based on the Fkr., to this end they shall attach the documents proving their disabilities to their application.
- (3) An applicant with a disability cannot be prevented from participating in the admission procedure due to his/her disability.
- (4) If the faculty announcing the programme sets a medical test, a career aptitude test, or a practical exam as an admission requirements, it shall set forth the preference offered to students with disabilities in its faculty regulations.

## **Transfer rules**

### **SECTION 13**

- (1) A transfer can be defined as the transfer of a student attending another higher education institution or a student of the University of Miskolc (request for change in major within the institution) in the same study field.
- (2) When submitting the transfer request, the procedural fee set forth in the Fee and Allowances Regulations shall be paid.
- (3) General conditions of transfer:
  - a) Transfer is only possible between majors of the same level and of the same study field. The provisions of Sections 52(4)a)-c) of Government Decree No. 87/2015 (IV. 9.) constitute an exception.
  - b) The student can initiate a transfer if he/she has earned at least 30 credits at the previous institution. An exception to this rule is the transfer from a bachelor programme to tertiary vocational programme, the details of which are defined in the faculty regulations.

- c) The sending institution certifies on a “handover form” that the applicant has a student status and is not subject to dismissal or disciplinary exclusion.
  - d) In case of transfer from another higher education institution, a diploma can only be issued if the student earns at least one third of the credits at the University of Miskolc.
  - e) The applicant meets the special transfer requirements set forth by the host faculty in their faculty regulations.
- (4) A student with a state scholarship can be transferred to another state scholarship programme if the sending institution transfers the state scholarship status or if the receiving faculty has a state scholarship status available.
- (5) Transfer requests are assessed by the admissions committee of the host faculty. Courses completed during previous studies can be recognized based on a copy of the grade book and the course descriptions by submitting a “request for credit recognition”. The decision on credit recognition is made by the credit transfer committee.
- (6) The deadline for the submission of the transfer requests is from the end of the previous teaching period, as a general rule 15 July, out of special consideration is 25 August in case of transfer for the Autumn semester, and 25 January in case of transfer for the Spring semester. The student is exempted from paying the procedural fees for subsequent enrolment and subsequent course registration if he/she misses the deadline of the transfer procedure through no fault of his/her own.
- (7) If a student of the University of Miskolc wishes to continue his/her studies in another higher education institution, the dean of the relevant faculty is entitled to decide on the transfer of state funding. The host institution sends the decision of acceptance and the date of enrolment or registration to the sending institution and the student. Based on the decision, the sending institution indicates transfer as the reason for the termination of the student status and enters the date of transfer into the Neptun system. The sending institution shall send or hand over the student’s grade book to the student within fifteen days of receipt of the notification of acceptance. The handover of the grade book shall be confirmed in a handover document.
- (8) In the case of a student pursuing studies in a dual training programme, if the company or the student unilaterally terminates the student employment contract, the student shall notify the Faculty within eight days of the termination of the dual training programme and at the same time the student shall also apply for admission to the non-dual training programme of the same major, or to another organisation in dual training. The dean of the faculty shall make a decision on the termination of the student being assigned to a course with a dual training programme, or on the change of organisation.

### **Taking on additional concentrations/sub-specialisationschanging concentrations/sub-specialisations**

#### **SECTION 14**

- (1) From the first semester of the sub-specialised training, the student can also request admission to another concentration/sub-specialisation of the same major

as a self-financed student. The completion of an additional concentration/sub-specialisation is certified by a clause in the diploma.

- (2) A scholarship may be awarded based on the concentration/sub-specialisation taken up first, but not for additional concentration/sub-specialisation. Students completing a second or additional concentration/sub-specialisation must pay the applicable tuition fees separately for each concentration/sub-specialisation.
- (3) In their faculty regulations, the faculties shall lay down the special conditions for the admission of additional concentration/sub-specialisation, and the amount of the tuition fees paid by the student.
- (4) In their faculty regulations, the faculties are obliged to lay down the conditions for approving the change of concentration/sub-specialisation with the fact that the change can take place no later than 15 September for the Autumn semester, and no later than 15 February for the Spring semester.

### **Parallel studies**

#### **Section 15**

- (1) Students can be enrolled in parallel studies only within the admission procedure.
- (2) An exception to the admission procedure is the case when a current or former student of the University of Miskolc applies for admission – in addition to the central admission procedure – to a teacher training course in parallel with a Master programme, or if he/she applies for admission to self-financed training course in an IT study field at the University of Miskolc where he/she has earned at least 30 credit points. In their faculty regulations, the relevant faculties shall regulate the detailed provisions concerning these special cases.
- (3) If the second or additional training is state-funded, to calculate the supporting period Sections 47(6) and (7) of the Nftv. shall be applied.

### **Partial Studies**

#### **SECTION 16**

- (1) Applicants with the intention of pursuing partial studies may be accepted if they have a bachelor's or master's degree and a certificate of specialist qualification. Student status – without a separate admission procedure – is established by enrolment.
- (2) In their faculty regulations, the faculties shall regulate the conditions for applying for partial studies and publish the related information on the faculty website.
- (3) The Dean of the relevant Faculty decides on the announcement of partial studies and the number of students who can be admitted and informs the Directorate for Education and Quality Assurance of his/her decision and the number of students admitted to partial studies.
- (4) The university may establish student status with a student who does not have student status with the university once for a maximum of two semesters in the framework of a self-financed course of study for the acquisition of partial knowledge, subject to the maximum number of students at the University, for the courses specified in the curriculum.

- (5) The amount of tuition fee that can be charged for partial studies shall be determined by the relevant Faculty Council. The payment obligation requires a contract to be concluded with the student.
- (6) Applicants for partial studies are ranked by the relevant Faculty Admissions Committees, and then a decision is made on admission.
- (7) After the completion of partial studies, a certification of the acquired knowledge and credit value shall be issued by the University. The acquired knowledge can be included in higher education studies according to the rules of credit recognition.
- (8) In view of this student status, the student is not entitled to pursue studies in order to obtain additional professional qualification or vocational training, to apply for transfer, to establish additional (parallel) student, guest student or to suspend his/her student status (unless he/she is unable to fulfil the obligations arising from student status because of childbirth, accident, illness, or another unexpected reasons, through no fault of his/her own), to apply for transfer to state (partial) scholarship training, to use support time.

### **Guest student status**

#### **SECTION 17**

- (1) A student of the University of Miskolc can take and complete the courses included in the recommended curriculum at another Faculty of the University or at another domestic/foreign higher education institution as a guest student.
- (2) A guest student status can be established with the permission of the Faculty's Credit Transfer Committee. The request for permission must be submitted to the Dean's Office by the end of the registration period. The Credit Transfer Committee may refuse its permission if the credit points to be completed in a guest student status cannot be included in the student's studies.
- (3) If the student is pursuing partial studies in a higher education institution abroad with a guest student status, he/she can also request an individual study schedule.
- (4) The credits obtained by a student at a higher education institution abroad are recognised based on the general rules of credit recognition. A student enrolled in a bachelor's degree programme is eligible for a grant during the semester of study abroad if he/she has already completed at least 60% of the required number of credits. The grades for the foreign and domestic institutions shall be calculated for the foreign and Hungarian institutions according to the table below:

| The Hungarian grading system | ECTS grade |
|------------------------------|------------|
| 5                            | A-B        |
| 4                            | C          |
| 3                            | D          |
| 2                            | E          |
| 1                            | F          |

- (5) Students shall register for the given semester (i.e. activating the semester) even if a permission is granted to spend a study period abroad.



## SECTION 18

- (1) If a student of another higher education institution/Faculty wishes to pursue partial studies at a Faculty of the University of Miskolc, he/she shall submit an application for a guest student status. The application shall be submitted by the end of the registration period to the Dean's Office of the Faculty announcing the course. This deadline may be overlooked for international students. The form available in the Documents section of the University website shall be used to establish a guest student status.
- (2) The faculty academic committee shall decide on the permission. The decision shall provide the amount of tuition fee that the applicant might have to pay, the method and deadline of payment, taking Section 82(4) of the Nftv. into account.
- (3) Based on the decision of the faculty academic committee, the Directorate for Education and Quality Assurance shall generate a Neptun code for the student, sign him/her up for the approved courses in the Neptun system, and keep a record of the guest student is registered pursuant to Section 60 of Government Decree No. 87/2015. (IV. 9.).
- (4) The dean's office shall issue an official certificate of the credits obtained and of the academic results<sup>(09)</sup> achieved as a guest student.

## Chapter II

### **Rules of exercising student rights and fulfilling obligations, processing applications related to student status, and the right to legal remedy**

#### **General Provisions**

#### **SECTION 19**

- (1) Exercising student rights and fulfilling obligations shall be in accordance with the law. Student rights in particular:
  - a) It is the student's right to choose freely at which higher education institution he/she wishes to pursue his/her studies.
  - b) It is the student's right to have his or her human dignity respected, to have respect in particular for the right:
    - ba) to privacy, including the freedom to develop one's personality, the right to self-determination, freedom of action and family life, provided that the exercise of this right does not prejudice others and does not endanger the health and bodily integrity of the employees of the University of Miskolc;
    - bb) to free expression of an opinion on all issues, the functioning of the University of Miskolc and its dormitories with respect for human dignity;
    - bc) to receive information on matters concerning him/her as a person and his/her studies;
    - bd) to make a proposal, put a question to the heads of the University of Miskolc and the dormitory, and receive a substantive answer within thirty days from the date of the request;

- be) to have respect for and express his/her religion, belief or other opinion, or belonging to a national or ethnic minority, provided that the exercise of this right does not violate the law or the rights of others, and does not restrict the exercise of the right of his/her peers to study;
- bf) have respect for his/her correspondence and the right to housing in the dormitory provided that the exercise of this right does not violate the law or the rights of others, and does not restrict the exercise of the right of his/her peers to study.
- c) It is the student's right to continue his/her studies at the University of Miskolc in a safe, healthy environment and, depending on his/her talents, abilities and interests, to be assisted in his/her studies, starting a career, and in this respect especially to
  - ca) use the tools, facilities, and services (library, laboratory, computer equipment, sports and leisure facilities, etc.) available at the University of Miskolc and its dormitories;
  - cb) organise his/her study schedule as specified in the training programme, choose the subjects, and freely use the training opportunities provided by the University of Miskolc;
  - cc) attend the lectures, practical classes, and seminars organised by the University of Miskolc;
  - cd) choose from the lectures, practical classes, seminars and other workshops announced in parallel, by the instructors, and as a PhD student, by the supervisors;
  - ce) be provided with complete and objective information;
  - cf) receive appropriate care according to his/her condition, personal aptitude and disability;
  - cg) receive help to integrate into institutional community life, to maintain his/her physical condition, and to lead a healthy and non-addictive lifestyle;
  - ch) be a member of a college for advanced studies, or a scientific students' associations, participate in their work, and participate in the research and development activities of the University of Miskolc;
  - ci) receive a scientific and research scholarship if he/she meets the conditions;
  - cj) submit scientific, artistic applications, publish scientific and artistic results, and select the topic of his/her thesis or diploma work;
  - ck) be provided with study and career counselling and make use of the related services;
  - cl) suspend his/her student status;
  - cm) establish a guest student status, request transfer to another higher education institution, establish an additional (parallel) student status, or request transfer to a specialisation in the same field.
- d) It is the student's right to become familiar with international practice during his/her studies, to pursue partial studies in higher education institutions in the countries of the European Economic Area for this purpose, and to apply for a student loan for this purpose, as well as to receive a scholarship if he/she attends a state (partial) scholarship or state-supported training.

- e) The student has the right to receive financial and/or in-kind support with regard to his/her financial and income situation, academic achievement, in particular to
    - ea) receive accommodation in the dormitories;
    - eb) receive social grants or other scholarships (in particular study, PhD, National Higher Education scholarships) depending on the form of training;
    - ec) receive an instalment plan to fulfil payment obligations;
    - ed) receive a student ID card and take advantage of the related services and discounts;
    - ee) work at the University of Miskolc and receive a student wage as compensation;
    - ef) be a member of, or work in a business association established or supported by the University of Miskolc and, in return receive a student wage;
    - eg) enter into a study or employment contract as defined by law.
  - f) It is the right of the student to assert his/her interests and to have the right to legal remedies, in particular to
    - fa) access the information necessary to exercise his/her rights;
    - fb) participate in the management of the University of Miskolc and the dormitory personally or through his/her representative(s) in making decisions affecting his/her interests;
    - fc) initiate a procedure in case of violation of his/her rights, and also make use of publicity;
    - fd) contact the ministerial ombudsman responsible for educational rights;
    - fe) have the right to vote and stand as a candidate in student unions and other bodies.
- (2) Student obligations are in particular to:
- a) meet the obligations specified in the Requirements for Students of the University of Miskolc;
  - b) comply with the other regulations of the University of Miskolc;
  - c) maintain the order of use of the premises and the areas belonging to the University of Miskolc, the order of practical training, preserve and handle the equipment entrusted to him/her in accordance with the regulations, protect the facilities and equipment of the University of Miskolc, protect the physical health and safety of his/her own, his/her peers, acquire and apply knowledge to protect his/her health and safety;
  - d) respect the traditions of the University of Miskolc and the human dignity of the employees and students of the University of Miskolc;
  - e) give opinions on the work of teachers;
  - f) keep track of the university and relevant faculty websites, e-mail correspondence and Neptun messages;
  - g) it is the student's obligation to show respectful conduct in class, and refrain from any forms of behaviour disturbing the lecturer, his/her fellow students or the educational activities;

- h) students starting from the first semester of the academic year 2022/2023 phasing in must attend a training on the use of the Neptun system and pass the Neptun usage test;
  - i) students starting from the first semester of the academic year 2022/2023 phasing in must pass the entry-level assessment tests prescribed by the University of Miskolc. If necessary, the student must participate in competency development skills courses according to the guidelines of the institution.
- (3) The rights and obligations arising from the student status shall be exercised and fulfilled from the date of enrolment at the University of Miskolc.

### **Submission of applications**

#### **SECTION 20**

- (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).
- (2) At the beginning of each semester, the faculties publish on the faculty website a list of cases which can only be initiated through the Neptun system, with the proviso that in such cases the application cannot be submitted in any other form.
- (3) According to the general rules, paper-based applications shall be submitted to the dean's office of the relevant faculty.
- (4) The process of handling applications are contained in Annex 1 to the HKR.
- (5) Decisions on applications shall be made according to their content irrespective of the title that is given to the submitted document.
- (6) After being processed paper applications and the related correspondence documents shall be forwarded to the Education and Directorate of Education and Quality Assurance to be stored in the student's personal file. Electronic applications and related correspondence documents generated shall be stored in such a way that their content can be retrieved at any time unchanged.

### **Order of processing applications**

#### **SECTION 21**

- (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 competent institutional unit and at the same time inform the student about this transfer as well as about the name and contact details of the competent organizational unit.
- (2) Applications shall be assessed 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 interruption of the procedure.

## Announcement of the decision

### SECTION 22

- (1) Unless stated otherwise in these regulations, the substantive decision made by the authorized body or person shall be communicated in writing (via mail, 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 decisions shall communicate the decision in writing in the following cases:
  - a) decisions affecting the maintenance of student status,
  - b) disciplinary or indemnity cases, or
  - c) in case the student's application is rejected, either fully or partially, and legal remedies therefore apply.
- (3) The written decision shall be sent to the student and all the parties concerned either by mail or electronically within eight days. For unsuccessful delivery of a decision sent by post, Section 86 of the Ákr. shall apply.
- (4) Pursuant to Section 41(1) of the Nftv. the document submitted electronically shall be considered delivered on the day of receipt certified according to the Neptun system, but not later than the fifth day after the document is sent.
- (5) In exceptional cases, the decision may also be delivered via announcement. In case of delivery via 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 via public announcement:
  - a) decisions of first instance on social support and study grants,
  - b) faculty lists of ranking students to be granted the national higher education scholarship.
- (6) 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. The appeal shall be submitted to the body that has made the decision but addressed to the body authorized for assessing the appeal.

## Legal redress

### SECTION 23

- (1) Students have the right to appeal against the decisions 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 paragraph (3), no appeal can be lodged against decisions on assessment of study performance or against decisions of special consideration and fairness.
- (3) Appeals can only be lodged against assessment of study performance in case the decision was not based on requirements adopted by the University of Miskolc,

or in case 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 decision-making 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 procedures of the second instance within three working days upon receipt of the appeal. If the appeal has not been submitted to the decision making body of first instance, upon the call of the decision-making body of the second instance, the decision-making 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 working days.

### **The body authorised to make decisions on appeals**

#### **SECTION 24**

- (1) Appeals for legal redress are dealt with by the three-member Student Legal Redress Committee consisting of:
- a) the chairperson of the committee is the director of education and quality assurance (in case of incapacitation or reasons for exclusion, a person appointed by the rector);
  - b) one member is one of the academic staff of the faculty whose student submitted the appeal, in the case of dormitory matters, the person delegated by the head of the dormitories;
  - c) one member of the committee is the delegate of the Student Union of the University of Miskolc (hereinafter "ME-HÖK"), in a case related to doctoral students, a representative delegated by the Doctoral Students' Union (hereinafter "ME-DÖK").
- (2) The academic staff members and alternate members of the committee are elected by the relevant faculty council; the term of office of the members is the term of office of the dean.
- (3) The deans must immediately notify the director of education and quality assurance of the the members and alternate members and of any changes in their person.
- (4) These regulations may provide for the establishment of a committee of a different composition to assess appeals on specific subject matters.

### **Exclusion**

#### **SECTION 25**

No person may participate in the assessment of the appeal who is subject to exclusion on the grounds defined in Section 57(4) of the Nftv.

### **Decisions on appeals**

#### **SECTION 26**

- (1) On the subject matter of appeals, the decisions defined in Section 57(4) of the Nftv can be made.
- (2) Decisions on appeals shall be made within thirty days.
- (3) During the procedure of legal redress, the chairperson of the committee, if he/she deems it appropriate, shall initiate the student's personal hearing. If the student requests not to attend the hearing, or fails to be present at the hearing despite having been informed lawfully of its time, 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 on procedural matters without summoning the committee, otherwise the committee shall have a quorum if each member of the committee is present.

### **Representation**

#### **SECTION 27**

- (1) If the student is unable or does not wish to participate personally in the legal redress procedure, an authorised representative may act on behalf of the student pursuant to Section 6(15) of the Civil Code provided such representative has an authorisation drawn up as a private deed of full probative value or as a public deed.
- (2) In case of representation by authorisation, the competent body authorised to assess the appeal shall in each case examine the lawfulness of the authorisation. If the applicant fails to submit the proper authorisation defined in Point (1) during the procedure despite having received a request to do so, no procedural action taken by the representative shall have effect.

### **Judicial review**

#### **SECTION 28**

- (1) The decision made during the procedure of legal redress shall be final. The student can challenge the decision made by the body authorized to assess the application for legal redress in an administrative lawsuit 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 suspensory effect on the effective date of the execution of the decision.
- (2) In disciplinary matters, during the legal redress procedure, the proceeding authority may order temporary measures in case of the establishment of particularly severe breach of law.

### **Other provisions**

#### **SECTION 29**

- (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 take the matter to court.

- (2) Exceptions to the provision of Point (1) are student debts covered by the Student Debt Management Regulations of the University of Miskolc.
- (3) 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 exhausted.
- (4) The rules in this section shall also apply to former students whose student status has been terminated in the meantime.



## Chapter III Academic and examination regulations

### Basic terms and concepts SECTION 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. An active semester also requires that the student shall pay the administrative fee through the Neptun system.
- (2) A passive semester is the semester during which the student status is suspended at the student's request or due to his/her failure to register. The semester in which the student electronically logs into the Neptun system but does not sign up for any course shall also qualify as a passive semester.

### Training and outcome requirements SECTION 31

- (1) The professional requirements of the qualification are defined by statutory training and outcome requirements and by the professional and examination requirements of the qualification.
- (2) The training and outcome requirements shall mean the knowledge, skills, proficiency and abilities (competencies) whose acquisition is a precondition for awarding a diploma of the given qualification.

### Academic programmes SECTION 32

- (1) The knowledge to be acquired in each course (subject) is defined by its academic programme.
- (2) The academic 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 at the end of the semester (signature, or signature and practical grade, or signature and examination grade), the required amount of learning for the course expressed in 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 outcomes of the programme, the description of the course content, the method of assessment, the possible examination requirements, the written course material (textbook, lecture notes, compilation of practice tasks, literature, case studies, etc.), technical and other teaching aids, and the self-study tasks of the students as prescribed by the lecturer in charge of the course. In the case of new courses, the academic programme shall also include a description of the attainable competences.
- (3) The academic programme of each course and their prerequisites shall be approved by the faculty council responsible for the specialisation and shall be publicly announced upon finalization on the respective faculty websites and/or in the Neptun.

- (4) The assessment of the course delivery shall take into consideration the opinion of the students as regulated in the quality assurance system.

## **Curriculum**

### **SECTION 33**

- (1) The curriculum shall include the academic objective of the programme and that of its possible tracks/specialisations, the duration of the programme, the description of the qualification, a list of the compulsory basic disciplines, the proportion of basic and specialized training and that of the theoretical and practical classes, the highest number of weekly teaching hours, the highest and lowest number of examinations in the study 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 examination and the qualification of the degree.
- (2) The curriculum shall define all the compulsory, compulsory elective, regulated elective and free elective courses per training periods, together with the number of theoretical and practical classes, 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 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 "recommended curriculum"). Amendments to the study requirements not regulated by accreditation (recommended curriculum, prerequisites, etc.) shall be phased in under faculty authority. The concept of a phasing-in system is defined in Section 108(4) of the Nftv.
- (4) The recommended curriculum of the given programme provides a sensible model timetable for completing the subjects required for the qualification within the period of training specified in the qualification 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 (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 those criteria, the conditions and rules of choosing a track/specialisation, pre-learning requirements, the conditions of choosing a thesis topic and submitting a thesis (diploma work), the conditions for taking the final examination and the rules of calculating its result.
- (6) In Bachelor programmes, a track/specialization can be chosen depending on the weighted average calculated for the total number of credits accrued and other objective evaluation criteria defined and announced by the faculty taking also into consideration the advertised minimum and maximum number of places.
- (7) A course cannot have more than three prerequisites. With regard to the professional practical courses, the number of prerequisites is defined by the faculty councils with the consent of the faculty HÖKs.

- (8) Prerequisites may be set with the restriction that students may sign up for a particular course upon 'partial' completion of the prerequisite(s) (that is, if they have acquired the signature but have not passed the examination), but they may only take the examination in a particular course once they have passed the examination in the prerequisite(s), or with the restriction that students may only sign up for a particular course once they have passed the examination in the prerequisite(s) or upon acquiring the required practical grade.
- (9) In a recommended curriculum, the number of recommended teaching hours per week for full time students shall be between the minimum requirements set by the accreditation regulations and maximum thirty hours. The recommended number of hours do not include language and physical education classes.
- (10) Physical education and language classes, when required, shall be included in the curriculum. No credits are given for physical education classes. Credits may be given for attending language classes, especially if the qualification requirements of the programme and the related faculty study and examination rules include foreign language requirements (e.g. special language competences needed in the programme, language proficiency linked to a particular field). One language certificate may be taken into account by maximum 5 credit points.
- (11) In music programmes, the special practical sessions (preparation for concerts, master classes by guest lecturers, etc.) may be held on public holidays, too, in accordance with the faculty regulations.
- (12) The recommended curricula of the programmes of the faculty shall be published within thirty days upon the issue of licence but until the announcement of applications the latest and shall be made available in the faculty information guides, on the faculty websites as well as in the Neptun system. The dean of the faculty is responsible for publication.

### **Study committees**

#### **SECTION 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.
- (2) The number of committee members shall be defined by the faculty council. The chairperson of the committee is the vice dean for academic affairs. Students with voting rights shall make up 50% of the committee. Academic staff members are elected by the faculty council for the duration of the dean's mandate while the student members are elected by the faculty HÖK with a mandate for one year each.
- (3) The committee has a quorum when at least 50% +1 members are present.
- (4) The committee makes decisions and resolutions by simple majority. In case of equality of votes, the chairperson shall have the casting vote.

- (5) The faculty study committee shall decide on
- a) giving permission for individual study schedules;
  - b) assessing an application for visiting student status submitted by a student from another higher education institution;
  - c) giving permission to suspend student status for longer than two consecutive years;
  - d) reclassification;
  - e) in other cases defined in the requirements for students.

### **Credit Transfer Committees**

#### **SECTION 35**

- (1) The professional decisions for recognition of prior learning in the relevant courses are made by the credit transfer committee. There is at least one credit transfer committee in each faculty.
- (2) The number, composition and membership of credit transfer committees are determined by the faculty councils, requiring at least two of the members to hold an academic degree. The academic staff members of the credit transfer committee shall be appointed for the duration of the term of office of the dean.
- (3) The decisions of the committee shall be recorded continuously by the relevant dean's office and Directorate for Education and Quality Assurance.
- (4) The decision of the credit transfer committee may be appealed to the relevant student legal redress committee which shall act in accordance with the general rules on appeals.

### **Academic calendar**

#### **SECTION 36**

- (1) The academic year is divided into semesters, with each semester consisting of a registration period, a study period (term), an examination period, internship periods and holiday and break periods.
- (2) The academic schedule for the semester shall be prepared by the director for education and quality assurance taking into consideration the opinions of the faculties, and the schedule shall be approved by the University Senate.
- (3) The study period including the registration week preferably lasts for fifteen weeks, which is followed by an examination period lasting for six weeks or at least for twenty-seven working days. In their study and examination rules, the faculties may allow to administer examinations on non-working days, as well.
- (4) The rules set out in Points (1) and (2) may be derogated from by the faculties providing dual training for their students participating in dual training.
- (5) Classroom sessions generally start at 8 a.m. One lesson last for 45 minutes. Between two consecutive lessons, a ten minute break shall be given, but with the students' consent lessons can be joined. Classes in practical training must conform to the timetable of the given public educational institution.

- (6) Detailed regulations for the starting time of classes shall be defined by the faculty council, allowing to hold classes for part-time students and at Bartók Béla Faculty of Music even for full time students on weekends and holidays.
- (7) During the semesters, holidays fall on the statutory non-working days. In addition, three days can be declared holiday by each dean and two by the rector. If necessary, the rector may grant more days as teaching-free days with the authorization of the University Senate. In one semester, maximum eight days can be granted as teaching-free holidays in addition to the statutory non-working days. The teaching-free days granted by the deans and rector are included in the schedule of the academic year.
- (8) Some part of the summer holiday (July-August) may be used for regular activities set forth in the curriculum or for other activities related to the training (internship, special subject practice, final practice, etc.).
- (9) 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 condensed format in compliance with accreditation. Applications to depart from the academic schedule shall be submitted to the director for education and quality assurance with a precise description of the proposed postgraduate specialist training, the different schedule and its justification, and a summary of the documents required for the accreditation of the training. The director of education and quality assurance will decide whether to grant the application.

## **Student status**

### **SECTION 37**

- (1) One can become the student of the university upon admission or transfer from another institution.
- (2) The students have a student legal status ("student status") with the University of Miskolc. The student status is established upon registration. The cessation of the student status takes effect when the student is deleted from the register.
- (3) The student status is suspended (passive semester):
  - a) if the student fails to register pursuant to the provisions of these regulations.
  - b) if the student announces by the end of the registration week that he/she does not wish to fulfil the obligations of the student status in the following study period.
- (4) As stated in Point (3), the period of suspension of student status shall not be longer than two consecutive semesters. Students have the possibility to suspend their studies three times, which means that having two consecutive passive semesters constitutes one one period of suspension.
- (5) Student status may be suspended during the first semester after enrolment upon request and in certain cases requiring special consideration.
- (6) At the request of the student, the faculty study committee may authorise the suspension of the student status
  - a) for a continuous period of more than two semesters,

- b) until the end of the period of training already commenced for the period of training in question
- if the student cannot fulfil the obligations related to student status owing to child-birth, accident, illness or some other unforeseeable event beyond his/her control.
- (7) If the study committee permits the suspension of the student status pursuant to Point (6)(b), the registration for the training period in question shall be deemed to be withdrawn, provided that no legal consequences of the registration may be established for the training period already commenced but affected by the suspension.
- (8) The student legal status is suspended, if the student is prohibited from continuing their studies as a disciplinary measure, and during actual military service in the voluntary reserve.

### **Students' obligations regarding enrolment and registration**

#### **Section 38**

- (1) Only enrolled students can study at the University of Miskolc. Enrolment shall be done at the beginning of establishing a student status 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 Point (3) below, or shall announce the suspension of their studies.
- (2) Students shall announce without delay any change in their personal details recorded in the Neptun system as well as update any data they are entitled to modify. Failing to do so students shall suffer the consequences. If the University of Miskolc learns of a change in the student's personal particulars from public records, it will amend those data ex officio and notify the student of this amendment immediately by electronic means through the Neptun system.
- (3) Conditions for enrolment and registration:
- a) when registering for the first semester at the commencement of studies, upon enrolment : proof of identity; provision of copies of the documents specified in the notice of enrolment (except for identity documents); full submission of the documents specified in the notice of admission (return of copies of the application form and the documents forming part of the data); in the case of students on (partial) state scholarship a signed declaration of acceptance of the terms and conditions under the Nftv; in the case of a self-financed student who is a part-time student, a signed student training agreement. (The Directorate for Education and Quality Assurance has the right to restrict examination registrations until the missing documents are filled in);
  - b) when registering for other semesters: completion of studies required during the previous semester (according to the records in the Neptun system), and settlement of any overdue debts owed to the institution;
  - c) for students establishing student status starting from first semester of the academic year 2014/2015, the administrative fee is paid via Neptun. Exceptions to this condition are students who pay tuition fees from student loan or at their request in one lump sum, typically because of a single invoice to be issued to their employer.

- (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 course. Only upon meeting both of these conditions will the semester be considered as an active semester.
- (5) In justified cases, 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.
- (6) Students may revoke their registration in writing within 15 days upon the start of the academic semester. The semester shall be considered active even if the student does not participate in lectures or seminars and fails to fulfil any study requirements prescribed in the curriculum. The administrative fee shall not be reimbursed if the enrolment/registration is revoked.
- (7) In the case of self-financed students, the full tuition fee shall be legally due if the student has enrolled/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.
- (8) The University of Miskolc does not limit the number of active semesters available to self-financed students until they receive their final certificate.
- (9) The Directorate of Education and Quality Assurance is responsible for the registration of the student status, the keeping of additional records related to the status, and the issuing of certificates.

### **Information on the requirements**

#### **SECTION 39**

- (1) The dean shall provide students commencing their studies with a written information guide at the time of registration. This information guide describes the academic requirements included in the curriculum, the recommended study schedule and information about students' rights and obligations. The dean shall provide students with information on the methods of examination and calculation of grades, the list of courses as well as students' scientific associations and possible specialisations. At the time of the first enrolment, students shall be informed about the name of the educational departments and organizational units of the faculty as well as the name of academic and non-academic staff.
- (2) The Directorate for Education and Quality Assurance is responsible for the preparation and electronic publication of the timetable on the university website.
- (3) The official announcement of the course requirements according to the curriculum and the forms of assessment as well as text books and notes shall be made public on the faculty website by the lecturer in charge of subject by the first day of the registration week. The teacher of the course shall inform students about this in the first lesson of the course. Students may not suffer any adverse consequences due to failure to fulfil this obligation of providing information.
- (4) 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 classroom tests, 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 faculty HÖK will prepare the schedule of classroom tests using the data collected by the dean's office. As a rule, only two classroom tests can be scheduled for one week in courses included in the recommended study schedule, and only retakes and resit examinations can be scheduled for the last week of the study period. In case of dispute, the final date will be set by the study committee. The departments/institutes and students shall be informed about the set dates by the end of the third week into the study period.

- (5) Where these regulations require disclosure in order to inform students, this must be done on the university, faculty website or in the Neptun system.

### **Attendance**

#### **SECTION 40**

- (1) Attendance for each course shall be regulated by the lecturer in charge of the subject on the basis of the programme coordinator's proposal. Attendance requirements, 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 39(5). The responsibility for publication lies with the lecturer in charge of the subject. The specific conditions of course completion and permission to take an examination shall be defined by the department/institute based on the provisions of the curriculum.
- (2) As a basic criterion requirement, attending physical education classes is compulsory for each full-time Bachelor student of the university for minimum two semesters and maximum five semesters during their studies. It is the responsibility of the Faculty of Health Sciences to provide at least two sessions a week in various sports with an adequate number of places 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.
- (3) The minimum number of students required to start an free elective course is set by the faculty council. Free elective courses which during the registration week do not receive the minimum required number of students shall be cancelled from the Neptun by the department/institute while the students who signed up shall be in this case transferred to other courses or times.
- (4) If 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, prior to registering for the given semester, they have a language proficiency 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. Even in such cases students must enrol for the language classes included in the curriculum when registering for the given semester. In the case of exemptions described in this section, the completion of prerequisites shall be disregarded. The faculties shall define the study requirements for languages for special purposes in their own competence.



## **Individual Study Schedule**

### **SECTION 41**

- (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 a legitimate reason. The general conditions for giving permission for individual study schedule shall be defined by the faculty council. Students with individual study schedule may be exempted from attending classes 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 study committee. Students with individual study schedule may be given permission for special opportunities with the teacher's approval (individual reports and presentations, submitting tasks) for completing the semester (obtaining signatures and/or practical grades certifying completion of course). For students with individual study schedule, the deadline for course completion is the date set by the study committee.
- (2) Applications for permission of individual study schedule shall be submitted electronically by the end of the first week of the study period. The application shall include the justifying reasons for individual study schedule, and if possible, these shall be supported with relevant documentation.
- (3) The relevant lecturer in charge of the course (and/or the head of the relevant department/institution) shall give an opinion about the application. The opinion shall provide suggestions for the conditions, manner and time of course completion (obtaining the credits, where applicable).
- (4) Decisions about applications for individual study schedule shall be made within 15 days by the chairperson of the study committee or the dean upon considering the departmental/institute's opinion based on the principles approved by the faculty study committee.
- (5) A student participating in the Elite Athlete Mentoring Programme is entitled to individual study schedule.
- (6) In justified cases, if the cause justifying individual study schedule arises later, the application may be submitted at a later date, but the order of procedure shall be followed.

## **Credit recognition**

### **SECTION 42**

- (1) The student may request the credit transfer committee of the host faculty to credit the courses completed previously or completed as a guest student for the purpose of meeting study or examination requirements. 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.
- (2) The subject of a degree course is replaced by a recognised subject if the knowledge indicated in the academic programme covers 75% of the elements contained in the academic programme of the degree course or the request is for a free elective subject. The lower limit for the match in academic programmes required for credit

recognition is regulated by the faculties in their own competence. Only those subjects may be recognized and accepted as part of the completion of the curriculum requirements which are different from subjects already completed.

- (3) The number of credits that the student may be awarded for the recognised subject is equal to the number of credits assigned to the substituted subject in the curriculum of the host programme. Any grade obtained in the transferred subject shall also be recognized. If several grades have been obtained in the transferred subject, a rounded arithmetic mean of the grades shall be calculated for the recognized course.
- (4) The mutual agreement on recognition of courses concluded between the University of Miskolc and other institutions shall be made public and accessible for students. Responsibility for doing so lies with the dean of the faculty entering into agreement.
- (5) Credit transfer applications shall be submitted electronically by the end of the first week of the study period with the justification of the application, as well as and the relevant certifying documentation. If necessary, the credit transfer committee may request additional certifications. In certain cases requiring special consideration, the credit transfer committee has the authority to make decisions on applications submitted beyond deadline.
- (6) If a student has obtained a diploma within tertiary vocational training, and he/she continues studies in the same major, minimum 50% of the credits defined in the training and outcome requirements of the tertiary vocational training shall be recognised.
- (7) According to the provisions of the Ftv., minimum thirty and maximum sixty credits of the certificate obtained in tertiary vocational training may be transferred and accepted in a Bachelor programme of the same field. Within this framework, the credit transfer committee has the authority to define how many credits will be accepted on the basis of such a certificate as credit transfer within a programme launched according to the Nftv. According to the provisions of the Nftv., minimum thirty and maximum ninety credits of the certificate obtained in tertiary vocational training may be transferred and accepted in Bachelor programmes of the same field.
- (8) The University of Miskolc only issues a diploma for those students who have obtained at the university at least one third of all the credits required in the programme for the degree at the University of Miskolc. In the case of joint degree programmes, this rule may be deviated from on the basis of a cooperation agreement.

### **Announcement of course**

#### **SECTION 43**

- (1) The precondition for students to be able to sign up for courses in a given semester is making the semester's final timetable available by the beginning of the registration week. The detailed rules for preparing timetables are set out in a rector's order.

- (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 deviated from in the case of teacher training programmes with two majors, or in programmes allowing several specialisations.
- (3) When deciding which courses will be offered in a given semester, the following guidelines shall be considered:
  - a) the total value of free elective courses offered per study programme should be minimum 5 credit points,
  - b) in the case of compulsory elective courses, the total credit value of the offered courses shall be twice as much as the difference between the 30 credit points obtainable per programme per semester and the total credit value of the compulsory courses.
- (4) The courses offered in a given semester shall also include those which can be completed by examination only (hereinafter "CV course"). During the registration, students shall also sign up for CV courses. Students can only sign up for CV courses if they have fulfilled all the term-time requirements of the course in any previous semesters.
- (5) If a student cannot obtain all the credit points of a subject in a given semester, he/she may sign up again for the subject in the following semester. In case of failure to complete a course, a student may sign up for that course on unlimited occasions during his/her studies. If students have fulfilled the semester requirements, they only have to take the examination in the following semester.
- (6) Subject courses ending with an examination shall be offered in each semester. Courses ending with an examination shall be offered in each semester. In the semester as per the recommended curriculum they are offered with scheduled classes in the timetable, while in their cross semesters they are only offered as CV courses.
- (7) As a general rule, courses ending with practical grades shall be offered by the faculty in the semester as per the recommended curriculum. Based on the decision of the faculty council, the faculty regulation may deviate from this rule and may also provide for the possibility to offer the practical subject as a CV course.
- (8) Students should be allowed to sign up for courses delivered in a language other than Hungarian and free elective courses accounting for up to 10 and 5 percent of the total credits of the recommended curriculum respectively.
- (9) The responsibility for announcing courses lies with the relevant heads of departments/directors of institute and dean, while that of preparing the timetable and making it public lies with the Directorate for Education and Quality Assurance, in music programmes, with the Dean of the Bartók Béla Faculty of Music, and in health sciences programmes, with the Dean of the Faculty of Health Sciences.
- (10) Faculty regulations may contain provisions deviating from the provisions in Section 43(4)-(6).

- (1) The compulsory content of the registration course book is set forth in Section 41(3) of Government Decree No. 87/2015 (IV.9.).
- (2) Pursuant to Section 41(1) of Government Decree No. 87/2015 (IV.9.) the University of Miskolc shall not keep registration course books for students.
- (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.
- (4) When a student continues his/her studies in a different higher education institution, he/she can only be given the registration course book if he/she has paid all his/her overdue payments on any grounds and has made arrangements of re-transferring the remaining amount from the collective account to their individual account. The fulfilment of this condition shall be checked by the dean's office of the relevant faculty.

#### **SECTION 45**

- (1) Students shall enrol for the first time and register for each semester during the registration week and at the same time sign up for courses. The enrolment/registration and course registration are done through the Neptun system. Students get an electronic notification about course registration or cancellation of a course through the Neptun system on a subject-by-subject basis.
- (2) Students can raise 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, and decisions shall be made by the dean. A decision to make modifications in the Neptun system may primarily be made in case of administrative or information-technological errors.

### **Rules of access to registration course books**

#### **SECTION 46**

- (1) Student 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 have the right to print out a course completion document from the Neptun in the specified study period and use it as a completion certificate,
  - d) in case of faulty entries, administrative errors or failure to make an entry, students have the right to initiate with the teacher/lecturer or the dean the correction of their grades all through the duration of the examination period,
  - e) students are entitled to request a copy of the registration course book certified by the Directorate for Education and Quality Assurance free of charge twice during a semester,
  - f) 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'/lecturers' rights:
  - a) examiners shall enter in the registration course book the assessment of the examination according to the previously announced assessment criteria,
  - b) examiners are entitled to check the examination record sheet and, if necessary, make corrections in the examination grades until the end of the examination period,
  - c) examiners are entitled to check the examination record sheets for 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 Directorate for Education and Quality Assurance: at the end of the legal redress period, the administrator of academic affairs shall print out the registration course book pages of the given semester and keep them in the student's own folder.

### **Rules for the assessment of knowledge**

#### **SECTION 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 shall put the grade into the examination record sheet and sign the examination record sheet, and in case the student requests so, the examiner shall also put the grade into the printout of completion document supplied by the student together then will sign it. 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 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 can raise an objection to the wrong data of assessment entered into the Neptun within the limitation period of fourteen days upon the closing of the examination period. When assessing the objection, the examination record sheet kept by the institute administration and signed by the examiner shall be considered valid as opposed to the data in the Neptun system.
- (5) In case of practical grades, the teacher shall make a written record of the grades on a print-out of the student list from the Neptun which he/she shall duly sign to certify and enter the grades in the Neptun system.

### **Signatures and grades**

#### **SECTION 48**

- (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 on the faculty website and announced in the first class - 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 fulfilment or non-fulfilment 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 fulfilment of the requirements shall be certified by the head of department/institute or the dean.
  - (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. The department/institute shall provide an opportunity to make up for this in the last week of the term the latest.
  - (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 during the first two weeks of the examination period, including permissions in cases of special consideration granted by the dean. The 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 124(1) 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 the Fee and Allowances Regulations 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**

### **SECTION 49**

- (1) Students can only take examinations during the pre-examination and examination periods previously defined in the academic schedule. 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 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 two weeks before the end of the term.
- (5) Pre-examinations may be taken in the last week of the term. 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.

## **Order of examinations**

### **SECTION 50**

- (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 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. The examiner must provide peaceful and undisturbed circumstances.

- (4) 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.
- (5) 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 in justified cases, their publicity may be restricted by the dean. Prior to their presentations, examinees shall be given time to prepare, during which they can take notes.
- (6) 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.
- (7) Provision of proper conditions for examinations (both personal and material) is the responsibility of the head of department/institute.

### **Major forms of assessment**

#### **SECTION 51**

The forms of assessment building on one another and appropriate for the learning objectives are defined in the curriculum while the contents of the examination are described in the course syllabus.

- (2) Assessment 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 assessed on a three-grade scale according to section b).
- (3) Major forms of assessment of the knowledge of subject material include the following:
  - 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 48 (8).



- 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 48 (8).
  - 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 according to the provisions of Point (2) b) and shall be taken into account when calculating the grade point average.
  - d) End-of-course examinations are to assess the body 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. The assessment of an end-of-course examination performance shall be done 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 assessment of a complex examination shall be done 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. A comprehensive examination cannot be required for a final examination subject. If the student takes a special examination at the end of the teaching period, no other form of assessment - except the practical assessment - may be prescribed for the subject material. 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 Point (2) c) 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 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 Point (3), which may not be included in the curriculum.

## Awarding grades without examination

### SECTION 52

- (1) In the case of a seminar grade, report or examination, the instructor may offer the student an evaluation grade on the basis of the student's performance during term time.
- (2) The student is not obliged to accept the evaluation (grade) offered but may request to take the examination.
- (3) The conditions of the evaluation offered shall be announced to the students concerned during the first week of the teaching period or in the first class and must also be published on the faculty website.

### **Examination resits**

#### **SECTION 53**

- (1) In case of a failed exam, the student may take an examination resit during the same examination period. In case of a failed examination resit, the examination can be repeated once in the same examination period (resit examination).
- (2) In the case of a resit examination, the student 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 exams with an exam fee is only possible upon payment of the exam fee through the Neptun system.
- (3) If the student has not completed the compulsory professional practice through no fault of his/her own, or has received an "unsatisfactory" assessment, and has not done the make-up work within the time allotted, the professional practice shall be retaken and the student shall register for it through the Neptun system.
- (4) If the student has used all the possible resit options in the given examination period, or through no fault of his/her own he/she has missed such exam opportunities, he/she can apply for a dispensation from the Dean for one resit opportunity in one subject only in the given examination period.
- (5) If the student has used all the possible retake options in the given examination period (regular and exam-only courses), or through no fault of his/her own he/she has missed such exam opportunities, and has used the Dean's dispensation, he/she can apply for a dispensation from the Rector for retaking the same examination on three occasions at most during his/her studies.

### **Improving the grade of a successful examination**

#### **SECTION 54**

- (1) If the student wishes to improve the grade or assessment obtained in a successful examination, 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 at the examination dates announced for the relevant examination period.
- (3) The grade obtained at the resit will be taken into account for the calculation of the grade point average even if it is worse than the original examination grade. Examination resits do not award extra credits.

## Professional practice

### SECTION 55

If the student can provide evidence of previous work experience that meets the purpose of the professional practice according to the Section 14 (1) of Government Decree No. 230/2012 (VIII. 28I), it may be recognized by the Credit Transfer Committee as the completion of the professional practice upon the student's request. Only work experience which meets the professional requirements of the professional practice and which has been acquired in a workplace in a job corresponding to the qualification in question, and which has been acquired for at least the duration specified in the educational and outcome requirements for the relevant degree course, is recognised. The attachments, the deadline for submitting the application and the procedure are specified in the Faculty Regulations. Work experience recognised as professional practice must be included in the diploma supplement as knowledge recognised on the basis of work and other experience, non-formal, informal learning.

## Calculation and recording of grade point average

### SECTION 56

- (1) The student's academic results are recorded in the Neptun system by the authorised persons. Unauthorized recording of any data in the Neptun system shall lead to disciplinary action.
- (2) The amount of academic work a student has done is shown by the total number of credits obtained in a given semester or since the beginning of studies.
- (3) The quality of academic work is determined by the grade point average weighted with the credit point. With regard to one semester:

#### Weighted grade point average =

$$\Sigma (\text{credit points} \times \text{grade}) / \text{total credit points earned}$$

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 the case of three-grade assessment, the calculation of the credit weighted grade point average will be counted as excellent (5) for excellent performance, and satisfactory (3) for satisfactory performance.
- (5) Grades obtained in subject courses accepted through the process of acceptance of prior learning shall be included in the calculation of the weighted grade point average, except if the subject is completed within the group of elective courses and in addition to the courses included in the curriculum.
- (6) Study grants are determined in accordance with the Fee and Allowances Regulations, on the basis of a credit index used to assess the quantity and quality of academic work. The credit index refers to one semester. Method of calculation:

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

If the student has obtained more than thirty credit points, it is possible to calculate with the total number of credits.

- (7) After the examination period has finished, the Directorate for Education and Quality Assurance checks with the help of the Neptun system if the student has fulfilled the requirements of the semester for finishing the semester as prescribed in the recommended curriculum and the individual study plan and record the completion in the Neptun system.
- (8) In calculating the weighted grade point average and the credit index, all the seminar grades, examination grades, and complex examination grade with the final result (i.e. the last grade in the case of a resit examination) and the grade of the comprehensive exams are taken into account. The curriculum may specify that the results of the form essay and the mandatory professional practice shall also be included in the calculation of the weighted grade point average and the credit index.
- (9) The weighted grade point average and the credit index shall be calculated up to two decimal digits.
- (10) The weighted average grade point is qualified as:
  - 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

### **Expiry and termination of student status**

#### **SECTION 57**

- (1) The student status is terminated in accordance with the Section 59 of the Nftv. in the cases listed in Paragraph 1.
- (2) In the case of the termination of student status, a decision shall be made – except for the Section 59(1)(d) of the Nftv.– and the student shall be notified of the decision in writing. Before the decision is made, the student shall be checked whether he/she has any defaulted payment and if there is any residual amount on the student's university collective account. Depending on the result of this check, the student shall be notified to settle his/her defaulted payment or to transfer the residual amount on his/her student's university collective account to his/her personal bank account.
- (3) A student who has been dismissed or whose student status has been terminated may only re-establish a new student status through a new, successful admission procedure.
- (4) The student status may be terminated by the University of Miskolc by a unilateral declaration if
  - a) the student has failed to register for the forthcoming semester upon three consecutive occasions;
  - b) the student has exhausted the possibility of opting for passive semesters pursuant to Section 37(4);

In the case of points (a) and (b), the termination of student status is subject to the Directorate for Education and Quality Assurance issuing a written request to the

student to comply with the obligation by the deadline and informing him/her of the legal consequences of the failure to comply. The obligation to make a written notice provided for in this paragraph may also be fulfilled 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 decision of the Board of Studies may diverge from the application of Points a) and b).

- (5) In order to terminate the student status, a decision shall be made, and the student shall be notified of the decision in writing. The inspection referred to in Section (2) of the present Article shall also be carried out in this case, and the decision shall contain the notice referred to therein.
- (6) In case of admission to the same course, a student who has been terminated shall be obliged to obtain credit points in accordance with the provisions of the study regulations in force, subject to the rules on credit transfer.

### **Dean's exceptional examination permissions**

#### **SECTION 58**

- (1) If a student has used all the possible make up or resit opportunities provided for in these regulations to fulfil study requirements, or he/she has been unable to fulfil them through no fault of his/her own, he/she may apply to the Dean of the Faculty for special consideration.
- (2) The application shall be submitted immediately after the reasons for the basis of the application have arisen or, in the case of an obstacle, after the obstacle has been removed. The Dean must decide on the application within 8 days.
- (3) On the basis of the application, the Dean may authorise an examination for obtaining a signature in a subject or an examination for obtaining a signature and a seminar grade, as well as the remedial examination of a failed examination or the fulfilment of a missed study obligation, up to once per semester.
- (4) The student will receive a decision on the application and must present it to the relevant department to request an appointment for the remedial examination.
- (5) The decision must be registered in the student's electronic grade book by the Directorate for Education and Quality Assurance and the request and the decision on the application must be placed in the student's personal file.

### **Rector's exceptional examination permissions**

#### **SECTION 59**

- (1) If the student has not been able to successfully fulfil the missed study requirements after being granted the Dean's exceptional examination permission, he/she may apply to the Vice-Rector for Educational Affairs.
- (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 Educational may grant the permission to fulfil the given study requirements during the period defined in the decision. In case of a rejection of such an application on grounds of special considerations, no appeal lies against the decision.
- (4) A student may be granted the rector's exceptional examination permission set forth herein a maximum of two times in total during his/her studies.
- (5) The decision shall be sent to the student, the Dean's Office, the head of the relevant department/institute as well as the Directorate for Education and Quality Assurance for further administration, and the Directorate for Education and Quality Assurance shall record the decision in the student's electronic grade book.

### **Pre-degree certificate**

#### **SECTION 60**

- (1) The pre-degree certificate certifies that the student has complied with all the study and examination requirements set out in the curriculum, with the exception of the foreign language examination. This fact will be recorded in the Neptun system and the registry book.
- (2) At the student's request, the Directorate for Education and Quality Assurance will issue a certificate of the pre-degree certificate.

### **Diploma work and thesis**

#### **SECTION 61**

- (1) In line with the qualification requirements and the curriculum students shall write 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 for the topic, preparation and defence of the diploma work or thesis are determined by the Faculty Council.
- (3) The number of credit points allocated to the thesis (diploma work) shall be determined in the recommended curricula of the degree programmes in line with the training and outcome requirements.
- (4) The prerequisite for the topic of the thesis or diploma work shall be set forth in the recommended curriculum of the relevant training course. "Preparation of diploma work or thesis" shall be included in the recommended curriculum of the relevant training course.
- (5) A former student who has completed his/her studies (who has fulfilled the requirements of a pre-degree certificate and no longer has a student status) may apply for a permission to take the final examination in a request 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 training course shall be responsible.
- (7) The deadline for the submission of the diploma work or thesis shall be indicated in the study schedule.

- (8) The diploma work or thesis may be disclosed to another person only with the informed consent of the author. The author declares whether or not to give consent when submitting the thesis.
- (9) The faculties are entitled to determine the requirements for the preparation of the diploma work or thesis and the organisational tasks of the final examination, with the proviso that the electronic submission of the diploma work or thesis shall be mandatory and it shall be archived by the Library, Archives and Museum of the University.
- (10) The Library, Archives and Museum of the University shall ensure that the diploma work or thesis is uploaded to the University's website, in a separate database, taking into account the copyright and, with the informed consent of the author, is accessible to all. A diploma work or thesis, or any part of it which can be easily separated from the rest of the diploma work or thesis, which has been classified as confidential, or which by its nature cannot be digitised or would be disproportionately difficult to digitise, and the publication of which the author has not consented to or has subsequently withdrawn his/her consent, shall not be made public.
- (11) Theses produced under a confidentiality agreement shall be stored in a locked place by the host institutions in accordance with the terms of the confidentiality agreement.
- (12) A thesis to the disclosure of which the author has not consented or has withdrawn his/her consent shall be kept in a locked place in such a way that only authorised persons have access to it.

### **Final examination**

#### **SECTION 62**

- (1) The final examination is the assessment required to obtain a higher education qualification, where the candidate shall prove that he/she possesses the knowledge required for the qualification 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. The student who has failed to fulfil any of his/her payment obligations to the institution under any legal title shall not be granted permission to take the final examination. The Dean's Office of the relevant Faculty is obliged to verify this fact and to authorise the final examination in accordance with the procedure laid down in the Regulations for the Management of Financial Claims arising from student status, while the conditions for getting the pre-degree certificate are verified by the Directorate for Education and Quality Assurance.
- (3) Following the passing of the second year upon the issue of the pre-degree certificate, the Faculty Council may determine the conditions for taking the final examination, and no final examination may be taken after the fifth year from the date of the termination of the student status.
- (4) The main types of final examination:

- a) the student (candidate) takes the final examination before the Final Examination Board(s) in the subjects defined in the curriculum, separately from the defence of the thesis/diploma work,
  - b) the student (candidate) defends his/her diploma work or thesis before the Final Examination Board and takes a final examination in the subjects defined in the curriculum,
  - c) the student (candidate) defends his/her diploma work/thesis before the Final Examination Board and answers the questions in the disciplines related to the diploma work/thesis and their specific topics,
  - d) the student (candidate) takes a written final examination, then defends his/her diploma work/thesis before the Final Examination Board, followed by a practical and theoretical (oral) final examination.
- (5) No credit value may be allocated to the final examination.
  - (6) The final examination shall be wholly or partly oral. The final examination may consist of several parts and may also include a practical part.
  - (7) The type of final examination applied shall be set forth in the recommended curriculum of the relevant training course.
  - (8) Final examinations can be taken in the final examination period specified in the study schedule, with the exception of double degree programmes, where the rules of the partner university where the student is completing his/her final semester apply. At the student's request, the Faculty and the Partner University may decide to deviate from this by a joint decision of the Faculty and the Partner University. In the case of a final examination consisting of several parts, the minimum preparation period between each examination shall be two weeks. In the case of a final examination consisting of one part (so-called complex examination), at least four weeks of preparation shall be provided from the end of the semester prior to the date of the final examination.
  - (9) 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 a grade of at least satisfactory (2). In the case of the final examination type set forth in section (4) d), the conditions of taking the final examination are set forth in the Faculty Supplement to these Regulations.
  - (10) Final examination requirements and the lists of topics to be assessed together with their bibliographical references shall be published on the website of the department/institute organising the 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.
  - (11) The time allocation of students for the final examination shall be published by the Faculty.



### **Final Examination Board**

#### **SECTION 63**

- (1) Final examinations shall be taken before Final Examination Boards. If necessary, the Final Examination Board may be supplemented by examining teachers who are appointed by the Dean (ad hoc board members).
- (2) The Final Examination Board shall have at least two members in addition to the Chairperson. The Board shall be set up in a way that at least one of its members shall be a university or college professor or associate professor, and one of its members shall not be employed by the University of Miskolc or shall work as a lecturer of another Faculty of the University of Miskolc.
- (3) 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.

### **Final examination result**

#### **SECTION 64**

- (1) The result of the final examination shall be calculated on the basis of the grades obtained at the final examination and the grade of the diploma work or thesis, in line with the training and outcome requirements and the curriculum, as specified in the recommended curriculum of the degree programme. The way the final examination results are calculated shall also be laid down in the Faculty Regulations.
- (2) The results of the final examination shall be announced by the Chairperson of the Board on the day of the final examination.

### **Resit of unsuccessful final examination**

#### **SECTION 65**

- (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 in writing of the decision within three weeks.
- (2) The student and the department/institute concerned shall be notified in writing of the decision within three weeks.
- (3) Resit of the final examination may be taken in the following final examination period. The faculties may deviate from this provision in their Faculty Regulations, if there is a justified specific faculty feature.
- (4) In the case of a final examination resit, the candidate shall be required to take the examination only in the subject (subjects) which he/she has previously failed.
- (5) In the case of a final examination resit, the candidate shall pay an additional examination fee of a fixed amount.

### **Retaking the final examination to get a better grade**

#### **SECTION 66**

In the case of a successful final examination, the student is entitled to improve his/her achievement in one subject/part of the final examination in the same final examination period.

### **Diploma**

#### **SECTION 67**

- (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 prescribed 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 Ministry of Education's identification for the eligible person. The qualification levels certified by the diplomas have the following Hungarian, English and Latin names:
  - a) alapfokozat – Bachelor – baccalaureus (abbreviation BA or BSc),
  - b) mesterfokozat – Master – magister (abbreviation MA or MSc).
- (2) Upon successful completion of higher education vocational training, a diploma pursuant to this paragraph be issued and awarded, which shall not certify an independent level of qualification.
- (3) A diploma shall also be awarded on successful completion of the specialised further training.
- (4) The diploma must bear the original signature of the Rector and the stamp of the higher education institution.
- (5) 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 form.
- (6) The rules of calculating the result of the diploma shall also be set forth in the Faculty Regulations. In the qualification of the diploma, the grades earned at any unsuccessful examinations shall be left out of consideration.
- (7) If it is impossible to make out the diploma because the student has been unable to present the language proficiency certificate, instead of the diploma, a certificate shall be made out testifying the successful completion of the final examination but certifying no qualification or professional qualification.
- (8) The University of Miskolc keeps a register of certified and non-certified diplomas.

### **Diploma supplement**

#### **SECTION 68**

- (1) The Diploma Supplement is a public document treated as a safety document, which is issued by the University of Miskolc to accompany the diploma. The Diploma Supplement provides detailed information about the studies and special qualifications of its owner, the subjects studied, the credit points obtained, the academic achievements, the higher education institution issuing the diploma, the Hungarian higher education system, thus about every issue that may be important information for employment and further studies.

- (2) The purpose of the Diploma Supplement is to provide detailed and objective information on the nature, level and content of the studies pursued and successfully completed by the owner of the diploma as a supplement to the diploma certifying the higher education qualification, and thus to assist in the transparency and sound recognition of qualifications abroad. The Diploma Supplement shall not include a value judgement, a statement of equivalence, and shall not imply the fact of acknowledgement.
- (3) The Diploma Supplement, as such, has no legal effect. The Diploma Supplement has primarily an informative value.
- (4) The Diploma Supplement shall be issued to the student in Hungarian and English at the same time as the diploma. In the case of a training in a language other than Hungarian, the Diploma Supplement shall be issued in Hungarian and in the language of the training. The first issue shall be free of charge.
- (5) The issuance of the Diploma Supplement is compulsory in tertiary vocational trainings, as well as bachelor and master programmes.
- (6) The issue of a Diploma Supplement is closely related to the credit system and the operation of the Neptun system, therefore the issue of a complete Diploma Supplement in accordance with the European model is only possible for students who obtained their diploma under a credit-based curriculum and were registered in the Neptun system following 1 March 2006.
- (7) For graduates who obtained their degrees before 1 March 2006, a complete Diploma Supplement may be issued in English upon written request for a charge equivalent to 10% of the monthly amount of the normative subsidy per active semester only if the conditions in Point (6) are met.

## **The content and form of diploma supplement**

### **SECTION 69**

- (1) Pursuant to Government Decree 86/1996 (VI. 14.) on the Protection of Safety Documents, the Diploma Supplement is a category "B" safety document listed in Annex I of this legal statute.
- (2) The diploma supplement form consists of the following parts:
  - a) a thick cover in off-white colour, bearing the title "Diploma Supplement" and the Hungarian coat of arms;
  - b) thin inner sheets of greyish green colour, on which a serial number, a frame, the Europass logo and a watermark are printed.
- (3) The Diploma Supplement function of the Neptun system shall be used to create and archive diploma supplements in Hungarian and English (in other foreign languages).
- (4) In addition to the coat of arms of the university and the registration number of the diploma, the content of the Diploma Supplement shall include the following eight groups of questions:
  - a) the data of the person earning the diploma (name; date of birth; student identification No.; registry sheet No, master file headings);

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

## **Reissuance of Diploma Supplements**

### **SECTION 70**

- (1) Reissuance of the Diploma Supplement:
  - a) the reissue of a lost or destroyed diploma supplement may be requested by students in writing;
  - b) the application must be submitted to the Directorate for Education and Quality Assurance;
  - c) the application must be submitted to the Directorate for Education and Quality Assurance;
    - ca) name,
    - cb) mother's name,
    - cc) place and date of birth,
    - cd) Neptun code,
    - ce) name of the training programme which has been completed with a successful final examination,
    - cf) the language of a copy of the Diploma Supplement (Hungarian or English/other foreign language),
    - cg) the requested method of receipt of the completed Diploma Supplement (personal delivery or delivery by post).
  - d) for the making of a copy of the Diploma Supplement, the fee set forth in the Regulations on charges and benefits shall be paid.
- (2) The amount collected for issuing a copy of the Diploma Supplement shall be paid to the Directorate for Education and Quality Assurance.

## **System of responsibilities for the issuance of Diploma Supplements**

### **SECTION 71**

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 for Innovation and Technology is the Director of Education and Quality Assurance as diploma supplement coordinator. The Director of Education and Quality Assurance oversees compliance with the requirements of this policy.

### **Degree with distinction**

#### **SECTION 72**

- (1) A degree with distinction 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 every comprehensive examination is excellent, and his/her grade point average for all the other examinations and seminar grades is at least 4.00.
- (2) The faculties may define stricter conditions than those set forth in Point (1) in their Faculty Regulations as a prerequisite of the issuance of a degree with distinction.
- (3) The faculties shall include in the diplomas of students who fulfil the conditions for the award of a degree with distinction a double-sided A/4 sheet in two languages (Hungarian and English) printed on cardboard in accordance with Appendix 2, which shall be regarded as a certificate and not as a form of strict numeration, in accordance with the provisions of the Regulations on charges and benefits.

### **Colleges for Advanced Studies**

#### **SECTION 73**

- (1) The University may establish Colleges for Advanced Studies for the purpose of talent management for students with outstanding abilities, preparing them for roles in public life, and creating the material and personal conditions in order to educate professionals who are sensitive to social problems and are professionally demanding.
- (2) In the framework of quality education, students with outstanding abilities receive assistance in fulfilling additional requirements to help them develop their talents.
- (3) The Colleges for Advanced Studies shall operate as part of the University and shall perform their tasks within the framework of the University's business plan.
- (4) The rules of operation of the Colleges for Advanced Studies shall be set forth in their own rules of operation.

## **Chapter IV**

### **Fee and Allowances Regulations**

#### **General Provisions**

##### **SECTION 74**

- (1) During the entire duration of their studies, students shall pay the fees and charges established for them and be entitled to allowances.
- (2) Those whose student status is suspended or is terminated cannot receive any allowance for that period and from that date but need not pay any fees, either.
- (3) The provision of Point (2) shall not apply to a student with suspended student status who uses services that are not free of charge (e.g. dormitory accommodation) during the suspension. For such services, the student with suspended student status shall pay a fee (e.g. dormitory fees).
- (4) Students shall be provided with written information at the time of enrolment and, if necessary, at each registration about:
  - (a) the deadlines for the start of the academic year,
  - (b) the rates and payment deadlines for fees,
  - (c) the procedures for obtaining certificates relating to student status,
  - (d) the terms of dormitory accommodation,
  - (e) other information necessary for the exercise of their rights and the fulfilment of their obligations.

#### **SECTION 75**

- (1) The ME-HÖK and the ME-DÖK shall propose, express opinions on and exercise their right to agree with the provisions of the Fees and Allowances Regulations.
- (2) The faculty HÖK shall propose, express opinions on and exercise the right to agree with the decisions of the faculty council on the Faculty Fee and Allowances Regulations. If necessary, the faculty HÖK shall raise an objection against the decision of the faculty HÖK with the vice-rector for academic affairs.
- (3) The vice rector for education shall inform the rectorate of the objection submitted to him/her, and the rectorate shall take a decision in accordance with the law and the university regulations. In urgent cases, the rector may suspend the implementation of the decision until such time.
- (4) The participation of the student council in the operation of the dormitories shall be laid down in the regulations for the operation of dormitories.

#### **Social and Scholarship Committee of ME-HÖK (ME-HÖK SZÖB)**

#### **SECTION 76**

- (1) The Social and Scholarship Committee of ME-HÖK (hereinafter "ME-HÖK SZÖB") shall:
  - a) be the operational executive body of the ME-HÖK responsible for allowances and grants,
  - b) include its ex-officio members: the director of education and quality assurance, the president of the ME-HÖK and the vice president of the ME-HÖK in charge of allowances (hereinafter "vice president"), delegate of the ME-DÖK, and the respective presidents of the faculty HÖKs (hereinafter "faculty vice president"). In a consultative capacity, the vice rector for academic affairs, the legal officer

of the directorate for education and quality assurance, the health expert delegated by the Faculty of Health Sciences and the social expert designated by the Faculty of Humanities shall be invited to participate in the meeting.

- (2) Duties of the ME-HÖK SZÖB shall include:
- a) participating in the preparation of the drafting and amendment of the regulations and their annexes concerning students' allowances and grants;
  - b) directing the work of the faculty HÖK SZÖBs;
  - c) coordinating the tasks related to social allowances and grants;
  - d) deciding on awarding extraordinary social grants;
  - e) determining the terms for applications for allowances and grants (regular social grants, basic support, etc.), and deciding in the first instance on students' applications;
  - f) making proposals to the ME-HÖK on the exercise of the right to agree with regard to these regulations;
  - g) deciding on matters within its competence.
- (3) Meetings of the ME-HÖK SZÖB shall be chaired by the vice president. The quorum of the ME-HÖK SZÖB shall be 3/5 of the voting members. Without the presence of the vice president and the president of the ME-HÖK, the ME-HÖK SZÖB shall not constitute a quorum. The ME-HÖK SZÖB shall also not quorate if the director of education and quality assurance or his/her delegate is not present.
- (4) Meetings of the ME-HÖK SZÖB shall be convened by the vice president with an agenda at least three working days before the date of the meeting. ME-HÖK SZÖB meetings shall be convened within one week:
- a) at the written request of the vice-rector for education or the director of education and quality assurance,
  - b) at the written request of the president of the ME-HÖK,
  - c) at the written request of 30% of the members.
- (5) ME-HÖK SZÖB shall adopt decisions by a simple majority of votes.
- (6) The decisions of the ME-HÖK SZÖB shall be recorded in minutes, filed in the archives of the ME-HÖK and sent to the Directorate for Education and Quality Assurance within eight working days.

### **Vice President in charge of Allowances of the ME-HÖK (Vice President)**

#### **SECTION 77**

- (1) The vice president is the head of the ME-HÖK SZÖB, organising and supervising the work of the ME-HÖK SZÖB and overseeing the participation of the ME-HÖK in matters concerning student allowances. His/her duties shall include:
- a) preparing and chairing the ME-HÖK SZÖB meetings,
  - b) ensuring that the decisions of the ME-HÖK board and the ME-HÖK SZÖB concerning grants and allowances are executed,
  - c) deciding on all matters within its competence.

- (2) The vice president is elected by the delegate assembly of the ME-HÖK on the recommendation of the president, taking into account the opinion of the ME-HÖK SZÖB.

### **Social and grants committees of faculty student unions (faculty HÖK SZÖB)**

#### **SECTION 78**

- (1) The faculty HÖK SZÖB is the body responsible for student allowances of the respective faculty.
- (2) Duties of the faculty HÖK SZÖB shall include:
- executing the decisions of the bodies of the ME-HÖK,
  - forwarding its questions and proposals to the ME-HÖK SZÖB,
  - ensuring that the students of the given faculty get to know the regulations and their annexes related to student allowances, as well as that they comply with these regulations,
  - determining and recording in writing the amounts of faculty study grants with the agreement of the respective dean,
  - determining and recording in writing the amount of the advanced study grants at the faculty,
  - checking the applications of students of the faculty for regular social grants and basic support and making proposals to the ME-HÖK SZÖB for first instance decisions,
  - checking the applications of students of the faculty for extraordinary social support and making proposals to the ME-HÖK SZÖB.
- (3) The faculty PPSC consists of at least five members. The presence of more than half of the members shall constitute quorum of the faculty HÖK SZÖB. As ex-officio members the faculty HÖK SZÖB shall include the vice dean of education and the faculty vice president. The faculty vice president shall also be the president of the faculty HÖK SZÖB. Members of the faculty HÖK SZÖB shall be elected by the delegate assembly of faculty HÖK for a term of one year on the proposal of the president of the faculty HÖK SZÖB.
- (4) The minutes of the meetings of the faculty HÖK SZÖB shall be kept and filed in the archives of the faculty HÖK and sent to the ME-HÖK and the Directorate for Education and Quality Assurance within eight working days.
- (5) The resolutions of the faculty HÖK SZÖB shall be made public on the website of the faculty HÖK and the faculty concerned, as well as on the Unisys system.

### **President of the social and scholarship committee of the faculty student council**

[OBJ]

#### **SECTION 79**

- (1) The duties of the faculty vice president shall be:
- leading and organising the work of the faculty student council,



- b) convening the meetings of the faculty HÖK SZÖB,
  - c) regularly participating in the meetings of the ME-HÖK SZÖB,
  - d) informing the members of the faculty HÖK SZÖB and the delegate assembly of the faculty HÖK SZÖB about the decisions of the ME-HÖK SZÖB concerning student allowances,
  - e) deciding on all matters within its competence.
- (2) The faculty vice-president shall be elected by the delegate assembly of the faculty HÖK on the recommendation of the president of the faculty HÖK.

### **Reporting and deadlines for the disbursement of allowances**

#### **SECTION 80**

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

### **Assessment**

#### **SECTION 81**

- (1) The use of resources for financing allowances and support and the use of revenue from fees and charges in accordance with the laws and regulations may be audited by the Internal Audit Department as part of its annual work plan. It shall communicate its findings in writing to the rector and the president of the ME-HÖK.
- (2) The rector may order an extraordinary investigation in justified cases. The rector shall order an investigation if the president of the ME-HÖK or 10% of the students concerned initiate it in writing and the circumstances they have indicated as the basis for the initiative justify the investigation. A copy of the auditor's report of the targeted investigation information on the measures required shall be sent to the chief financial officer, the rector and the president of the ME-HÖK.
- (3) The Rector may order an extraordinary investigation on the joint written, justified initiative signed by 10% of the students concerned, if the matters contained therein relate to the functioning of the ME-HÖK or one of the SZÖBs. In such a case, a written statement of the ME-HÖK or the SZÖB on the petition shall be requested.

### **Allowances for students**

#### **SECTION 82**

- (1) Allowances for students shall be in particular:
- a) study grants,
  - b) special study grants,
  - c) regular social grants,
  - d) irregular social grants,
  - e) basic support,
  - f) professional, scientific, public (community) scholarships,
  - g) professional, scientific, public (community) scholarships from tender budget, National Higher Education Scholarship
  - i) ad hoc student support,
  - j) textbook grants,
  - (k) support for sporting activities,
  - (l) support for cultural activities,
  - (m) mentor programme for high-level athletes,
  - n) Hungarian Sports Stars Grant (pursuant to Government Decree No. 165/2013. (V. 28.)),
  - o) support for doing internships,
  - p) housing allowance,
  - q) Bursa Hungarica Higher Education Municipal Scholarship,
  - (r) awarding activities in Scientific Students' Associations,
  - s) research scholarship established by business associations,
  - t) Scholarship of the Universitas Miskolcinensis Foundation,
  - u) other scholarships established by an organisation of the University of Miskolc from its own income, with the prior approval of the rector, in accordance with the call for applications.
- (2) If the student is simultaneously a student at another higher education institution beside the University of Miskolc, he/she shall receive support from the institution with which his/her student status was established earlier.

### **Institutional amount of allowances, method of disbursement**

#### **SECTION 83**

- (1) The amount of allowances shall be determined (rounded) so that it is fully divisible by 100.
- (2) Regular student allowances shall be paid by the University into a bank account in the name of the student and designated by the student.
- (3) 56% of the amount of the normative allowances for textbooks, sports and cultural activities shall be used for regular and extraordinary social grants, basic support and support for doing internships.
- (4) In the case of partial studies, the allowances due to the student shall be paid if he/she is registered as a student and his/her semester is an active semester.

- (5) The institutional allocation shall be used in accordance with the following percentages:

| <b>Allocation</b>   | <b>Title</b>   | <b>Percentage of support</b>                      |
|---|--|---|
| A) Normative funding per student                                | a) Operating costs of the student and doctoral unions  | 5%  |
|   | b) Occasional student support  | 9%  |
|   | Performance-based scholarships   |   |
|   | c) Study grants  | 57%<br>(of which up to 5% prominent scholarships) |
|   | d) Professional, scientific and public scholarships  | 9%  |
|   | Grants based on social background  |   |
| B) Textbook support; support for sports and cultural activities | e) Social grants (regular and extraordinary social grant, basic support, support for doing internship)   | 20%   |
|   | a) social grants (regular and extraordinary social grant, basic support, support for doing internship)   | 56%   |
|   | b) Supporting cultural and sports activities   | 20%   |
| C) Housing allowance  | Support for the production of study aids, the purchase of electronic textbooks, teaching materials and preparation tools, and the purchase of equipment to assist students with disabilities | 24%   |
|   | a) Operation, maintenance and renovation of dormitories  | 50%   |
|   | b) social grants (regular and extraordinary social grant, basic support, support for doing internship)   | 50%   |

- (6) The annual amount established according to the normative level shall be distributed among the faculties according to the number of students (eligible number of students according to the statistical releases of March and October). 96% of the established amount can be used as a priority to avoid possible overrun of the allocation.
- (7) The funds for student support shall be managed separately and shall not be used for any other purpose.
- (8) Any unused allocation in the current year shall be carried forward and shall increase the amount of the allocation available for the same purpose in the following year. The Directorate for Education and Quality Assurance shall inform the deans, the director of finance, the president of the ME-HÖK and the presidents of the faculty HÖKs of the amount to be set aside, broken down by title and by faculty.

- (9) Regular grants shall be paid for five months per semester and for ten months per year.
- (10) In the last academic year of the training, the grant shall be disbursed until the termination of student status, but for a maximum of ten months.
- (11) For the month in which the student status is suspended or terminated, the pro rata temporis part of the grant shall be paid.
- (12) If student status is suspended or terminated, except as provided for in Point (4), state support shall not be disbursed.
- (13) The calls for applications for grants shall be published on the website of the ME-HÖK. Applications shall be submitted via the Unisys Internet-based electronic application system or via the Neptun system or by other electronic means by the dates set by the ME-HÖK. The deadline for submission of applications shall not be less than two weeks.
- (14) Applications for dormitory accommodation and for grants not covered by these regulations shall be made in accordance with the procedure laid down in the respective regulations.
- (15) The essential terms and criteria for the assessment of grant applications are set out as follows:
  - a) an application in due form and accompanied by the necessary supporting documents,
  - b) the need proven and justified in relation to the situation of other students in the institution.

## **Study grants**

### **SECTION 84**

- (1) A student shall be entitled to a study grant on the basis of his/her academic performance in the previous semester.
- (2) According to the decision of the faculty council or the dean, the same amount of grant shall be disbursed for the same academic result (performance) within the faculty, specialisation or year.
- (3) Taking into account the academic average of the specialisation the lower limits and the bands of eligibility for the grant shall be determined by the faculty council, with the approval of the dean, on the recommendation of the faculty HÖK-SZÖB. The monthly amount of the grant awarded to each student shall be equal to five percent of the student's normative. The maximum amount of the grant shall not be four times as much as the monthly amount of the statutory student normative.
- (4) Grade point average shall be calculated in accordance with the Study and Examination Rules.
- (5) The same rules and terms shall apply to a student who previously studied at another higher education institution, except that the student shall not be entitled to a study grant in the semester of enrolment at the University of Miskolc. A student admitted to a Master's programme shall be entitled to a study grant in the semes-

ter of enrolment if his/her student status is continuous when enrolling for the following semester after obtaining the bachelor's degree. The study grant shall be calculated on the basis of the academic result achieved in the last semester of the bachelor's programme.

- (6) The general rules shall apply to the determination and disbursement of grants for students pursuing partial studies in the countries of the European Economic Area.

### **Prominent study scholarship**

#### **SECTION 85**

- (1) With the approval of the faculty HÖK, a prominent study scholarship may be awarded for one academic semester (five months) in a number and under conditions determined by the dean; the number of students awarded shall not exceed 3% of the number of full-time students receiving state support/state (partial) scholarships.
- (2) The applications for such a scholarship shall be assessed in the first instance by the faculty SZÖB and its resolutions shall be communicated in writing to the Directorate for Education and Quality Assurance and the dean's office of the faculty.
- (3) The terms and criteria for the assessment of the prominent study scholarship applications are as follows:
- a) an application in due form and accompanied by the necessary supporting documents,
  - b) the activities and achievements included in the application shall relate to the previous academic semester,
  - c) the student's academic results for the previous semester shall not only exceed the curricular requirements (requirements fulfilled with a passing grade, semester can be closed, a 2.0 cumulative grade point average at the end of the semester required for enrolment for the following semester), but shall also exceed the higher academic requirements set by the dean of the faculty with the approval of the faculty HÖK,
  - d) in addition to the results exceeding higher academic requirements, the student has been able to achieve results that promote his/her own professional and academic development.
- (4) The following shall not be criteria for the award of a prominent study scholarship:
- (a) professional, academic activities included in the academic requirements,
  - (b) the requirements and criteria for the award of a community scholarship.
- (5) The amount of the prominent study scholarship may be as much as the maximum of the study grant, but the combined monthly amount of the study grant and the prominent study scholarship may not be four times as much as the monthly amount of the student normative.

### **Basic support**

#### **SECTION 86**

- (1) A person who is a first-time student in full-time tertiary vocational, bachelor, or undivided programmes with a state (partial) scholarship may be entitled to basic

support pursuant to Section 15(1) of Government Decree No. 51/2007 (26.III.) on the first registration.

- (2) A person who is a first-time student in a full-time master's degree programme with a state (partial) scholarship may be entitled to basic support pursuant to Section 15(2) of Government Decree No 51/2007 (26.III.) on the first registration.
- (3) An application shall be submitted for basic support; call for application shall be announced by the ME-HÖK SZÖB.

### **Regular social grants**

#### **SECTION 87**

- (1) A student who is in need of social support due to his/her financial background may be awarded a regular social grant at a rate determined by his/her situation.
- (2) Doctoral students may also apply for a regular social grant.
- (3) The procedures and principles for assessing social background of students eligible for a grant are set out in Annex 4.
- (4) The applications submitted electronically by the students shall be checked by the faculty SZÖB, which shall then make a proposal to the ME-HÖK SZÖB, which shall determine the amount of the regular social grant and the students who shall receive it at institutional level.
- (5) If the grounds for the regular social grant cease to exist or turns out to be unfounded, the ME-HÖK SZÖB shall immediately take measures to terminate disbursement, and if necessary, to recover the amount disbursed, and, if necessary, to initiate disciplinary or other proceedings.
- (6) The appeal procedure shall be covered by 7% of the funds available for social grants.
- (7) With the exception of applications for extraordinary social grants, the social situation of the student shall be examined once every academic semester by a committee appointed for this purpose at institutional level in a uniform manner. The resources to cover the grant shall be determined at institutional level.
- (8) The following shall not be criteria for the award of a regular social grant:
  - a) academic result, professional and scientific activities,
  - b) community, cultural or sporting activities.
- (9) Disciplinary proceedings shall be initiated against a student who provides false information when his/her social background is being established.

### **Extraordinary social grants**

#### **SECTION 88**

- (1) Extraordinary social grants shall be covered by 5% of the funds available for the social grants specified in Section 83(5).
- (2) The funds for extraordinary social grants shall be used primarily for extraordinary support of students. extraordinary social grants may be awarded to students (including doctoral students) who are in special need of such grants due to their

particularly disadvantaged financial circumstances, or if there is an exceptional change in the student's personal life that places an increased financial burden on the student (e.g. the birth of a child, a serious health problem, an epidemic situation, a rapid deterioration in the student's social circumstances through no fault of his/her own, due to a natural disaster, an accident or a crime), or an exceptional change in the student's family (e.g. death or permanent incapacity to earn of a family breadwinner, etc.).

- (3) The duration of the extraordinary social grant and the students receiving it shall be determined by the ME-HÖK SZÖB based on a proposal by the faculty SZÖB within 30 days of the application. The faculty SZÖB shall submit its proposals with a detailed explanation for each application received, and these proposals shall be annexed to the minutes of the meetings of the ME-HÖK SZÖB.
- (4) Applications may only be submitted during study and examination periods.
- (5) The amount of the extraordinary social grant shall be determined and recorded by the ME-HÖK SZÖB in the minutes, with regard to the allocation of resources at institutional level. The awarded grant shall be disbursed within eight working days of the decision.
- (6) If the grounds for the extraordinary social grant turn out to be unfounded, the ME-HÖK SZÖB shall immediately take measures to terminate disbursement, and if necessary, to recover the amount disbursed, and, if necessary, to initiate disciplinary or other proceedings.
- (7) An application for an extraordinary social grant shall be rejected if
  - a) the student's temporary difficulties have been caused by his/her own negligence, or
  - b) the student has suffered personal damage as a result of his or her own negligence.

### **Support for doing internships**

#### **SECTION 89**

- (1) Pursuant to Section 10(3) and Section 14/A of Government Decree No. 51/2007 (26.III.), an internship grant may be paid to eligible students.
- (2) The ME-HÖK SZÖB shall be responsible for call for grant application for supporting doing an internship, and for setting the application criteria and awarding the grants. The call for application shall be published on the University's website no later than 30 days before the deadline for submission.
- (3) A student may be awarded an internship grant if the internship takes place at a place other than the seat or the site of the University of Miskolc, and the student does not receive dormitory accommodation at that place, and the distance between the place of internship and the place of residence is more than 20 km.
- (4) Within the limits of the resources available, preference shall be given to students who do internships of less than six weeks and to students who do not do internships at their place of work.
- (5) Calls for internship grants may be announced more than once in a semester, but each eligible student may be awarded only once per semester.

## **Research scholarships established by business associations**

### **SECTION 90**

- (1) The purpose of scholarships established by business associations is to support self-financed doctoral studies at the doctoral schools of the University of Miskolc. The amount of the scholarship shall be determined by the business association in a cooperation agreement with the University of Miskolc and shall be paid for a whole year, on a twelve-monthly basis, to a doctoral student whose research topic falls within the subject area determined by the company.
- (2) A call for applications shall be announced, and applications shall be assessed by an ad hoc committee. The members of the committee shall be (according to their office) the vice-rector for general and scientific affairs of the University of Miskolc, the head of the doctoral school of the University of Miskolc whose students were eligible to apply for the scholarship established by the business association and the student representative delegated by the ME-DÖK.
- (3) There are no formal submission requirements, but the application shall be accompanied by all documents that are suitable for identifying the doctoral student's research topic.
- (4) In the event of rejection of the application, an appeal may be lodged with the Student Appeals Committee, which shall act in accordance with the general rules on appeals.
- (5) Since the Directorate for Education and Quality Assurance ensures the disbursement of the scholarship, it shall be informed of the final decisions without delay.
- (6) The Directorate for Education and Quality Assurance shall archive the application documents and administer the disbursement of the scholarship and shall send the available data and the accounts to the business association concerned within forty-five days of the end of the year in question.

## **Awarding activities in Scientific Students' Associations**

### **SECTION 91**

- 1) Under the conditions set out in Point (2) and in accordance with the applicable law, students may be awarded a Scientific Students' Associations scholarship (hereinafter "TDK").
- (2) The alternative conditions for the award of a TDK scholarship:
  - a) a TDK paper submitted in an announced scientific field to any faculty of the University of Miskolc, reviewed and deemed suitable for award by the professional jury;
  - b) participation in a TDK competition announced by a faculty of the University of Miskolc, solving a competitive task in a subject matter not included in the core curriculum, participation in the competition deemed suitable for an award;
  - c) successful participation in a university or national/international professional competition which the jury of the competition has judged to be worthy of an award;



- d) an activity for the student's self-development with scientifically measurable results, as specified in the relevant call for applications.
- (3) Academic result shall not be a criterion for the award of a TDK scholarship.
  - 4) When awarding a TDK scholarship, the extent to which the activities in question contribute to the academic and professional activities of the students of the university and to the enhancement of the reputation of the university shall be examined in each case.
  - (5) TDK scholarships shall be awarded by the faculty TDK councils based on the participation data for the given year. The amount of the scholarship to be awarded by the faculty councils shall be decided by the university TDK council based on the available resources from foundations and funds.
  - (6) TDK scholarships shall be a one-off award based on academic performance and may be awarded on a differentiated basis per semester, and the study grant due shall be disbursed, as well.
  - (7) TDK scholarships may also be awarded by any special college of the University of Miskolc from its own resources.

### **Housing allowance**

#### **SECTION 92**

- (1) Housing conditions are supported in the framework of the social grant.
- (2) A minimum of 50% of the housing allowance must be used to pay social grants.
- (3) The housing allowance can be used not only as financial aid but also for the development of the dormitory of the ME-HÖK - upon the proposal of ME-HÖK KB. The source of this is provided by point C./ of paragraph (5) of Section 83. The percentage distribution specified in Section C./ of Section 83 (5) can be regrouped with the consent of ME-HÖK.
- (4) The size of the non-monetary support is decided by the rector, with the agreement of ME-HÖK. The rector decides on the conclusion of any contracts and their content with the agreement of ME-HÖK.

### **Bursa Hungarica Higher Education Municipal Scholarship**

#### **SECTION 93**

For rules of awarding Bursa Hungarica Higher Education Municipal Scholarship, the provisions contained in Sections 18-20 of 51/2007. (III.26) Government Decree are governing.

### **Professional, scientific and public (hereinafter: community) scholarship**

#### **SECTION 94**

- (1) Under the conditions set out in Point (2) and in accordance with the applicable law, students (including doctoral students) may be awarded a Scientific Students' Associations grant.
- 2) The condition for awarding the community scholarship is a formally appropriate application supported by the necessary certificates and the following:

- a) outstanding activity in university public programmes or representation of interests, or
  - b) outstanding participation in the work of a voluntary university group, or
  - c) outstanding work in artistic-cultural activity or artistic-cultural organisational activity, or
  - d) outstanding sports activities or sports organising activities, provided they are related to the university, or contribute to the improvement of the good reputation of the university, or
  - e) outstanding professional and scientific activity.
- (3) The academic result shall not be a criterion for the award of a community scholarship.
- (4) When donating the community scholarship, it must always be examined to what extent the commended activities serve the well-being, cultural, spiritual and physical development of the university's students, the promotion of their community life, and the improvement of the university's reputation.
- (5) 6% of the community scholarship is awarded on the basis of an individual application, subject to the agreement of the dean, by the faculty HÖK for the duration of one academic semester (5 months), and it notifies the ME-HÖK SZÖB and the Education and Quality Assurance Directorate.
- (6) The maximum amount of the monthly grant may not exceed three times the monthly amount of the student normative defined by the law. The public grant may be awarded in a differentiated way and may also be awarded together with a study grant.
- (7) 3% of the community scholarship is subject to the agreement of the director of education and quality assurance and is awarded on the basis of an individual application by the faculty HÖK for the duration of one academic semester (5 months), and it notifies the ME-HÖK SZÖB. ME-HÖK Committee members and ME-HÖK referees can receive a monthly community scholarship up to the annual amount of the student normative, with the stipulation that a given student can only receive a community scholarship from one organizational unit, holding the same position at the faculty and ME-HÖK level cannot be supported.

### **Professional, scientific, and public (community) scholarships at the expense of the application fund**

#### **SECTION 95**

- (1) Under the conditions specified in paragraph (2) and on the basis of the relevant legislation, students can be awarded performance-based professional, scientific and social scholarships against the support received specifically for the payment of scholarships through tenders.
- (2) The conditions for awarding the professional, scientific and social scholarship are the performance of professional, scientific or social activities that go beyond the curriculum requirements and support the objectives of the given project and the submission of a formally appropriate scholarship application addressed to the project manager of the project.

- (3) The professional, scientific or public activity can be, in particular: student research work, professional or study trip, successful TDK/TDV activity, innovative student professional work, outstanding performance in a competition, artistic, cultural activity, social involvement, idea-sharing in an idea competition, dormitory floor leader, peer support activity, participation in competence development training.
- (4) The professional, scientific and public grant can be awarded in recognition of professional, scientific or public activity. The condition for the payment of the grant is the certification of the professional, scientific or public activity.
- (5) Among the scholarship applications submitted, priority is given to the one that best serves the interests of the project and the University of Miskolc.
- (6) The professional, scientific and public scholarship is awarded by the project manager of the project based on an individual scholarship application, which can be paid monthly or once upon agreement.
- (7) The maximum amount of the professional, scientific and public scholarship per scholarship application may not exceed three times the annual amount of the student normative established by law. The project manager must pay attention to the above limit when planning the project and announcing the scholarship application.

### **Procedure for donating the national higher education scholarship**

#### **SECTION 96**

- (1) The application for the national higher education scholarship is submitted and evaluated based on the invitation of the minister responsible for higher education, with the agreement of ME-HÖK, in accordance with the provisions of these regulations.
- (2) The national higher education scholarship is awarded on a personal basis by the minister responsible for higher education, based on the ranking proposed by the university. The number of students who can be awarded a national higher education scholarship is 0.8% of the number of students participating in full-time bachelor's or master's programs with state (partial) scholarships according to the statistical data released recording the status of October 15 of the previous year, but at least one person.

#### **SECTION 97**

- (1) The monthly amount of the national higher education scholarship is determined by the budget law in force at all times.
- (2) The national higher education scholarship can be awarded for the duration of an entire academic year (ten months), which can only be paid in the given academic year. In the case that the student's status is terminated or interrupted for any reason, the national higher education scholarship can no longer be paid. In the case of studies ending in an odd academic semester according to the training period, the right to a national higher education scholarship does not cease if the student continues their studies at the University of Miskolc in the second semester of the given academic year.

- (3) A student awarded a national higher education scholarship cannot be excluded from other scholarships.

### **SECTION 98**

- (1) Faculty-level decisions regarding the awarding of national higher education scholarships are prepared by the Study Committees, while university-level decisions are made by the National Higher Education Scholarship Committee, which consists of the presidents of Study Committees, a member delegated by ME-HÖK, and the Director of Education and Quality Assurance. The meetings of the board are convened and conducted by the director of education and quality assurance.
- (2) Administrative tasks related to the management of national higher education scholarships (editing and mailing of documents, etc.) are provided by the staff of the secretariat of the Directorate of Education and Quality Assurance.

### SECTION 99

- (1) The application must contain the documents and annexes contained in this section.
- (2) 'The Application Form for the National Higher Education Scholarship for the .../... academic year' (which can be downloaded from the website of the University of Miskolc, [www.uni-miskolc.hu](http://www.uni-miskolc.hu)), filled in by computer, signed and sealed officially by the dean of the faculty.
- (3) Printed pages of the relevant parts of the textbook, certified by the Directorate of Education and Quality Assurance.
- (4) Photocopies of certificates/documents proving the student's language skills.
- (5) Description of the professional and scientific activities, together with a brief opinion and signature of the persons providing the reference.
- (6) Demonstrator activity is to be proven with a certificate signed by the head of the department/institute director, which contains a factual list of the completed work (evaluation of written tests, correction of individual tasks, conducting exercises, participation in the preparation of educational materials, etc.).
- (7) The list of professional and scientific publications (authors in order, title, place and date of publication, page numbers), and the photocopies of publications and program booklets.
- (8) The proof of public, sports and other activities performed by the student (membership card, photocopies of certificates with rankings achieved), with the signature and position of the person issuing the document.
- (9) A list of documents, numbered and signed by the applicant.

### SECTION 100

- (1) National higher education scholarship can be awarded to students who are enrolled and participate in a full-time bachelor's or master's programme, undivided programme, college or university programme, have a student status, and have at least two active semesters, and have earned at least 55 credit points. The condition of the application is a GPA of at least 4.00 in both semesters.
- (2) The application has to be addressed to the minister responsible for higher education, in two copies (one original and one copied), in two separate A4 envelopes, and has to be submitted to the dean's office of the faculty.
- (3) The following must be written on the envelopes in printed or typewritten letters:
  - a) Is it an "Original" or a "Copy",
  - b) the applicant's name,
  - c) the applicant's Neptun code,
  - d) the details of the programme the applicant is expected to participate in, in the academic semester immediately following the submission of the application (bachelor, master or undivided course, and name of programme),
  - e) the name of the applicant's faculty.

- (4) Only applications received by the deadline can be judged. Applications sent directly to the ministry - excluding the University of Miskolc - will not be judged.
- (5) After submitting the application, supplying deficiencies is not possible, the applicant is responsible for the completeness and the content of the application. In case the student entered incorrect data in their application, or if a final court decision or a disciplinary penalty related to the University of Miskolc was taken against the applicant, the application will be disqualified, subject to the penalty.
- (6) When the application is submitted, the Dean's Office will acknowledge receipt to the applicant by means of a receipt or a postmark on the copy of the application.
- (7) The application cannot be accepted if:
  - a) the application form specified in section 99, subsection (2), or the annexes are not numbered as indicated on the data sheet,
  - b) the date of submission or the student's signature is missing.
- (8) The application is valid by filling out the application form, indicating the institution's evaluation, and with the signature and stamp of the dean of the faculty.

### **SECTION 101**

The detailed points system to be used during the evaluation of the applications and the ranking rules are regulated by the rector's order, during the issuance of which the student council of the University of Miskolc has the right to consent.

### **SECTION 102**

- (1) The number of students eligible for a national higher education scholarship per faculty is calculated by the National Higher Education Scholarship Committee of the university in proportion to the number of students in full-time bachelor, master, unified, undivided programmes, university and college level courses with (part) state scholarships and self-financed scholarships, as defined in the statistical data released on 15 October of the previous year, to two decimal places. The number of national higher education scholarships that can be awarded to students in the faculties should be determined according to the rules of mathematical rounding so that the faculties receive at least one scholarship.
- (2) In case the total number of university scholarships calculated on the basis of the previous paragraph exceeds the legal limit by one, the number of beneficiaries of the faculty with the largest number of scholarships shall be reduced. If the total number of calculated scholarships on a university level exceeds the legal limit by two, then the second scholarship opportunity shall be withdrawn from the faculty with the second largest number of students.
- (3) If the total number of national higher education scholarships received by rounding is less than the number of the statutory limit, then, according to paragraph (2), the remaining places shall be distributed among the faculties with the largest student ratio.

### **SECTION 103**

- (1) After the ranking, students have the opportunity to view the ranking of those recommended for proposal on the faculty's website.
- (2) The student may submit an appeal against the institutional ranking to the Director of Education and Quality Assurance within eight days of the notification, addressed to the Student Appeals Committee.

#### **SECTION 104**

- (1) The institutional ranking is determined by the National Higher Education Scholarship of the University of Miskolc, following the decision of the faculty study committees and the Student Appeals Committee.
- (2) The institutional ranking sent to the ministry responsible for higher education will be published on the website of the University of Miskolc.

#### **SECTION 105**

- (1) The decision about the national higher education grant is decided by the minister responsible for higher education, and the dean of the faculty notifies the applicant of the decision.
- (2) The certificates are presented to the winning students by the rector, or the dean of the faculty.

### **Scholarship of the Universitas Miskolcinensis Foundation**

#### **SECTION 106**

- (1) The primary aim of the Universitas Miskolcinensis Foundation Scholarship is to provide financial and moral support to students from disadvantaged social backgrounds who have achieved outstanding academic, scientific and professional results.
- (2) The Board of Trustees of the Universitas Miskolcinensis Foundation shall inform the rector of the University of Miskolc by 30 June each year of the number of scholarships to be awarded and/or the amount of the budget to cover them for the following academic year.
- (3) Doctoral students should be allocated 5% of the total number of scholarships available, with a minimum of 4 persons. The rector shall distribute the number of scholarships to be awarded in the following academic year from the remaining budget among the faculties in proportion to the number of students with active student status, with 5% of the scholarships to be allocated being set aside for the appeal procedure. The number of active students shall be determined considering the arithmetic mean of the number of students as reported in the statistical data of October and March of the previous year.
- (4) The Rector will notify the faculties of the number of scholarships to be awarded at the same time as the application is announced.
- (5) If a faculty is unable to allocate the scholarships made available on the basis of student applications, the unused amount may be used primarily in the appeals

procedure, and if this is unsuccessful, it must be reallocated to the next academic year.

- (6) The application is administered by the Directorate of Education and Quality Assurance.

### **SECTION 107**

- (1) The Universitas Miskolcensis Foundation Scholarship can be awarded through an application.
- (2) The scholarship can be awarded to students who are permanent residents in Hungary who participate in a state-funded or fee-paying bachelor's or master's programme or undivided programme, have at least two consecutive active semesters before the application, and have earned at least 45 credit points in the active semesters. An additional condition for submitting the application is that the applicant's GPA must be at least 3.51 per semester in the academic year evaluated in the application. The basic conditions for doctoral students must be published in the call for proposals.
- (3) Students who do not have a permanent residence in Hungary, but residing in the Republic of Croatia, Romania, the Republic of Serbia, the Slovak Republic, the Republic of Slovenia or Ukraine and own a Hungarian card ('Magyar igazolvány') or Hungarian relative card ('Magyar hozzátartozói igazolvány'), and meet the other conditions mentioned in the previous paragraph, can also submit an application.
- (4) Students who are only visiting students with the University of Miskolc are not eligible to apply.

### **SECTION 108**

- (1) The duration of the scholarship is one academic year, i.e. 10 months.
- (2) The monthly amount of the scholarship is HUF 50,000.
- (3) The scholarship awarded for the given academic year can only be paid in the academic year applied for and is subject to active student status. In case the student status is terminated or suspended, the scholarship may no longer be paid.
- (4) If the scholarship cannot be paid to the student in the academic year applied for due to the reasons specified in the previous paragraphs, the unused amount of the scholarship must be paid to the next student of the concerned faculty in the application ranking, but who is no longer awarded a scholarship, otherwise the unused amount for the next academic year must be regrouped.

### **SECTION 109**

- (1) Student applications must be ranked according to the ranking methodology announced in the call for applications.
- (2) The scoring methodology - with the exception of doctoral students - must be designed in such a way that 50% of the total score is the evaluation of the applicant's social situation, 30% of their academic results, and 20% of their academic and



professional results. The scoring methodology applicable to doctoral students must be published in the call for application.

- (3) Considering the applicant's social situation, the following should be regarded in particular: per capita income, circumstances relating to the applicant's household members and dependants, and the health of the applicant and their close relatives living in the same household.
- (4) The applicant's academic results must be evaluated based on their GPA.
- (5) If more than one applicant has the same number of points and the number of scholarships available does not allow all of them to be awarded, priority will be given to the student who has the highest number of points in the social situation category. If the applicants score equally in the social status category, preference will be given to the applicant with the highest score in the academic achievement category. If there is a tie here too, the application to be supported will be decided by drawing lots.

### SECTION 110

- (1) The rector shall publish the applications for the scholarship no later than 1 July, allowing at least 10 working days for the submission of applications.
- (2) Students can submit the application as specified in the call for application (on paper or in email), on the form provided for this purpose, to the dean's office of the relevant faculty, together with the attachments listed in the call for application.
- (3) Once the application has been submitted, there is no room for supplying deficiencies.
- (4) The number of scholarships awarded per level of study is determined by the dean of the faculty concerned, taking into account the number of scholarships available, the number of applications submitted by students and the faculty's talent management strategy.
- (5) The scoring and ranking of the applications - with the exception of doctoral students - is carried out by the faculty concerned, which then submits the applications to the Rector of the University of Miskolc by 15 September at the latest. The scoring and ranking of doctoral students will be carried out by the secretariat of the vice-rector for general and scientific affairs and then submitted to the rector of the University of Miskolc by 15 September at the latest.
- (6) The rector shall initiate the convening of a committee competent for the evaluation of applications, consisting of: one person delegated by the rector, who shall also be the chairperson of the committee, one person delegated by the Board of Trustees of the Foundation, and 1 person delegated by ME-HÖK. To the evaluation of doctoral applications, ME-DÖK delegates one person instead of ME-HÖK.
- (7) The convening of the committee is initiated by the chairman. The decision regarding the tenders must be made public no later than the last week of September.
- (8) A legal appeal against the first instance decision can be submitted within 8 days. Appeals must be addressed to the rector of the University of Miskolc but must be submitted to the director of education and quality assurance. (The appeals are decided by a special committee composed of: one person delegated by the rector,

who is also the chairman of the committee, one person delegated by the Board of Trustees of the Foundation and one person delegated by ME-HÖK. In the case of doctoral students, one person is delegated by ME-DÖK. No person who was involved in the first instance decision may be delegated to the appeal committee.

- (9) Decisions on appeals must be made and communicated to students no later than 15 October.
- (10) Administrative tasks related to the payment of scholarships are performed by the directorate of education and quality assurance. The decisions on the award of the scholarships must be sent to the directorate for education and quality assurance, and measures must be taken to award the scholarships within 15 days.

### **Occasional student grants**

#### **SECTION 111**

- (1) 9% of the student normative is used for occasional social support - of which 1% is allocated by the ME-HÖK and 5% by the Faculty HÖKs - to improve the quality of life and support the education of students (including doctoral students), and occasional performance-based support to reward students. In the case of doctoral students, a combination of social status and outstanding academic performance is the basis for the award.
- (2) In order to improve the quality of life of students and to reward students, the faculty's Student Council is entitled to decide on the scope of the 5% of the 5% provided for in paragraph (1) and the amount of the individual subsidy, after drawing up a proposal document with clear justification and with the dean's approval, which must be simultaneously communicated to the directorate for education and quality assurance. In addition to the training allowance, a certified document of completion is required to invoice the allowance, and an allowance may be invoiced once in respect of the same activity.
- (3) From the 1% provided for in paragraph (1), in order to improve the quality of life of students and to reward students, ME-HÖK is entitled to take a decision on the eligible beneficiaries and the amount of the individual grant, subject to the preparation of a proposal document with clear justification, with the agreement of the director of education and quality assurance, which shall be simultaneously communicated to the directorate of education and quality assurance. A certified statement of account is required to invoice the allowance, and an allowance may be invoiced once in respect of the same activity.
- (4) 3% of the student normative (of which 1% is used to support the training of doctoral students) is used exclusively to support training. On the recommendation of the dean (in the case of doctoral students, together with the head of the relevant doctoral school) and with the agreement of the director of education and quality assurance, the ME-HÖK, and in the case of doctoral students, the ME-DÖK, are entitled to decide on the number of persons eligible for support and the amount of support to be granted, and the education and quality assurance directorate must be informed of the decision at the same time.
- (5) Students enrolled in the University of Miskolc in order to obtain an additional qualification or professional degree are entitled to the training grant for the second course of study if the first course of study is (partly) funded by a state scholarship,

while the second course of study is funded by the student's own funds. If a student is studying at the University of Miskolc in the framework of two self-financed courses, they are entitled to apply for a training grant for both of the self-financed courses started.

- (6) In the case of training grants, the amount of the grant may be decided on the basis of academic achievement, social situation or outstanding sporting performance. Such an easement can only be given on request. The application must be submitted to the dean of the faculty in charge of the training, who reviews the application in accordance with the provisions of paragraph (6), and then forwards it to the director of education and quality assurance.
- (7) During the evaluation, a detailed recommendation must be made based on the social situation, academic results and outstanding sports results, in terms of the thoroughness of the application and -in case of a supporting proposal- the amount of the support.
- (8) The occasional student grant may be awarded up to three times per semester to the same student for any reason, not including the training grant, and may not exceed twice the annual student normative.

### **Coursebook and note support**

#### **SECTION 112**

- (1) 56% of the coursebook and note subsidy budget must be used to pay social scholarships.
- (2) The amount that can be used for the social scholarship is immediately allocated by the financial directorate - until the last working day of September and February every semester - to the directorate of education and quality assurance and the SZÖB of the faculty.
- (3) Based on the annual plan approved by the rectorate, 24% of the amount of coursebook and note support must be used to support the production of notes, to purchase electronic coursebooks, study materials and electronic devices necessary for preparation, as well as to purchase devices to support the studies of students with disabilities.

### **Supporting sports and cultural activities**

#### **SECTION 113**

ME-HÖK decides on the use of the support budget for sports and cultural activities with the agreement of the director of education and quality assurance.

## **The elite athlete mentoring programme**

### **SECTION 114**

- (1) The elite athlete mentor programme is run by the Elite Athlete Mentor Programme Coordinating Committee, chaired by the Director of Education and Quality Assurance, and composed of the Head of Student Services, the Head of the Sports Centre, the President of ME-HÖK and the President of the University of Miskolc Athletics and Football Club (ME AFC).
- (2) The Elite Athlete Mentoring Program Coordinating Committee determines the conditions for entry into the elite athlete mentoring program and decides on the group of participating students.
- (3) The Elite Athlete Mentoring Coordination Committee evaluates the applications received. Students who meet the eligibility criteria can benefit from the following discounts from the Commission's own budget:
  - a) sports scholarship,
  - b) appointment of a volunteer mentor instructor or student tutor with the consent of the relevant deputy dean of studies.
- (4) The Elite Athlete Mentoring Program Coordinating Committee makes a proposal to the faculty concerned:
  - a) The Athlete Mentoring Coordination Committee makes a proposal to the faculty concerned: training support, exemptions from physical education.
  - b) exemptions from physical education.
- 5) The faculties inform the Elite Athlete Mentoring Program Coordinating Committee about the decision(s) about the discount(s).

## **Support for studies abroad**

### **SECTION 115**

- (1) The University may allocate a fixed amount each year to support study abroad from the public task funding grant for core activities.
- (2) The scholarship is awarded on the basis of an application, the detailed rules of which are set out in the call for applications.
- (3) The scholarship is open to students participating in a state (part-)scholarship programme who are enrolled in a part-time programme in an EEA state, in which their studies can be counted towards the studies of a higher education institution in Hungary, and who started their studies abroad with the consent of the University of Miskolc.

## **Professional, scientific and public scholarships from other (non-normative or non-tender) sources**

### **SECTION 115/A**

- (1) In order to promote the university's activities and the fulfilment of its tasks, students who have made an exemplary contribution to professional, cultural, social involvement and activities supporting the exit from the labour market may be

- awarded scholarships from non-statutory or non-tender funds, upon the proposal of the head of the department/head of the administrative unit.
- (2) The award of a professional, scientific or public activity scholarship is conditional on the performance of professional, scientific or public activity beyond the curricular requirements, in support of the objectives of the given assignment, as certified and supported by the head of the relevant department/unit.
  - (3) Professional, scientific or public activities may include, in particular: contributing to the realisation of institutional tasks and objectives, social engagement and the promotion of social presence, participation in events, artistic and cultural activities, sharing ideas in idea competitions, dormitory floor leader, and peer supporting activities.
  - (4) The professional, scientific and public grant can be awarded in recognition of professional, scientific or public activity. The award and payment of the scholarship is conditional on proof of professional, scientific or public achievements.
  - (5) The professional, scientific and public scholarship is awarded by the head of the department/head of the economic unit on the basis of an individual assessment and can be paid once for a given activity and period, but a person can receive a scholarship for the performance of duties in different periods - in relation to this paragraph - up to 5 times per semester.
  - (6) The head of the given organizational unit / economic unit keeps the documents certifying the performance of the donated amount for 5 years.
  - (7) The amount per semester of the professional, scientific and public scholarship awarded under this paragraph may not exceed three times the annual amount of the student's normative annual allowance.
  - (8) The director of education and quality assurance shall prohibit the awarding of scholarships in excess of the number of times per semester specified in paragraph 5 or the value limit specified in paragraph 7.

### **Conditions related to the use of dormitory accommodation and housing allowance**

#### **SECTION 116**

- (1) The scoring system to be used in the evaluation of applications for dormitory accommodation shall be published on the website of the University of Miskolc at least thirty days before the application is submitted.
- (2) The detailed scoring system is issued in a rector's order, in which regard the ME-HÖK exercises the right to agree.
- (3) When assessing applications, the factors (criteria) listed in the table below shall be taken into account by applying the maximum possible points assigned to each criterion. Based on the content of the applications, the specific points to be awarded for each criterion will be determined by the evaluating body, with the possibility of awarding 0 points for each criterion, taking into account all the circumstances.

| Criterion            |  | Maximum value | point |
|----------------------|--|---------------|-------|
| Social status        |  |               | 215   |
| Academic performance | Grade point average                                |               | 75    |
|                      | Professional/scientific performance/Community work |               | 100   |
| Training schedule    |  |               | 10    |
| Total                |  |               | 400   |

- (4) In assessing applications for dormitory placement, disadvantaged students lacking dormitory placement and hence unable to begin or continue their studies in higher education shall enjoy priority. This is the responsibility of the body responsible for assessing the application, on the basis of the application submitted and the necessary supporting documents.
- (5) If the same conditions exist, preference shall be given to doctoral students with state funding/Hungarian state scholarship and those residing outside the administrative borders of Miskolc during admission to the dormitory.

### **Dormitory accommodation**

#### **SECTION 117**

- (1) Anyone who has been admitted to the University of Miskolc, or who is a student, including a student whose legal status is suspended, is entitled to apply for dormitory accommodation, regardless of the degree programme, the course of study or the student status. Dormitory accommodation can be granted for an academic year (ten months).
- (2) Students of non-Hungarian nationality studying in Hungary with a state (partial)scholarship in undergraduate, master's and doctoral programmes, who are required to do so by international agreements or bilateral treaties, are entitled to dormitory accommodation for twelve months.
- (3) The amount of the dormitory fees (both during and outside the study and examination period and during the period outside it) are determined by the rector and the financial manager together each academic year - with the agreement of the ME-HÖK and ME-DÖK and with the opinion of the Senate - as stated in these regulations and based on the regulations of the dormitory. The head of the dormitory will immediately inform the deans of the faculties about the determined dormitory fees. In the absence of a new decision for the current academic year, the fees for the previous academic year will apply.
- (4) The amount of the dormitory fee may vary from dormitory to dormitory, taking into account the different services offered by the dormitories.

### **Fees and contributions to be paid by students**

#### **SECTION 118**

- (1) Payment of fees and charges is an obligation arising from the student status. Failure to pay when due will result in the suspension of certain student rights. A student who has not settled any outstanding debts to the university, may not be

admitted to the examination and may not be admitted to the final examination under any circumstances.

- (2) As a general rule, fees and payments should be made through the Neptun system, and occasional payments should exceptionally be made via the cash transfer order made available for this purpose. The student is obliged to ensure that his payment obligations are covered and fulfilled on time.
- (3) If a student with a Hungarian state (partial) scholarship wishes to pursue a course of study leading to a credit value in addition to the mandatory number of credits to be provided by the University of Miskolc, he/she is obliged to pay a fee. The rules for determining the fees are stipulated in the faculty regulations.
- (4) Exceptions to paragraph (3) are made for courses that the rector decides are strategically important to the university.

### **The tuition fee**

#### **SECTION 119**

- (1) Students who are not supported by a Hungarian state (partial) scholarship shall pay a tuition fee.
- (2) As a general rule, the tuition fee reduced by the administration fee must be paid by the student in one amount within seven days of the date of posting it in the Neptun system.
- (3) The student may submit an instalment request by the end of the registration week at the latest. The dean of the faculty concerned will decide on the subject of the request within five working days at the latest. The dean may authorise payment in a maximum of two instalments, the deadline for the first instalment (50% of the tuition fee) being the last day of the third week of the study period, the deadline for the second instalment (50% of the tuition fee) being the 10th of November in the autumn semester and the 10th of April in the spring semester. The dean may grant deferment to the payment of the first instalment in justified cases. If the student who received the instalment payment discount does not pay the full amount of the tuition fee by November 10 or April 10 at the latest, he/she cannot be admitted to the exam until he/she has fulfilled his/her payment obligation. The rules laid down in this paragraph may be derogated from in the case provided for in Section 36 (9) with the permission of the director of education and quality assurance. Faculties may establish stricter rules for the instalment payment discount for graduating students than those set forth in this paragraph.
- (4) The deadline for applying for instalment payments results in forfeiture (end of registration week), failing which no request for confirmation may be submitted.
- (5) The decision on the instalment payment discount is a decision on equity, so there shall be no legal remedy against it.

#### **SECTION 120**

- (1) At the time of enrolment, a study contract shall be concluded with students participating in a tuition-paying course, which includes:
  - a) the qualification or competence to be acquired through the training,

- b) the method of monitoring and evaluating the student's performance,
- c) the location, duration, and schedule of the training,
- d) the amount of the tuition fee, the services provided in exchange, the fact that the amount of the tuition fee cannot be unilaterally changed during the student status,
- e) the consequences of a breach of contract,
- f) the conditions for any reimbursement of the tuition fee paid.

This contract is signed by the student and the dean of the faculty organising the course as contracting parties. In addition to the provisions of the contract, the rules of the Student Requirements System in force also apply to students participating in self-financed courses.

- (2) Students participating in self-financed courses are not entitled to study grants and regular social grants (except in the case of regular social grants, students who have been transferred to self-financed courses and have started their studies on a Hungarian state scholarship and have unused semesters of Hungarian state subsidized scholarship); fees for failure to fulfil their study obligations or late payment of fees are governed by the provisions of these regulations.
- (3) The amount and the method of calculation of the tuition-fee shall be determined by the faculty council, taking into account the relevant legal provisions and the university's regulations on the calculation of the tuition-fee, with the stipulation that the amount of the payment shall be a fixed amount for each course, regardless of the number of courses taken by the student in a given semester.
- (4) Students participating in a self-financed course must pay an administration fee of HUF 50,000 each semester. Registering and enrolling is possible only after paying the administration fee through the Neptun system. The administration fee must be included in the tuition-fee.
- (5) Students who established their student status before the first semester of the academic year 2014/2015 are not required to pay an administrative fee. They will be charged the full tuition fee in one amount in the Neptun system.
- (6) Students are obliged to pay 100% of the tuition fee every semester during the training period, and 60% of the tuition fee every semester if the training period is exceeded, regardless of the number of courses taken in the given semester. The part of this provision concerning exceeding the training period is applicable for the last time to students admitted in the academic year 2021/2022.
- (7) Students enrolled from the academic year 2022/2023 will be required to pay 100% of the tuition fees every semester for the duration of their studies. For two semesters after the end of the training period of the degree course, according to the training and outcome requirements of the degree course, students will be required to pay 60% of the course fees, and thereafter 100% of the course fees, as a fixed amount, regardless of the number of courses and credits taken in the semester.



- (1) A person may pursue studies in higher education with a state scholarship for a maximum of twelve semesters (so-called absolute support period).
- (2) The support period available for obtaining the given degree (diploma) can be a maximum of two semesters longer than the training period of the given studies (so-called relative support period). The support period for a given course must include the support period previously used for the same course. If the students cannot complete their studies during the support period or have exhausted the available support period, they can only continue their studies as self-funding students.
- (3) Further detailed rules regarding the support period are provided by the Section 47 of Nftv. Government Decree No. (III. 26.).
- (4) In the case of a transfer, the training period established for the new course must be taken into account; however, the duration of the support must be reduced by the period during which the student has already received support.

### **Reallocation between state-funded and tuition-paying categories**

#### **SECTION 122**

- (1) If the student status of a student admitted on a (partially)state-funded course category is terminated before the end of his/her studies or continues his/her studies on a self-funded basis for other reasons, a self-funded student with outstanding academic performance can take his/her place at the end of the academic year.
- (2) If, at the end of the academic year, the Directorate for Education and Quality Assurance determines that the Hungarian (partially) state-funded student has not acquired fifty per cent of the credits required in the recommended curriculum in the last two semesters in which his/her student status was not interrupted, he/she may continue his/her studies in the following academic year only in a self-financed course category.
- (3) From the 2016/2017 and subsequent academic years, if the Directorate of Education and Quality Assurance determines at the end of the academic year, that a (partial) state-funded student, in the average of the last two semesters in which the student's status was not interrupted, has not acquired at least 15 credits, or at least 18 credits in the case of law and science, or has not attained the weighted average specified in this paragraph, may continue his/her studies in the following academic year only on a self-financed basis. The weighted grade point average is calculated every semester, and the two averages are then weighted by the semester credits to form the weighted grade point average used for reallocation. Exceptions to this rule are active semesters during which the student participates in a part-time study program abroad with the consent of the institution. The Rector's Office provides data to the Directorate for Education and Quality Assurance on the students participating in part-time study programs abroad and the dates of the part-time study programs by 5 July each year.

|   | <b>Field of training</b> | <b>Weighted grade point average</b> |
|---|--------------------------|-------------------------------------|
| 1 | humanities               | 3.0                                 |

|    | <b>Field of training</b>     | <b>Weighted grade point average</b> |
|----|------------------------------|-------------------------------------|
| 2  | economic sciences            | 2.75                                |
| 3  | IT                           | 2.75                                |
| 4  | legal                        | 3.0                                 |
| 5  | technical                    | 2.75                                |
| 6  | arts                         | 3.5                                 |
| 7  | medicine and health sciences | 2.75                                |
| 8  | teacher training             | 3.0                                 |
| 9  | sports sciences              | 3.0                                 |
| 10 | social science               | 3.0                                 |
| 11 | natural science              | 2.75                                |

- (4) The decision on the reallocation must be made at the end of the academic year, after the end of the training period, but no later than 31 July each year.
- (5) When deciding on reallocations for the academic year in question, students who have pursued their studies for a maximum of one study term in the given higher education institution, or who have not been able to complete their semester due to the provisions laid out in Section 47(6) of Nftv., shall not be considered for reallocation. The credit value assigned to the summer internship shall be disregarded in the case of applying Points 3 to 4. From the point of view of credits earned, the credits of a student returning from a break in his/her student status shall be taken into account in the semester in which the course is included in the recommended curriculum.

Students with a disability who are validly registered in the Neptun system at the time of transfer and students who raise their own child up to the age of 18 and have a valid registration in the Neptun system are exempt from reallocation.

- (6) In the case of state-funded students, the reallocation decision must be made by specialisation. For students with the same credit index, the decision must be the same.
- (7) To be considered for a state-funded student vacancy quota, a student pursuing studies in the same degree programme must have earned at least 50% of the credits required in the recommended curriculum in the last two active semesters and be at the top of the applicant ranking based on his/her weighted grade point average.
- (8) From the 2016/2017 and subsequent academic years, that student can be reallocated to a state-funded vacancy quota who has acquired at least 15 credits, or at least 18 credits in the case of a legal training field in the average of the last two active semesters, and has attained the weighted average specified in Section 122 (3), and is at the top of the applicant ranking based on his/her weighted grade point average.
- (9) Students enrolled in a self-financed course must submit their application for reallocation to a (partially) state-funded course to the dean's office of the faculty by the last day of the examination period at the end of the academic year. The Study Committee decides on the subject of reallocation. A student reallocated to a (par-

tial) state-funded program is required to sign a declaration agreeing to the conditions laid down in the Nftv. Changes to the financial status can only be made in the Neptun system after signing the declaration.

### The dormitory fee

#### SECTION 123

- (1) The classification of the dormitories according to the comfort level shall be settled by agreement between the rector, the chief financial officer, and the ME-HÖK by 30 May of the academic year. The amount of the dormitory and service fee according to financial status:

| Financial status   | Dormitory building          | Dormitory and service fee (HUF) |
|--|-----------------------------|---------------------------------|
| state scholarship holders  | E/2-E/6 dormitories         | 12,000/month                    |
| state scholarship holders  | E/1 dormitory               | 23,000/month                    |
| state scholarship holders  | Uni-hotel Student Residence | 19,900/month                    |
| tuition-paying/self-financing students                             | E/2-E/6 dormitories         | 18,000/month                    |
| tuition-paying/self-financing students                             | E/1 dormitory               | 29,000/month                    |
| tuition-paying/self-financing students                             | Uni-hotel Student Residence | 26,000/month                    |
| Erasmus program participants and other foreign students            | E/2-E/6 dormitories         | 38,000/month                    |
| Erasmus program participants and other foreign students            | Uni-hotel Student Residence | 44,000/month                    |
| Students with passive student status (only in the case of vacancy) | E/2-E/6 dormitories         | 18,500/month                    |
| Students with passive student status (only in the case of vacancy) | E/1 dormitory               | 29,000/month                    |
| Students with passive student status (only in the case of vacancy) | Uni-hotel Student Residence | 26,000/month                    |

- (2) The dormitory fee for students participating in the Stipendium Hungaricum scholarship programme and housed in the Uni-Hotel Bolyai Student Hostel and in buildings E/2-E/6 are the amount of the current housing allowance determined on the basis of Subsections (1) - (4) of Section 2 of Government Decree 285/2013 (26.VII.) on Stipendium Hungaricum.
- (3) The dormitory fee must be paid monthly via the Neptun system by the date set by the head of the dormitory in accordance with the opinion of the ME-HÖK dormitory committee, but no later than the 15th day of the month in question. In the event of failure to do so, the student will be required to pay within fifteen days, with a warning of the consequences. If this is unsuccessful, the head of the dormitory may immediately terminate the student's dormitory accommodation by written decision and contact the Faculty's HÖK Dormitory Committee to fill the vacancy.

- (4) The head of the dormitory may grant fee payment deferrals once a year per student, for a period not exceeding one month, based on a reasoned and, if necessary, justified request by the student.
- (5) In the case of mid-year enrolment, the full amount of the dormitory fee for the month in question must be paid when moving in before the 15th of the month; otherwise only 50% of the fee.
- (6) The dormitory fees due for September - October and February - March can also be paid in one amount until 31 October or 31 March. In the event of failure to do so, the student's dormitory accommodation may be terminated by the head of the dormitory with immediate effect in a written decision.
- (7) An appeal against the immediate termination decision may be made within fifteen days from the date of notification, citing a violation of rights. The petition is examined by the Student Appeals Committee.
- (8) The director shall be required to initiate collection for the debt within fifteen days from the notification of the final and enforceable decision of appeal or of the final court judgment, providing the necessary information.
- (9) The head of the dormitory is obliged to keep records of the dormitory fees paid by the students and the debts owed on an ongoing basis.

### Other fees and charges

#### SECTION 124

- (1) Students will be charged a fee for failure or late fulfilment of the obligations laid down in these regulations (late fee), as well as for retaking a remedial examination and for any additional examination in the same subject. Authorised employees of the university are entitled to post all fee items in the Neptun system, but students may only post those marked with \*. The fees to be paid by students are determined as follows:

| <b>Late fees</b>   | <b>Amount (HUF)</b> |
|--|---------------------|
| Failure to meet the original deadline for mid-term assignments and reports*  | 2,000               |
| Late completion of registration (unless the student can prove that he/she was unable to complete his/her registration by the deadline due to reasons beyond his/her control)                               | 2,500/week          |
| Unjustified absence from the examination, final examination*   | 3,500               |
| Modification of the study schedule in the student information system (registering for or dropping courses after the registration week), unless the student requests it for a reason beyond his/her control | 2,500/subject       |
| Selecting major/specialization after the deadline  | 2,000               |
| <b>Dormitory negligence fees</b>   |                     |
| Smoking in a prohibited place in a dormitory building  | 5,000               |
| False fire alarm caused by negligence for the third time   | 5,000               |
| Obstructing the effectiveness of fire alarm drills in a dormitory  | 5,000               |
| Room cleaning fee in dormitories   | 3,500               |
| Replacement of blankets and pillows in the dormitory   | 3,500               |
| Not using sheets, using university-owned bed linen without covers  | 3,500               |
| Failure to pay the dormitory fee by the payment deadline (until the student status exists, subject to the provisions of Section 74)  | 1,500/month         |

| <b>Late fees</b>  | <b>Amount (HUF)</b>          |
|---|------------------------------|
| Dormitory card replacement  | 1,000                        |
| Magnetic card or key card replacement   | 2,000                        |
| Turning in the Uni-Hotel Student Residence laundry room or study room card after the deadline   | 2,000                        |
| <b>Fees for course registration and examinations</b>  |                              |
| Second and any additional exams for replacing a signature or improving a failing practical grade in the same subject during the examination period* | 2,500                        |
| In the case of students subject to the Ftv. registering for the same course for the third and every subsequent time*                                | 3,500                        |
| In the case of students subject to the Nftv. registering for the same course for the second and every subsequent time*                              | 3,500                        |
| Third examination to be taken in the same subject*  | 2,000                        |
| Fourth examination to be taken in the same subject*   | 3,000                        |
| Fifth examination to be taken in the same subject*  | 4,000                        |
| Sixth examination to be taken in the same subject*  | 5,000                        |
| Seventh and all subsequent examinations in the same subject* (only possible for studies started before 1 September 2012)                            | 6,500                        |
| Fee for repeated final exam*  | 4,000                        |
| Rector's, dean's equity permit*   | 4,000                        |
| Improvement of a successful examination, practical grade (single opportunity)   | free                         |
| <b>Late fees</b>  |                              |
| In case of failure to pay the tuition fee, until the examination registration is suspended  | 4,000/month                  |
| <b>Procedural fees</b>  |                              |
| Certificate of graduation, successful completion of the final exam, deposit slip in the case of a diploma with honours (from the second time)       | 1,500                        |
| Diploma duplicate   | 6,000                        |
| Replacement of a traditional paper-based registration course book (in case of loss, damage or when the original copy is full)*                      | 6,500                        |
| Replacement of a paper-based and electronic registration course book duplicate  | 6,500                        |
| Other proof of studies (e.g. a copy of the herd book)   | 1,000/page,<br>maximum 5,000 |
| Providing subject matter for those who are no longer students of the faculty  | 1,500/subject                |
| Diploma supplement duplicate  | 6,000                        |
| Issuing certificates in English   | 1,500/page, max.<br>7,500    |
| Issuing the electronic registration course book in English  | 5,000                        |
| Application fee for specialist postgraduate training  | 3,000-9,000                  |
| Transfer request from another institution   | 10,000                       |
| Transfer request within an institution  | 5,000                        |

The term "course registration" in this subsection shall have the following meanings:

- a) For students subject to the Ftv.: with relation to students establishing a student status after 1 September 2006, registration for lectures, seminars, consultations, practical sessions and field training necessary for the fulfilment of the educational and study requirements set out in the training programme for the award of the certificate, diploma or doctoral absolutorium as stipulated in Section 125 subsection (1) a) of the Act CXXXIX of 2005;
  - b) For students subject to the Nftv.: with relation to students establishing a student status after 1 September 2012, registration for lectures, seminars, consultations, practical sessions and field training necessary for the fulfilment of the educational and academic duties set out in the training programme for the award of the certificate, diploma or doctoral absolutorium as stipulated in Section 81 subsection (1) a) of the Act CCIV of 2011;
- (2) Other fees and charges may be set by the faculty's student requirements system.
  - (3) The amount collected from such fees shall be charged to the special procedure fee cost centre and may be used as provided in subsections (1) to (4) of Section 125. Fees must be paid through the Neptun system.
  - (4) Unless otherwise stated, the above fees are valid for the following academic year. There is no need to take a separate decision on the obligation to pay the fee, the notification is made in the Neptun system by posting the item.
  - (5) Faculties are obliged to provide students with the forms required for enrolment, registration and submitting student applications free of charge and publish them on the faculty website. The first issue of the diploma and diploma supplement is free of charge.
  - (6) In order to check the payment of the fees required for students based on these regulations, the provisions of the regulations for the management of monetary claims arising from the student relationship shall be applied.

### **Other services**

#### **SECTION 125**

- (1) When regulating other services, the fee shall be set by the person who authorises and regulates the service, with the agreement of the ME- HÖK, in a manner valid for the academic year or semester.
- (2) Services for which a fee is charged:
  - a) if the student chooses to study a subject specified in the curriculum of the bachelor's and master's degree programme in Hungarian and taught in Hungarian in a language other than Hungarian, except where the curriculum contains a compulsory study requirement in a foreign language or in the case provided for in Section 49 (2a) of the Nftv,
  - b) items produced by the University of Miskolc, provided by the University to the student, which become the property of the student,
  - c) use of University of Miskolc equipment (e.g. musical instruments, laboratory) outside the scope of free services,
  - d) use of the facilities and equipment of the dormitories.

- (3) If the total number of credits of the student participating in the part-time study abroad after the inclusion of the study abroad exceeds the number of credits prescribed by the model curriculum, the University of Miskolc shall not claim any reimbursement fee.

### **Incorrect fee assessment**

#### **126. §**

In the case of an incorrect fee assessment, the provisions of the Regulations for the Management of Financial Claims arising from Student Status shall apply.

### **Use of fee income**

#### **127. §**

- (1) After consulting the Dean, on the basis of a decision of the Faculty HÖK 42% of the fees collected under Section 124 (1) - (2) are used to finance study trips, occasional support for students, demonstrators, doctoral students, the organization, conduct and participation in Scientific Student Conferences, Scientific Student Competitions and professional competitions, to support students in their self-directed, scientific, cultural, artistic, sporting and traditional activities, and to cover the running costs and to support the activities necessary for the performance of duties of the Faculty HÖK. Any use other than that provided for in this paragraph may be decided by the Faculty HÖK with the consent of the Dean of the Faculty.
- (2) 58% of the fees collected pursuant to Section 124 (1) to (2) may be used to finance the operating costs of educational units, subject to the decision of the dean of the faculty, after consulting the faculty's HÖK. Any use other than that provided for in this paragraph shall be decided by the Dean of the Faculty with the consent of the Faculty's Student Union.
- (3) The dean may make an interim payment from the revenue referred to in Sections 124(1) and (2). The Director of Finance shall make available the fees collected, broken down by the faculty, in accordance with the payments received. Actual payments shall be made in accordance with with the joint authorisation (joint signature) of the President of the faculty HÖK and the Dean. The regularity of the method of payment is governed by the provisions of these regulations.
- (4) The money collected as dormitory negligence fees shall be submitted to the head of the dormitory and may be used at the discretion of the head of the dormitory with the agreement of the ME-HÖK.
- (5) The dormitory fees shall be used primarily for the maintenance and development of the dormitories, the renting of dormitory accommodation and to cover the additional services provided by the dormitories.
- (6) 13% of the amounts collected in the form of dormitory fees shall be used to finance the operational costs of the HÖK.
- (7) If the operational goals set by the ME-HÖK, the ME-DÖK and the faculty HÖKs - which are contained in the University's business plan - are not covered by the



the amount of the support and revenues available for this purpose in these Regulations, then the ME-HÖK and the ME-DÖK may submit an application for the missing funds. The application shall include the costs to be incurred and justification of the need for them. The application shall be assessed by the Rector and the Director of Finance. Applications from the Faculty HÖKs may be submitted by the ME-HÖK.

## **Chapter V**

### **General Provisions**

#### **SECTION 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) 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.
- (3) 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).
- (4) Acts of deliberate or careless breach of rules shall be deemed to be acts of guilt.

### **Disciplinary regulations for students**

#### **Disciplinary liability**

##### **SECTION 129**

- (1) The student who (deliberately or recklessly) fails to fulfil any of his/her material obligations arising from his/her student 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 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 status, but this fact could not be recognised by the student.
- (4) Any type of conduct sanctioned by the Study and Examination Rules with adverse consequences shall not be deemed to be a disciplinary offence.



## **Person exercising disciplinary authority**

### **SECTION 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 (hereinafter "FB") of the Disciplinary Body of the relevant faculty (hereinafter "FT"). The chairperson of the FT and the FB is the vice 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 FT are elected representatives of the lecturers 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 faculty HÖK without delay from among the two elected members each. Lecturer members are elected by the Faculty Council, while student members are elected by the faculty HÖK.
- (2) Disciplinary power of second instance is exercised by the Student Legal Remedy Committee.
- (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 of academic affairs, and in case of the involvement of the latter by the rector or by vice-rector of general and scientific affairs.

## **Specific disciplinary offences**

### **SECTION 131**

- (1) Beyond the states of affairs set forth in Section 127, the states of affairs specified in this article shall be deemed to be disciplinary offences.
- (2) Any student leaders who use their position, membership in different bodies and decision-making 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 Points (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 any evaluation (grade or signature certifying performance) into the document or electronic document shall 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) Unlawful use of what is learnt at the University shall be considered a disciplinary offence. Any illegal use of the knowledge acquired at the University shall be deemed to be a disciplinary offence, in particular, writing and disseminating malware, gaining unauthorised access to computers or IT systems, or deliberately applying 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 shall commit a disciplinary offence.

- (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 hearing in writing so that his/her personal defence and statements can be heard.
- (4) In the summons, the place, date, and time of the hearing as well as the status of the addressee therein (person under investigation, representative, witness, expert, etc.) shall be indicated.
- (5) The disciplinary hearing may also be held if neither the student nor his/her representative turns up in spite of getting proper summons.

### **Representation**

#### **SECTION 133**

- (1) The student under investigation may make use of either legal or social representation. Any person in lecturer or student 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**

#### **SECTION 134**

- (1) The place of the disciplinary hearing of first instance shall be the official room of the relevant faculty. The disciplinary hearing 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 president of the ME-HÖK. If the open hearing 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 evidence thereof shall be communicated to the student under investigation.
- (4) The student under investigation shall be given an opportunity to present his/her defence 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 hearing, or in case of unforeseeable absence, to request a new hearing.
- (5) The witness or expert summoned in a proper way (in writing) shall be present at the hearing and be 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 himself or 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 hearing**

#### **SECTION 135**

- (1) The council proceeding in the disciplinary hearing shall have three members and be chaired by the president. It is the responsibility of the president of the FB to enforce the provisions of the regulations, to preserve the order of the hearing, 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 decision-making 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 hearing. The hearing shall be repeated if, on the basis of all the aforesaid, the president of the FB finds it justified. In such a case, the judgement of the first instance may be repealed in the president's own scope of authority.
- (3) Records shall be taken of the disciplinary hearing. The person taking records shall be appointed by the president 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 president. 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 complemented 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 hearing, 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 taking evidence, following the presentation of documents, the committee shall hear 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 hearing.
- (7) Any contradiction between witness statements shall be attempted to be resolved through confrontation.

## **Closing or suspending the procedure**

### **SECTION 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 hearing of the person under investigation is impossible due to a cause beyond his/her control, the disciplinary procedure shall be suspended until the obstacle ceases to exist.

## **Disciplinary punishments and measures**

### **SECTION 137**

- (1) The following disciplinary punishments can be imposed:
  - a) reprimand,
  - b) severe reprimand,
  - c) reduction or withdrawal of the benefits and allowances set forth in the Fee and Allowances 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 support 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 status or the legal relation with the dormitory if it is necessary due to extraordinary circumstances.

## **Resolutions**

### **SECTION 138**

- (1) Following the procedure of evidence, the disciplinary council shall adopt a resolution in a closed session, where in addition to the members, only the person taking records may be present.
- (2) In the resolution, the FB shall either impose 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 – cancel the procedure. Disciplinary resolutions 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 resolution, the members of the proceeding FB, the number of the case, the place, date, time, the publicity or the lack of publicity of the hearing, 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 resolution 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 resolution, the state of affairs established, the designation and evaluation of evidence, 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 resolution 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) there is no evidence that a disciplinary offence has been committed; or
  - c) the student's guilt cannot be established; or
  - d) the disciplinary offence has lapsed, or the disciplinary procedure should not have been ordered;
  - e) the act under investigation has already been the subject of a final disciplinary resolution.
- The cancellation decision shall also include reference made to the possibility of appeal and the 15 days' deadline thereof, and the facts and evidence established during the procedure.
- (5) After its being passed, the resolution 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 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 resolution shall be put in writing within eight days upon the announcement thereof. The resolution put in writing in a sufficient number of copies shall be signed by the chairperson of the disciplinary committee. The resolution 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 resolution, but it may correct any mistakes unrelated to the substance thereof in its own competence (errors in names or numbers, calculation error, etc.).



## **Legal remedy and decisions of second instance**

### **SECTION 139**

- (1) The student under investigation or his/her representative may submit an application for legal redress against the disciplinary resolution. 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 resolution shall be included in the records. The appeal shall be submitted to the chairperson of the FB and addressed to the Student Legal Redress Committee of second instance. The appeal has a postponing effect on the execution of resolution.
- (2) In case of appeal, the chairperson of the FB of first instance shall immediately submit such appeal together with the documents of the disciplinary procedure. The Student Legal Redress Committee shall decide on the appeal within fifteen days upon the receipt thereof.
- (3) The disciplinary committee of second instance shall make a decision without holding a hearing on the basis of the documents but may also order repeated or further hearings and the obtainment of other evidence.
- (4) The Student Legal Redress Committee shall hold a hearing 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.

### **SECTION 140**

- (1) The Student Legal Redress Committee shall decide whether or not to hear the appeal by means of a resolution. Naturally, the provisions governing the disciplinary resolution of first instance shall apply to the content and communication of this resolution.
- (2) If the appeal is submitted beyond deadline or it is not submitted by the person entitled to do so, the Student Legal Redress Committee shall dismiss the appeal by order.
- (3) In a substantive resolution, the Student Legal Redress Committee of second instance shall
  - a) approve of
  - b) change, or
  - c) in case of such a deficiency of the procedure of evidence which cannot be remedied in the procedure of second instance, annul the contested resolution and order the FB of first instance to conduct a new procedure.
- (4) The Student Legal Redress Committee of second instance shall have the right to aggravate the disciplinary punishment of first instance.

## **Legal effect and challenging a resolution before the court**

### **SECTION 141**

- (1) The resolution may only be executed after it becomes final. The resolution 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 one or has withdrawn the appeal submitted,
  - b) the deadline for appeal has passed without the announcement of an appeal,
  - c) the Student Legal Redress Committee of second instance has rejected the appeal.
- (2) The final resolution imposing disciplinary punishments may be challenged before the court by action within thirty days upon the communication thereof. The student under investigation shall be informed hereof in the resolution of second instance. The action must be brought before the director of education and quality assurance and addressed to the Miskolc Regional Court.
- (3) The fact that resolutions have been passed as well as the date of the resolutions becoming final shall be entered in the student's registration course book.

### **Repeated procedure**

#### **SECTION 142**

- (1) 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 evidence 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 Student Legal Redress Committee of second instance. The resolution may be appealed. The rector shall make a decision on the appeal after hearing the opinion of the chairperson of the student union. The Student Legal Redress Committee of second instance shall send the resolution ordering a new procedure to the chairperson of the FB of first instance in order that it would conduct the procedure. The provisions herein shall apply to any new procedures.

### **Exemption**

#### **SECTION 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 135(1) a)-c), three months after the resolution has become final,
  - b) in case of the disciplinary punishment set forth in Sections 135(1) d)-e), after the expiry of the period laid down in the resolution,
  - c) in case of the suspension of the disciplinary punishment, on the successful completion of the probationary period.
- (2) Exemption from the consequences of the most severe disciplinary punishment set forth in Sections 135(1) e) may only be granted at a special request. It may be granted if at least a period of two years has passed since the resolution becoming final, and it can be reasonably assumed that the former student deserves exemption.
- (3) The proceeding FB of first instance shall have the right to grant exemption to a former student, and it shall pass a resolution on it. These regulations shall properly be applied to the procedure of the committee.
- (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 resolution stored in the folder in accordance with the instruction of the chairperson of the disciplinary committee.

### **Record-keeping and publicity**

#### **SECTION 144**

- (1) The disciplinary committee of second instance shall send its resolution together with the documents of the procedure to the FB of first instance. The chairperson of the FB of first instance shall arrange for the registration of the resolution 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 FB of first instance shall send the final resolution for information and for taking measures
  - a) to the Rector and the vice-rector for academic affairs
  - b) to the dean of the relevant faculty,
  - c) to the director of education and quality assurance
  - d) to those affected by the execution of the disciplinary punishment (e.g. dormitory, club, etc.),
  - e) to the chairpersons of the student unions of the faculties and the university.

#### **SECTION 145**

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

### **Regulation of Students' Liability for Damages**

#### **Liability for Damages of the University of Miskolc**

##### **SECTION 146**

- (1) The University of Miskolc, dormitories and the organiser of practical training shall be held liable for any damage caused to the student in relation to the student status, dormitory status or practical training pursuant to the Act V of 2013 on the Civil Code with the provision that they shall be exempt from liability if they prove that damage was due to an unavoidable reason 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 to programmes (events) organised by the University (or any of its organisational units). The adverse consequences of liabilities shall be borne by the organising organisational unit (faculty, university or faculty HÖK, etc.).

### **Students' liability for damages**

##### **SECTION 147**

- (1) The student shall be held liable for damages in relation to any damage wrongfully caused to the higher education institution (including the dormitories, 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 shall be equivalent to maximum fifty per cent of the monthly minimum wages effective 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 constantly holding, exclusively using or handling taken over with a list or acknowledgement of receipt under the obligation to return or be accounted for.
- (5) The student shall be exempt from liability pursuant to Section (4) if the shortage was due to an unavoidable reason.

### **Procedural rules**

#### **SECTION 148**

- (1) In students' 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 compensation, 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 the dormitories).
- (3) Final resolutions concerning damages may be challenged at the Miskolc Regional Court.
- (4) Otherwise, the rules of disciplinary procedure shall be applied to procedures of liability for damages, while with respect to substantial law considerations, the rules concerning liability for damages of the Civil Code shall prevail.

### **Chapter VI**

#### **Regulations concerning the prevention of accidents affecting students and the rules to be followed in the event of accidents**

#### **SECTION 149**

The rules related to the prevention of student accidents and those to be followed in the event of accidents are included in the Workplace Safety Regulations of the University of Miskolc.

### **Chapter VII**

#### **Rules of obligation for students to declare their assets**

#### **SECTION 150**

Procedure with regard to the obligation of declaration of assets prescribed by Act CLII of 2007 shall be regulated by the shared instructions of the rector and the chief financial officer.

### **Closing provisions**

#### **SECTION 151**

These regulations were approved by the Senate in its resolution No. 7/2023 and adopted by the Board of Trustees the Universitas Miskolcinensis Foundation in

its resolution No. 4/2023. (I. 20.). These regulations shall enter into force on 31 January 2023.

Miskolc-Egyetemváros, 31 January 2023

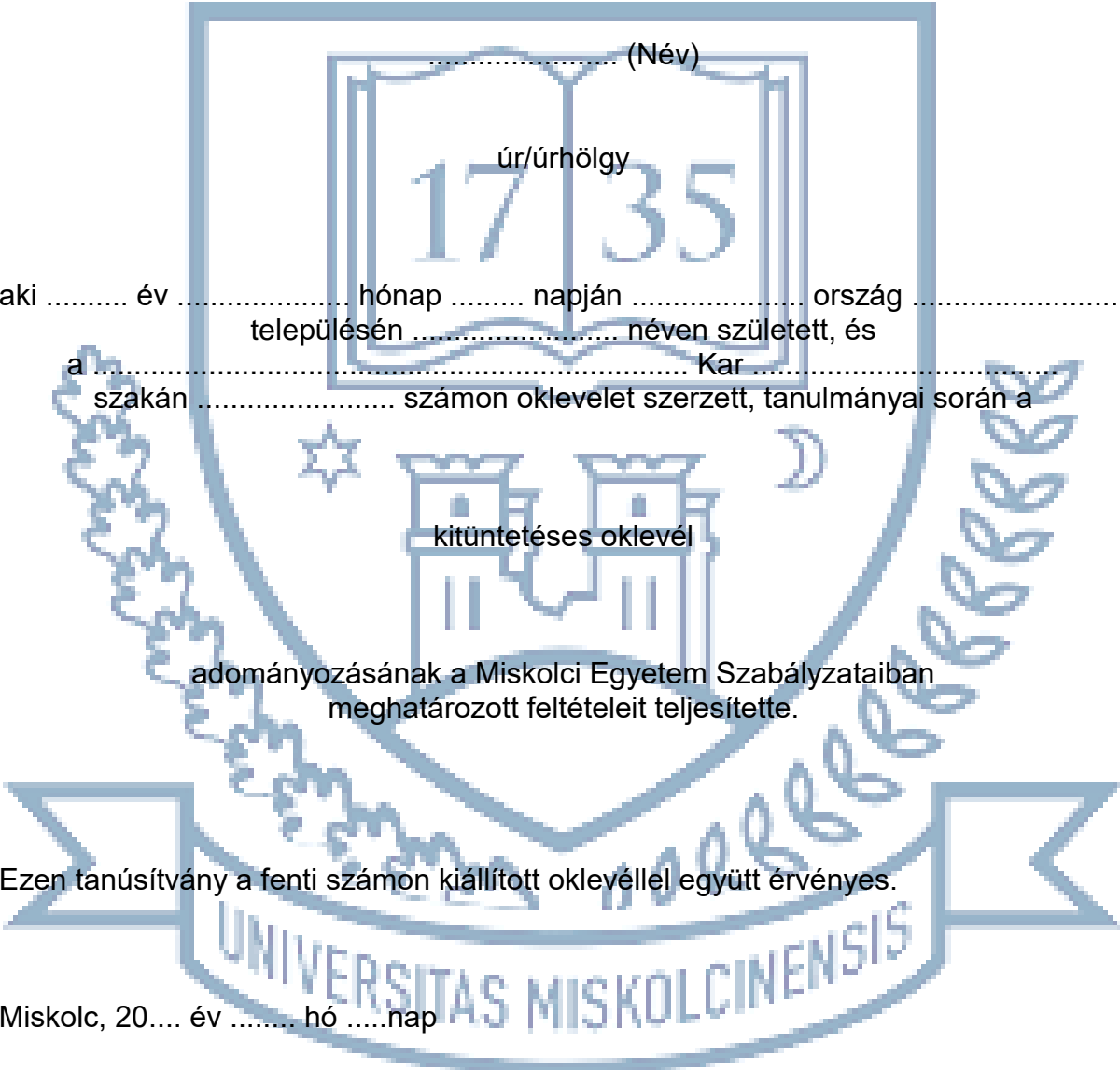
Dr. Judit Varga  
Chair of the Board of Trustees

### Procedure for the submission and assessment of applications

| Type of appli-<br>cation  | Way of sub-<br>mission     | Refer-<br>ence | Start of sub-<br>mission  | End of sub-<br>mission  | Decision   |
|---|----------------------------|----------------|---|---|--|
| Application for legal redress   | on paper or electronically | Section 23     | communication of resolution of first instance (or becoming aware thereof) | 15 days   | 30 days  |
| Suspension of student status  | electronically             | Section 37     | registration week   | 15th day of term period   | 8 workdays   |
| Termination of student status   | electronically             | Section 57     | continuous  | continuous  | 8 workdays   |
| Modification of course registra-<br>tion, subsequent course registra-<br>tion | electronically             | Section 124    | study period  | 15th day of study period  | 15 workdays  |
| Credit recogni-<br>tion   | electronically             | Section 42     | registration week   | end of the 2nd week of study period   | 15 workdays  |
| Individual study schedule   | electronically             | Section 41     | registration week   | end of the 1st week of study period   | end of the 2nd week of study pe-<br>riod, 15 days in case of electronic processing |
| Applications for special consid-<br>eration                                   | electronically             | Sections 57-59 | from becoming aware or from the removal of obstacle                       | without delay   | 8 workdays   |
| Issuance of the pre-degree cer-<br>tificate                                   | on paper                   | Section 60     | the last day of examination period  | 15 days   | 15 workdays  |
| Paying tuition fee in instal-<br>ments  | electronically             | Section 119    | beginning of registration week  | end of regis-<br>tration week   | 15 workdays  |
| Transfer  | on paper                   | Section 13     |   | 15 July 15 and 20 Janu-<br>ary  | 15 workdays  |
| Guest student status  | on paper                   | Section 17     |   | end of regis-<br>tration week   | 8 workdays   |
| Credit recogni-<br>tion (for admis-<br>sion)                                  | on paper or electronically |                | continuous  | beginning of the 8th week prior to deter-<br>mining ad-<br>mission point limits | 15 workdays  |

## Kitüntetéses oklevél

A Miskolci Egyetem ..... Kar dékánjaként  
tanúsítom, hogy



..... (Név)  
úr/úrhölgy  
17 35

aki ..... év ..... hónap ..... napján ..... ország .....  
településén ..... néven született, és  
a ..... Kar .....  
szakán ..... számon oklevelet szerzett, tanulmányai során a

kitüntetéses oklevél

adományozásának a Miskolci Egyetem Szabályzataiban  
meghatározott feltételeit teljesítette.

Ezen tanúsítvány a fenti számon kiállított oklevéllel együtt érvényes.

Miskolc, 20.... év ..... hó ..... nap

P.H.





**DEGREE WITH DISTINCTION**

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

..... (name)

born on .... day ..... month ..... year, in ..... town, ..... country

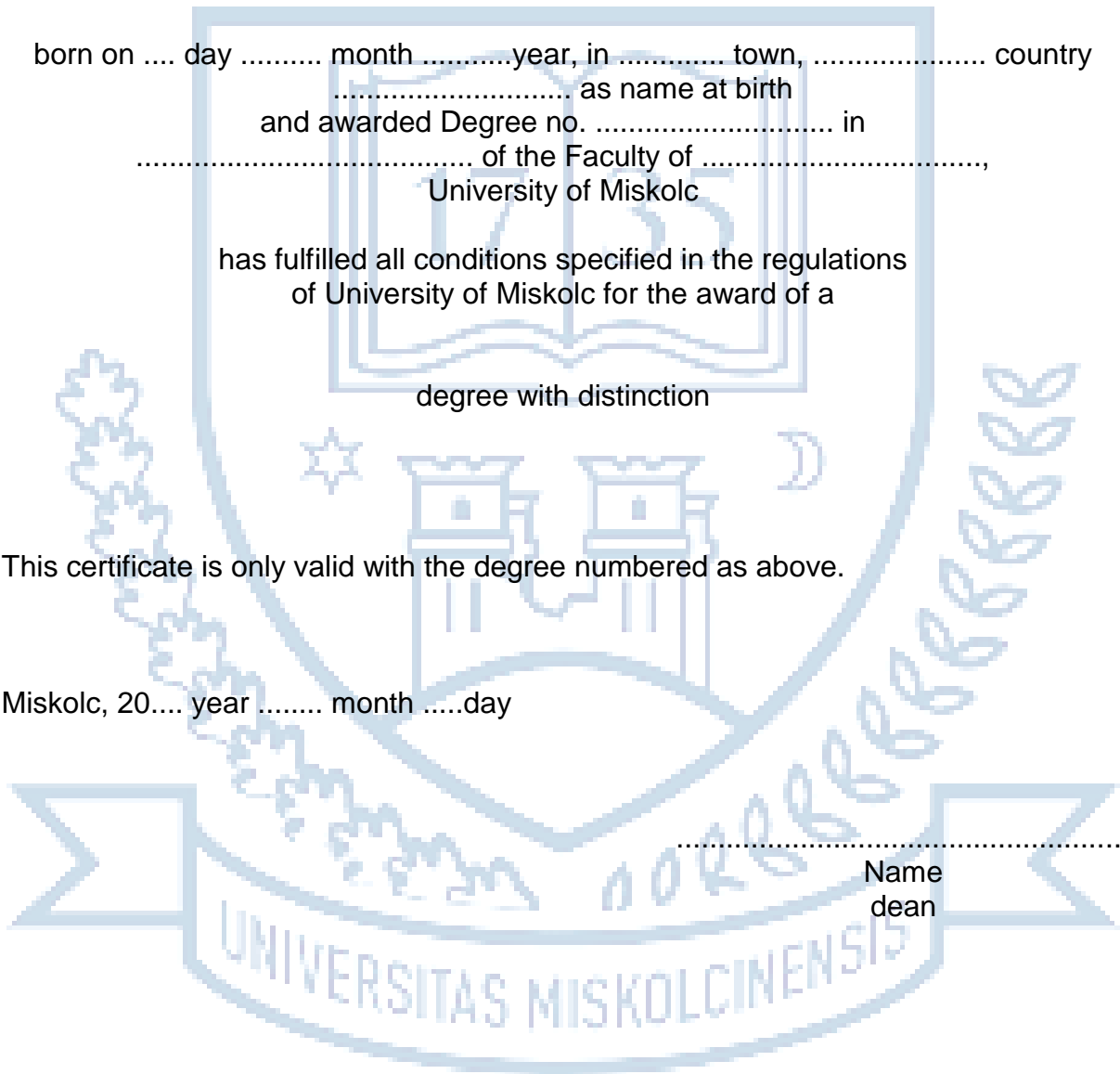
..... as name at birth  
and awarded Degree no. .... in  
..... of the Faculty of .....,  
University of Miskolc

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

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

Miskolc, 20.... year ..... month ..... day

.....  
Name  
dean



Reference number:  
Administrator:

Subject: Decision on transfer

DECISION

On behalf of the Admission Board of the Faculty of ..... of the University of Miskolc, I grant the applicant's ..... (Student name) (Neptun code: ....., Address: .....), request as the student of the Faculty ..... of ..... University (name of the transferring institution) ..... (specialisation) in ..... *tertiary vocational programme/bachelor training/master training/undivided training\* part-time/full-time\** to receive training at the Faculty of ..... of University of Miskolc in ..... (specialisation) in ..... *tertiary vocational programme/bachelor training/master training/undivided training \*, part-time/full-time training, state-funded/ state part-scholarship/cost-reimbursement/self-financed \** as of ..... month ..... year .....

I take the applicant over to

..... *of the tertiary vocational programme/bachelor training/master training/undivided training\** of the Faculty of ..... of the University of Miskolc as a *part-time/full-time training, \* state part-scholarship/cost-reimbursement/self-financed\* (reimbursement/self-finance\* rate Ft/semester)* student of ..... (specialisation). He/she may start his/her studies in semester 1/2\* of the academic year 20.../20... according to the 20.... model curriculum.

A written appeal can be submitted against my decision - within fifteen days from the date of receipt -, addressed to the Student Legal Redress Committee of the University of Miskolc, but sent to the dean of the Faculty of .....

JUSTIFICATION

The student named above has submitted a request the Faculty ..... of ..... University (name of the transferring institution) ..... (specialisation) in ..... *tertiary vocational programme/bachelor training/master training/undivided training\* part-time/full-time\** to receive training at the Faculty of ..... of University of Miskolc in ..... (specialisation) in ..... *tertiary vocational programme/bachelor training/master training/undivided training \*, part-time/full-time training, state-funded/ state part-scholarship/cost-reimbursement/self-financed \** as of ..... month ..... year .....

The provisions of Section 13(3)a-d) of Volume III of the Organisational and Operational Regulations of the University of Miskolc, entitled Requirements for Students (hereinafter "HKR") allow the faculty to transfer the applicant from the institution that releases him/her. Pursuant to Section 13(3)(c) of the HKR, the application must be accompanied by a "transfer form" issued by the releasing institution, certifying that the applicant has student status and is not subject to dismissal or disciplinary exclusion, or that these conditions do not apply to the student.

On the basis of the submitted application and the attached annexes, I have established that the applicant has student status, that there are no circumstances preventing his/her transfer, and that he/she meets the conditions for transfer set out in the HKR and the Faculty HKR.

In view of the above, I have decided as set out in the operative part.

My power and competence are based on Section 13(5) of the HKR. The right of appeal against the present decision is provided for in Section 23(1) of the HKR. Otherwise, the provisions of Act CL of 2016 on the General Administrative Procedure shall apply to this decision and the relevant procedure contained herein.

### INFORMATION

Please find attached to this decision the student training contract, one copy of which you are kindly requested to fill in, sign and return to the postal address of the Directorate of Education and Quality Assurance, 3515 Miskolc-Egyetemváros, by ..... day ..... month..... year at the latest, or submit in person during office hours at the Directorate of Education and Quality Assurance of the University of Miskolc (offices 16-19 Building A/1). *Please send a copy of the cheque of the transfer procedure for the payment of the fee of HUF..... to the following e-mail address: ..... @uni-miskolc.hu.* \* For enrolment information, please contact your designated study administrator in the Directorate of Education and Quality Assurance.

I would like to inform you that you may submit a request for credit transfer on the basis of Section 42(1) of the HKR, with regard to your previous studies, and you must attach a copy of the certified course descriptions for the courses you have completed so far and a copy of your transcript of records or a certificate of completion.

Please note that the payment of the administrative fee of HUF 50,000- (i.e. fifty thousand HUF) required as a condition of registration under Section 30(1) of the HKR is due between .... day ..... month ..... year. \*\*

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

.....  
(Name)  
Dean  
chairperson of the admissions board

To be notified:  
Applicant  
(Name of transferring institution)  
Directorate for Education and Quality Assurance  
Archives

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3\*\*Only for students establishing student status from the first semester of the academic year 2014/2015.  
To be deleted for applicants who established student status before this date.

2\*

3\*\*

## Principles and procedures for assessing the social situation of students

A student may be entitled to a regular social grant, an extraordinary social grant or basic support, taking into account the provisions of Government Decree No. 51/2007. (III. 26.) on the benefits paid to and the fees to be paid by students in higher education as amended several times.

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

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

**Grants shall be applied for in due form.** Application can be submitted for the autumn and spring terms respectively via the UNISYS Electronic Applications System on the website of the University of Miskolc as well as by following the application procedure detailed on the website of the student union.

Students can apply for a social grant for one semester (5 months), and for an extraordinary social grant and basic support only once. In a semester, an applicant may submit more than one valid application if several events arise, but only one per event.

Only one application can be submitted in case of events that are in causal relationship.

When assessing a student's eligibility, the following aspect shall be considered:

1. The number and income status of people permanently living on the property indicated as the student's residence.
2. The distance between the student's permanent residence and the training place.
3. The number of dependants in the same household, in particular dependent children.
4. The health condition of the student or of a close relative living in the same household as the student, the related and regular medical expenses, the costs incurred by disabled persons as a result of their condition and the costs of caring for a relative who needs care.
5. As for students who are not living in a joint household as specified in the Act LXXX of 1997 on persons entitled to social security benefits and private pensions, as well as the coverage of these services, the costs of such a household.

Students applying for a grant need to prove their claims justifying their disadvantaged circumstances. Submission of justifying document is voluntary but unjustified circumstances will not be considered.

All data necessary to assess students' social circumstances are to be handled in compliance with relevant data protection legislation and university requirements.

The detailed points system used to evaluate social grant applications is regulated by a rector's order and is approved by the ME-HÖK.

**The list of degree programmes, secondary school leaving examination subjects, institutional points, the secondary school subjects and secondary school leaving examination subject that can be chosen to obtain points in the 2024 higher education admission process in the bachelor and undivided programmes at the University of Miskolc**

The admission point categories in all programmes and faculties at the University of Miskolc – except for the art training programme shall be as follows

| <b>Institutional points awardable by the University of Miskolc<br/>(a total maximum of 100 points)</b>   | <b>Maximum<br/>value (points)</b> |
|--|-----------------------------------|
| At least a 5th place at world or European championships – except for 1st to 3rd places at world championships and a 1st place at European championships – 30 points<br><b>Way of certification:</b> a certificate issued by the relevant Hungarian sport association, or by the Hungarian Paralympic Committee or the Hungarian Deaf Sport Federation.   | 30 points                         |
| At least a 5th place at a national championship organised by the relevant sports association in a sport recognised by the International Olympic Committee – 15 extra points<br><b>Way of certification:</b> certificate issued by the relevant Hungarian sports association.   | 15 points                         |
| Participation in the Olympic Games organised by the International Olympic Committee, as of 1984, participation in the Paralympics, Deaflympics and FIDE Chess Olympiad – except for 1st – 8th place- 50 points.<br><b>Way of certification:</b> certificate issued by the relevant Hungarian sports association.   | 50 points                         |
| At least a 3rd place in the national Student Olympics finals in a sport recognised by the International Olympic Committee or the Hungarian School Sport Federation.<br>Way of certification: certificate issued by the Hungarian School Sport Federation.  | 20 points                         |
| Rankings in National Secondary School Academic Competition, Vocational Secondary Final Examination Competition, Sectoral and non-sectoral Final Examination Competition, Sectoral and non-sectoral Specialisation Final Examination Competition: 1st – 10th place 51 points, 11th-20th place 30 points, 21st-30th place 20 points<br>Way of certification: <ul style="list-style-type: none"> <li>– Certifying document issued by the Educational Authority with the results obtained at the <b>National Secondary School Academic Competition</b> or a copy of the certificate.</li> <li>– Certifying document or the copy of the certificate of the results obtained at the <b>Vocational Secondary Final Examination Competition</b>, issued by the National Employment Agency and Adult Learning Head Office.</li> <li>– Certifying document or a copy of the certificate with the results obtained at the <b>Sectoral and non-sectoral Final Examination Competition, Sectoral and non-sectoral Specialisation Final Examination Competition</b> issued by the National Office of Vocational Education and Training and Adult Learning</li> </ul> | 20/30/50 points                   |
| 30 points for Grand Prize winners and 20 points for First Prize winners, based on their placement in the National Conference of High School Science Student Circles.<br><b>Way of certification:</b><br>A copy of a certificate or diploma issued by the National Association of Research Students must be submitted as proof of the competition result.   | 20/30 points                      |
| 50 points for at least 3rd place in the Youth Science Innovation Talent Contest.<br><b>Way of certification:</b> a copy of the certificate of the competition or a copy of the certificate issued by the Hungarian Innovation Association organizing the competition.  | 50 points                         |

| <b>Institutional points awardable by the University of Miskolc<br/>           (a total maximum of 100 points)</b>  | <b>Maximum<br/>           value (points)</b> |
|--|--|
| 50 points for placing 1-5 in International Science Olympiad.<br><b>Way of certification:</b> must be certified by a copy of the certificate or diploma issued by the organiser showing the result of the competition.  | 50 points                                    |
| 30 points for placing 1-3 in the "V4 Student Olympiad in Economics" organised by Hungary, the Czech Republic, Poland and Slovakia.<br><b>Way of certification:</b> must be certified by a copy of the certificate of the Hungarian Economic Society stating the result of the competition.   | 30 points                                    |
| 25 points for 1st to 3rd place in the "Young Scientists" high school science competition.<br><b>Way of certification:</b> proof must be provided by a copy of the diploma or certificate issued by the Education Office organising the competition.  | 25 points                                    |
| Advanced level examination, 50 points per subject up to 2 subjects at advanced level.<br><b>Way of certification:</b> a copy of the student's school leaving certificate or diploma. It is not necessary to send in Hungarian <b>final exam certificates issued after 1st January 2006</b> , because the results of the final exams included in them will be received electronically by the Education Office from the public education information system.   | 50/100 points                                |
| Intermediate level (B2) complex language examination (excluding Hungarian language) 30 points<br>If the applicant has only an oral or written certificate in a language 15 points<br><b>Way of certification:</b> Proof of language proficiency may be provided by a state-recognised language examination certificate or equivalent document, such as: <ul style="list-style-type: none"> <li>– a decision on the naturalisation/recognition of the foreign language examination certificate in Hungary,</li> <li>– a secondary education or higher education obtained in a recognised foreign higher education institution,</li> <li>– appropriate school leaving certificate from a national secondary school.</li> </ul> When applying, it is obligatory to provide the following information about language examinations and language skills: language, level, type of examination, certificate number, registration number, date of issue of the certificate. <b>Only language examination documents issued before 1 January 2003 need to be uploaded to the eAdmission system.</b><br>For language examination certificates issued <b>after 1st January 2003</b> , authenticity is checked on the basis of the data provided, from the register of language examination records.<br>If you hold separate oral and written language certificates for a language, you must enter their details in two separate lines in your eAdmission system.<br>Oral (formerly type A) and written (formerly type B) exams in the same language at the same level are <b>automatically considered complex</b> (formerly type C).<br>Only higher levels of language proficiency in the same language can be awarded an institutional point. | 15/30 points                                 |
| Maximum 2 advanced level (C1) complex language examination (excluding Hungarian language), 50 points by the language, maximum 100 points<br>If the applicant has only an oral or written certificate in a language 25 points.<br><b>Way of certification:</b> Language competence can be certified only via state-accredited language examination certificate or equivalent document. <ul style="list-style-type: none"> <li>– naturalizing statement regarding the recognition of foreign language examination certificates,</li> <li>– secondary or higher education certificate obtained abroad at a state-recognised educational institution,</li> <li>– secondary final examination obtained in an ethnic school.</li> </ul> In the application process, the following data must be provided as regards language competence: the language, level, type and number of the certificate, registry number and issue data.<br>Only language examination documents issued before 1 January 2003 need to be uploaded to the E-admission system.  | 25/50/100<br>points                          |

| <p align="center"><b>Institutional points awardable by the University of Miskolc<br/>(a total maximum of 100 points)</b></p>  | <p align="center"><b>Maximum<br/>value (points)</b></p> |
|---|---|
| <p>In the case of language certificates <b>issued after 1 January 2003</b>, authenticity is verified via the registry documentations.<br/>If the applicant passed the oral and written language exam separately, data of the two certificates must be entered in two separate lines in the E-admission system. Oral and written language exams (earlier type A and type B exams) in the same language are automatically considered as complex language exam (earlier type C exam).<br/>Extra points can be obtained only for a higher level exam in the same language.</p>  |   |
| <p>Preferential treatment on the grounds of:</p> <ul style="list-style-type: none"> <li>– disadvantaged status,</li> <li>– disability</li> <li>– raising a child /children</li> <li>– the applicant’s permanent address is in a municipality set forth in Annex 2 or 3 of Government Decree No. 105/2015. (IV.23)</li> <li>– the applicant’s permanent address is in one of the counties of the Zone of Economic Development of North-Eastern Hungary (Borsod-Abaúj-Zemplén, Heves, Nógrád, Szabolcs-Szatmár-Bereg, Hajdú-Bihar, Jász-Nagykun-Szolnok).</li> <li>– Applicants of Hungarian mother tongue from neighbouring countries.</li> </ul> <p>25 points per category, maximum 50 points</p> <p><b>Way of certification:</b></p> <ul style="list-style-type: none"> <li>– Disadvantaged status can be certified only via <b>certifying documents</b> issued by the <b>municipal clerk</b> or competent <b>guardianship authority</b>. If the document claims only regular child care benefit, then, in Accordance with Article XXXII 67/A of 1996, it cannot be used to certify disability status.</li> <li>– If the applicant’s disability, special needs status persisted during their secondary studies, the disability status can only be certified via expert opinion. The expert opinion is issued following a complex examination by the county/capital professional expert committee (or the relevant member institution) in accordance with the 15/2013. (II. 26.) EMMI decree. (Among the legal predecessors of the pedagogical professional services, only the national professional or rehabilitation committee can issue expert opinions.)</li> <li>– If the applicant’s disability or special needs status <b>did not start in secondary education</b>, the disability status can be declared by the ELTE Trainee National Pedagogical Services after 1 September 2020.</li> <li>– The documents issued by the legal predecessors of the rehabilitation authorities (e.g. the metropolitan or county governments, NRSZH, OOSZI etc) certifying permanent disability are acceptable.</li> <li>– <b>Eligibility for points for Child Care status</b> in case of infant care (CSED), adoption care (ÖD), child care assistance (GYES) child care benefit (GYED) and child-rearing benefit (GYET), eligibility is certified by the authority providing the benefit (Hungarian Treasury local offices, government offices),</li> <li>– In case of home <b>child</b> care (GYOD) and child home nursing, eligibility is certified by the authority granting eligibility (Metropolitan/County Government Offices)</li> <li>– in case of unpaid leave status, the status is certified by the employer’s certifying document beside the submission of the statement approving any of the above eligibilities</li> <li>– professionals in defence authorities, besides the employer’s statement of leave of absence pay, with employer’s reference</li> <li>– professional or contracted soldiers on maternity leave or unpaid leave, and a statement issued in the same period with the employer’s reference</li> </ul> <p>is necessary for certification.</p> <ul style="list-style-type: none"> <li>– The applicant’s permanent address is verified officially and is checked against Annex 2 or 3 of the 105/2015. (IV. 23.) Government Decree, therefore, no relevant certification needs to be submitted.</li> </ul> | <p align="center">25/50 points</p>                      |



| <b>Institutional points awardable by the University of Miskolc<br/>(a total maximum of 100 points)</b>   | <b>Maximum value (points)</b> |
|--|-------------------------------|
| <ul style="list-style-type: none"> <li>- The applicant's permanent address and city of residence is verified officially against the counties of the Zone of Economic Development of North-Eastern Hungary, therefore no relevant certification needs to be submitted.</li> <li>- <b>Way of certification:</b> Applicants living in neighbouring states can prove their eligibility by submitting a statement about their Hungarian origin and ability to pursue their education in Hungarian.</li> </ul> |                               |
| Applicants participating in and completing the secondary final examination preparatory courses held by the University of Miskolc.<br><b>Way of certification: certification issued by the organiser</b>  | 20 points                     |
| any technical qualifications<br><b>Way of certification:</b> a copy of the technical studies certificate   | 30 points                     |

### Institutional point categories used by the Faculty of Materials and Chemical Engineering

| <b>Institutional point categories used by the Faculty of Materials and Chemical Engineering<br/>(A total maximum of 100 points can be earned!)</b>  | <b>Maximum value (points)</b> |
|---|-------------------------------|
| Participation in the academic conference organized by the Scientific Students' Associations of the Faculty of Materials and Chemical Engineering of the University of Miskolc.<br><b>Way of certification:</b> certifying document issued by the Dean's Office of the Faculty of Materials and Chemical Engineering of the University of Miskolc  | 25 points                     |
| <ul style="list-style-type: none"> <li>- János Irinyi National Secondary Chemistry Competition (Organisers: Association of Hungarian Chemists)</li> <li>- Hevesy György Carpathian Basin Chemistry contest (Organiser: Hungarian Society of Natural Sciences)</li> <li>- National Materials Science contest (organiser: Materials and Chemical Engineering, University of Miskolc)</li> </ul> First prize 50 points<br>Second prize 40 points<br>Third prize 30 points<br>Participation in the competition: 10 points Special award: 10 points<br><b>Way of certification:</b> Certification issued by the organiser of competition | 10/30/40/50 points            |
| As listed in annex 3 -with a professional NQR (National Qualifications Register) certificate, vocational secondary school certificate or secondary professional certificate - 30 points are awarded for pursuing studies in all technical studies bachelor programme<br><b>Way of certification:</b> Professional qualification can be certified only with a professional NQR (National Qualifications Register) certificate, vocational secondary school certificate or secondary professional certificate issued after May 2021.  | 30 points                     |

### Institutional point categories used by the Faculty of Law

| <b>Institutional point categories used by the Faculty of Law<br/>(A total maximum of 100 points can be earned!)</b>   | <b>Maximum value (points)</b> |
|---|-------------------------------|
| Young Orator of the City of Miskolc, 1-3 prize 30 points, participation 10 points<br><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Law | 10/30 points                  |

|   |              |
|---|--------------|
| Hungarian and English debate contest organised by the University of Miskolc, 1-3 prize 30 points, participation<br><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Law   | 10/30 points |
| Participation in the reading comprehension preparatory course organised by the University of Miskolc - 20 points<br><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Law  | 20 points    |
| <b>Way of certification:</b> certification issued by the organiser of competition   | 10/30 points |
| The below listed qualifications certified by a professional NQR (National Qualifications Register) certificate, vocational secondary school certificate or secondary professional certificate - when pursuing studies in a bachelor programme of HR, employment or welfare administration studies - 30 points can be awarded.<br>504110901 Finance and accounting administrator<br>– 504110902 Business administrator<br>– 434401 Finance and accounting administrator<br>– 434402 Business and payroll administrator<br><b>Way of certification:</b> Professional qualification can be certified only with a professional NQR (National Qualifications Register) certificate, vocational secondary school certificate or secondary professional certificate issued after May 2021. | 20 points    |

### Institutional point categories used by the Faculty of Humanities and Social Sciences

| <b>Institutional point categories used by the Faculty of Humanities and Social Sciences<br/>(A total maximum of 100 points can be earned!)</b>  | <b>Maximum value (points)</b> |
|---|-------------------------------|
| Faculty of Humanities and Social Sciences of the University of Miskolc, Translation contest in English and German (1-3 prize, participation)<br>First prize 50 points<br>Second prize 40 points<br>Third prize 30 points<br>Participation in the competition: 10 points<br><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Humanities and Social Sciences  | 10/30/40/50 points            |
| Faculty of Humanities and Social Sciences of the University of Miskolc, Social innovation contest<br>National contest, national announcement<br>Participation in the competition: 10 points<br>First place: 50 points<br>Second place: 40 points<br>Third place: 30 points<br>Fourth to tenth place: 20 points<br>Other: 10 points<br><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Humanities and Social Sciences | 10/20/30/40/50 points         |
| Faculty of Humanities and Social Sciences, University of Miskolc, Cultural History of Miskolc contest (1-3 prize, participation)<br>First place: 50 points<br>Second place: 40 points<br>Third place: 30 points<br>Participation in the competition: 10 points  | 10/30/40/50 points            |

| <b>Institutional point categories used by the Faculty of Humanities and Social Sciences</b><br><b>(A total maximum of 100 points can be earned!)</b>  | <b>Maximum value (points)</b> |
|---|-------------------------------|
| <b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Humanities and Social Sciences   |                               |
| Simonyi Zsigmond Carpathian Basin spelling contest<br>First place: 50 points<br>Second place: 40 points<br>Third place: 30 points<br>Participation in the competition: 10 points<br><b>Way of certification:</b> certificate with the results of the contest or a copy of a certifying document issued the organiser, Faculty of Humanities of ELTE   | 10/30/40/50<br>points         |
| Hungarian Speech Contest (1-3 prize in the county 30 points, 1-3 prize in the Carpathian Basin 50 points)<br>Participation in the competition: 10 points<br><b>Way of certification:</b> certificate with the results of the contest or a copy of it issued by the Kazinczy Foundation  | 10/30/50 points               |
| My Pannonia literary contest of the Carpathian Basin<br>(1-3 prize in the region 30 points, 1-3 prize in the Carpathian Basin 50 points)<br>Participation in the competition: 10 points<br><b>Way of certification:</b> certificate with the results of the contest or a copy of it issued by the organizers.   | 10/30/50 points               |
| Faculty of Humanities and Social Sciences, University of Miskolc, REPORT – essay contest in sociology: social work/welfare policy; sociology; political science, international studies<br>Participation in the competition: 10 points<br>First place: 50 points<br>Second place: 40 points<br>Third place: 30 points<br>Fourth to tenth place: 20 points<br>Other: 10 points<br><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Humanities and Social Sciences | 10/20//30/40/50<br>0 points   |
| Lumière film contest (1-3 prize) Faculty of Humanities and Social Sciences, University of Miskolc<br>First place: 50 points<br>Second place: 40 points<br>Third place: 30 points<br>Participation in the competition: 10 points<br><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Humanities and Social Sciences  | 10/30/40/50<br>points         |
| Pedagogy contest, Faculty of Humanities and Social Sciences, University of Miskolc<br>Lesson plan preparation: 'The superb lesson'<br>First place: 50 points<br>Second place: 40 points<br>Third place: 30 points<br>Participation in the competition: 10 points<br><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Humanities and Social Sciences   | 10/30/40/50<br>points         |
| Logo design contest, Faculty of Humanities and Social Sciences, University of Miskolc<br>'Teacher and student' photography contest: 'Teacher and student' (1-3 prize, participation)<br>First place: 50 points<br>Second place: 40 points<br>Third place: 30 points<br>Participation in the competition: 10 points<br><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Humanities and Social Sciences   | 10/30/40/50<br>points         |

| <p><b>Institutional point categories used by the Faculty of Humanities and Social Sciences</b><br/><b>(A total maximum of 100 points can be earned!)</b></p>  | <p><b>Maximum value (points)</b></p> |
|---|--------------------------------------|
| <p>English and German civilisation contest (1-3 prize) Faculty of Humanities and Social Sciences, the University of Miskolc<br/>First place: 50 points<br/>Second place: 40 points<br/>Third place: 30 points<br/>Participation in the competition: 10 points<br/><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Humanities and Social Sciences</p>   | <p>10/30/40/50 points</p>            |
| <p>Work experience in the special needs education bachelor programme<br/>Min 1 year work experience as a special needs teacher/teaching assistant or other positions (school clerk, teacher) in public education.<br/>min 1 year work experience in the social sector: women's shelter, geriatric, social care facilities, guardian institution<br/>min 1 year work experience in a health care facility or<br/>1 year work experience in re-socialisational institutions: youth custody centre, prison.<br/><b>Way of certification:</b> employment reference issued by the listed institutions.</p> | <p>30 points</p>                     |
| <p>Work experience in the social worker bachelor programme<br/>1 year work experience as a social worker/social administrator/social assistant (e.g in the areas of family care, child care, elderly care, disabled care, patronage, youth welfare, patients care with addictions and mental issues)<br/><b>Way of certification:</b> employer's certificate issued by the institutions listed above</p>  | <p>30 points</p>                     |
| <p>30 points for the following previous qualifications: NQR (National Qualifications Register) certificate, professional qualification certificate and technical secondary certificates in case of the bachelor programme in special needs education, social work.<br/><b>Way of certification:</b> Only the following are accepted for certification of previous qualifications: NQR (National Qualifications Register) certificate, professional qualification certificate and technical secondary certificate issued after May 2021</p>  | <p>30 points</p>                     |

### Institutional point categories used by the Faculty of Health Sciences

| Institutional point categories used by the Faculty of Health Sciences<br>(A total maximum of 100 points can be earned!)   | Maximum value (points) |
|---|------------------------|
| 50 points for maximum 2 of the following certificates: NQR (National Qualifications Register) certificate, professional qualification certificate and secondary technical certificate in the case of the bachelor programme in Medical and Health Science qualifications as listed in annex 1. 40 points for a NQR (National Qualifications Register) certificate, a professional qualification certificate or a secondary technical certificate and 50 points for two of these certificates.<br><b>Way of certification:</b> Only the following are accepted for certification of previous qualifications: NQR (National Qualifications Register) certificate, professional qualification certificate and secondary technical certificate issued after May 2021. | 40/50 points           |

### Institutional point categories used by the Faculty of Economics

| Institutional point categories used by the Faculty of Economics<br>(A total maximum of 100 points can be earned!)  | Maximum value (points) |
|--|------------------------|
| For 1-3 prize and special prize at the Susánszky János Secondary Case-Study Contest organised by the Faculty of Economics of the University of Miskolc<br><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Economics | 20 points              |

### Institutional point categories used by the Faculty of Mechanical Engineering and Informatics

| Institutional point categories used by the Faculty of Mechanical Engineering and Informatics<br>(A total maximum of 100 points can be earned!)   | Maximum value (points) |
|--|------------------------|
| For 1-3 prizes and special prizes in the IT and technical programmes organised by the Faculty of Mechanical Engineering and Informatics of the University of Miskolc.<br><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Mechanical Engineering and Informatics   | 30 points              |
| 30 points can be given in all technical bachelor programmes for NQR (National Qualifications Register) certificate, professional qualification certificate and technical secondary certificate as listed in annex 3.<br><b>Way of certification:</b> Only the following are accepted for certification of previous qualifications: NQR (National Qualifications Register) certificate, professional qualification certificate and technical secondary certificate issued after May 2021.   | 30 points              |
| As listed in Annex 4. -having a NQR certificate of professional qualification, a vocational grammar school certificate or a secondary professional qualification certificate - in case of further studies in all IT related BSc programmes, 30 points can be obtained.<br><b>Way of certification:</b> Only the following are accepted for certification of previous qualifications: NQR (National Qualifications Register) certificate, professional qualification certificate and technical secondary certificate issued after May 2021. | 30 points              |

### Institutional point categories used by the Faculty of Earth and Environmental Sciences and Engineering

| <b>Institutional point categories used by the Faculty of Earth and Environmental Sciences and Engineering<br/>(A total maximum of 100 points can be earned!)</b>  | <b>Maximum value<br/>(points)</b> |
|---|-----------------------------------|
| <p>For prizes won at professional competitions hosted by the Faculty of Earth and Environmental Sciences and Engineering of the University of Miskolc such as the Earth Science student conference (1st-3rd prize, or special award).<br/><b>Way of certification:</b> certification issued by the Dean's Office of the Faculty of Earth and Environmental Sciences and Engineering</p>   | 30 points                         |
| <p>Community of Civil Societies of Earth Science - Carpathian Basin Geography and Earth Science competition - (1st-3rd prize, or special award)<br/><b>Way of certification:</b> Copy of prize/award certificate<br/>Hungarian Society of Natural Sciences - Teleki Pál Carpathian Basin Geography and Geology Contest - 1-3 prize and special prize.<br/><b>Way of certification:</b> Copy of prize/award certificate<br/>University of Óbuda, Alba Regia Technical Faculty, Mikoviny Sámuel Geographical Information System Memorial Contest 1-3 prize and special prize.<br/><b>Way of certification:</b> a copy of the certificate confirming the placement/special award<br/>Hungarian Society of Natural Sciences - Hevesy György Carpathian Basin Chemistry Contest - 1-3 prize and special prize.<br/><b>Way of certification:</b> certification issued by the organiser or a copy of the certificate confirming the placement/special award<br/>Hungarian Society of Natural Sciences - Hermann Ottó Carpathian Basin Biology Contest - 1-3 prize and special prize.<br/><b>Way of certification:</b> certification issued by the organiser or a copy of the certificate confirming the placement/special award<br/>Less Nándor Geography Contest organised by the Geography Contest Foundation, the Institute of Earth Science of the University of Debrecen - 1-3 prize and special prize.<br/><b>Way of certification:</b> certification issued by the organiser or a copy of the certificate confirming the placement/special award<br/>University of Szeged - Jakucs László International Secondary Competition in Geography - 1-3 prize and special prize.<br/><b>Way of certification:</b> certification issued by the organiser or a copy of the certificate confirming the placement/special award<br/>The Curie Talent and Education Development Public Foundation and the Hungarian Talent Development Association's Memorial Competition of Chemistry and Environment Protection - 1-3 prize and special prize.<br/><b>Way of certification:</b> certification issued by the organiser or a copy of the certificate confirming the placement/special award</p> | 20 points                         |
| <p>30 points can be given in all technical bachelor programmes for NQR (National Qualifications Register) certificate, professional qualification certificate and technical secondary certificate as listed in annex 3.<br/><b>Way of certification:</b> Only the following are accepted for certification of previous qualifications: NQR (National Qualifications Register) certificate, professional qualification certificate and technical secondary certificate issued after May 2021.</p>  | 30 points                         |

**Specialisations and secondary school leaving examination subjects for  
the 2024 admission procedures**

**Study field: Humanities**

| <b>Bachelor studies</b> | <b>Secondary school leaving examination subjects</b> |
|-------------------------|--|
| Anglistics              | English language (advanced level) compulsory<br>and  |

| Bachelor studies  | Secondary school leaving examination subjects   |
|---|---|
|   | <p>French language or Latin language or Hungarian language and literature or German language or Italian language or Russian language or Spanish language or Arabic language or Hebrew language or Chinese language or Japanese language or Dutch language or Finnish language or Portuguese language or History or Digital Culture or Civics or German as a national minority language or German national minority language and literature or Modern Greek language or Drama or Philosophy or Cinematography and Media Studies or Biology or Social Studies or Natural sciences or Mathematics or Bulgarian language or Croatian language or Croatian as a national minority language or Croatian (national minority) language and literature or Polish language or Serbian language or Serbian (national minority) language and literature or Slovak language or Slovak (national minority) language and literature or Slovenian language or Slovenian as a national minority language or Romanian language or Romanian (national minority) language and literature or Ukrainian language or Geography or Digital culture or Lovari Romani language or Boyash Romani language or Philosophy or Psychology or Singing and music or History of art or Drawing and visual culture or Visual culture or Basics of education or Pedagogy</p>  |
| <p>Germanistics (German or German national minority specialisation)</p> | <p>German as a foreign language (<b>advanced level</b>) or German as a national minority language (<b>advanced level</b>) or German national minority language and literature (<b>advanced level</b>) and</p> <p>English language or French language or Latin language or Hungarian language and literature or Italian language or Russian language or Spanish language or Arabic language or Hebrew language or Chinese language or Japanese language or Dutch language or Finnish language or Portuguese language or History or Digital Culture or Civics or German as a national minority language or German national minority language and literature or Modern Greek language or Drama or Philosophy or Cinematography and Media Studies or Biology or Social Studies or natural sciences or mathematics or Bulgarian language or Croatian language or Croatian as a national minority language or Croatian (national minority) language and literature or Polish language or Serbian language or Serbian (national minority) language and literature or Slovak language or Slovak (national minority) language and literature or Slovenian language or Slovenian as a national minority language or Romanian language or Romanian (national minority) language and literature or Ukrainian language or Geography or Digital culture or Lovari Romani language or Boyash Romani language or Philosophy or Psychology or Singing and music or History of art or Drawing and visual culture or Visual culture or Basics of education or Pedagogy</p> |
| <p>Hungarian</p>  | <p>Hungarian Grammar and Literature (compulsory) and</p> <p>English language or French language or Latin language or German language or Italian language or Russian language or Spanish language or Arabic language or Hebrew language or Chinese language or Japanese language or Dutch language or Finnish language or Portuguese language or History or Digital Culture or Civics or German as a national minority language or German national minority language and literature or Modern Greek language or Drama or Philosophy or Cinematography and Media Studies or Biology or Social Studies or Natural sciences or Mathematics or Bulgarian language or Croatian language or Croatian as a national minority language or Croatian (national minority) language and literature or Polish language or Serbian language or Serbian (national minority) language and literature or Slovak language or Slovak (national minority) language and literature or Slovenian language or Slovenian as a national minority language or Romanian language or Romanian (national minority) language and literature or Ukrainian language or Geography or Digital culture or Lovari Romani language or Boyash Romani language or Philosophy or Psychology or Singing and music or History of art</p>   |

| Bachelor studies | Secondary school leaving examination subjects  |
|------------------|--|
|                  | or Drawing and visual culture or Visual culture or Basics of education or Pedagogy   |
| Archaeology      | History (compulsory)<br>and<br>English language or Geography or French language or Latin language or Hungarian language and literature or German language or Italian language or Russian language or Spanish language or Arabic language or Hebrew language or Chinese language or Japanese language or Dutch language or Finnish language or Portuguese language or Digital Culture or Civics or German national minority language or German national minority language and literature or Modern Greek language or Drama or Philosophy or Cinematography and Media Studies or Biology or Social Studies or Natural sciences or Mathematics or Bulgarian language or Croatian language or Croatian as a national minority language or Croatian (national minority) language and literature or Polish language or Serbian language or Serbian (national minority) language and literature or Slovak language or Slovak (national minority) language and literature or Slovenian language or Slovenian national minority language or Romanian language or Romanian (national minority) language and literature or Ukrainian language or Geography or Digital culture or Lovari Romani language or Boyash Romani language or Philosophy or Psychology or Singing and music or History of art or Drawing and visual culture or Visual culture or Basics of education or Pedagogy |
| Liberal arts     | Hungarian language and literature or History or Philosophy<br>and<br>English or French language or Latin language or German language or Italian language or Russian language or Spanish language or Arabic language or Hebrew language or Chinese language or Japanese language or Dutch language or Finnish language or Portuguese language or Digital Culture or Civics or German as a national minority language or German national minority language and literature or Modern Greek language or Drama or Philosophy or Cinematography and Media Studies or Biology or Social Studies or Natural sciences or Mathematics or Bulgarian language or Croatian language or Croatian as a national minority language or Croatian (national minority) language and literature or Polish language or Serbian language or Serbian (national minority) language and literature or Slovak language or Slovak (national minority) language and literature or Slovenian language or Slovenian as a national minority language or Romanian language or Romanian (national minority) language and literature or Ukrainian language or Geography or Digital culture or Lovari Romani language or Boyash Romani language or Philosophy or Psychology or Singing and music or History of art or Drawing and visual culture or Visual culture or Basics of education or Pedagogy            |
| History          | History (compulsory)<br>and<br>English language or French language or Latin language or Hungarian language and literature or German language or Italian language or Russian language or Spanish language or Arabic language or Hebrew language or Chinese language or Japanese language or Dutch language or Finnish language or Portuguese language or Digital Culture or Civics or German as a national minority language or German national minority language and literature or Modern Greek language or Drama or Philosophy or Cinematography and Media Studies or Biology or Social Studies or Natural sciences or Mathematics or Bulgarian language or Croatian language or Croatian as a national minority language or Croatian (national minority) language and literature or Polish language or Serbian language or Serbian (national minority) language and literature or Slovak language or Slovak (national minority) language and literature or Slovenian language or Slovenian as a national minority language or Romanian language or Romanian (national minority) language and literature or   |



| <b>Bachelor studies</b> | <b>Secondary school leaving examination subjects</b>   |
|-------------------------|--|
|                         | Ukrainian language or Geography or Digital culture or Lovari Romani language or Boyash Romani language or Philosophy or Psychology or Singing and music or History of art or Drawing and visual culture or Visual culture or Basics of education or Pedagogy |

### Study field: Economics

General requirements for scoring

| <b>optional secondary school leaving examination subjects</b>   | <b>optional vocational preparatory examination subjects</b>  | <b>optional sectoral secondary school leaving examination subjects</b>  | <b>optional vocational examination subjects of sectoral specialisation</b>  |
|---|--|---|---|
| Economics, a foreign language (English, French, German, Italian, Russian, Spanish, Serbian, Slovak, Romanian, Croatian, Slovenian, Ukrainian), national minority language (and literature), Computer science, Digital culture, Mathematics, History, Geography, Civics, Sustainability, Public administration, Chemistry, Biology, Physics, Natural sciences, Digital culture, Law enforcement, Defence basics, Military basics, Social studies, Philosophy | Basic computer skills, Basics of trade and marketing, Basics of economics (business economics, theoretical economics), Basics of business administration, Basics of catering and tourism, Basics of business and marketing, Basics of electronics, Basics of food industry, Basics of architecture and construction, Basics of woodworking, Basics of mechanical engineering, Basics of transport, Basics of law enforcement, Basic social skills, Basics of health care | Informatics skills, informatics skills, commerce skills, commerce skills, economics skills, economics skills, tourism skills, tourism skills, management skills, catering skills, catering skills<br>Environmental protection-water management skills, environmental protection skills, transport skills, transport engineering skills, health skills, health care skills, health technology skills, health technology skills, social skills, sports skills, law enforcement skills, law enforcement and public service skills, defence skills, telecommunications skills, telecommunications skills, social skills | Office administration skills, foreign language administration skills, automotive and aircraft assembly skills, automation and electronics skills, food engineering skills, road and air transport, transport and logistics skills, engineering technology skills, maritime technical skills, transport automation skills, civil engineering skills, agricultural and forestry engineering skills, postal traffic skills, road, rail and bridge construction skills, mechatronics skills, railway engineering skills, railway transport, freight forwarding and logistics skills |

For the calculation of the school-leaving examination points, the candidate must choose two of the subjects listed.

| <b>Specialisations of Bachelor studies</b> | <b>Secondary school leaving examination subjects</b> |
|--|--|
| Business Administration and Management     | according to general requirements                    |
| Commerce and Marketing                     | according to general requirements                    |
| Human Resource Management                  | according to general requirements                    |
| Economic Data Analysis                     | according to general requirements                    |
| International Business Management          | according to general requirements                    |
| Finance and Accountancy                    | according to general requirements                    |
| Tourism and Catering                       | according to general requirements                    |

## Study field: Informatics

General requirements for scoring

| optional secondary school-leaving examination subjects   | optional vocational preparatory examination subjects   | optional sectoral secondary school-leaving examination subjects   | optional vocational examination subjects of sectoral specialisation   |
|--|--|---|---|
| Physics, Informatics, Digital culture, Natural sciences, Chemistry, foreign language (English, French, German, Italian, Russian, Spanish), Biology, Geography, Basics of Defence, Military Basics, Economics | Basics of Informatics, basic economics (business economics, theoretical economics), basic economics, basic economics, basic electronics, basic transport (transport engineering, transport management), basic trade and marketing, basic economics-marketing, basic engineering, basic software technology, basic hardware technology, basic architecture and construction, basic environmental-water management, basic agriculture, basic printing, basic law enforcement | computer science skills, information technology skills, telecommunications skills, telecommunications skills, electrical and electronics skills, economics skills, economics skills, commercial skills, commerce skills, building engineering skills, agricultural engineering skills, mechanical engineering skills, mechatronics skills, optics skills, construction skills, building engineering skills, surveying skills, land surveying skills, environmental protection skills, environmental water management skills, transport skills, traffic engineering skills, traffic engineering skills, traffic engineering skills, printing skills, optics skills, law enforcement skills, law enforcement and public service skills, water management skills, defence skills | knowledge of mechanical engineering technology, mechatronics, automation and electronics, transport automation, civil engineering, road, rail and bridge construction, printing technology, publishing, automobile and aircraft assembly skills, railway engineering skills, nautical engineering skills, agricultural and forestry engineering skills, food industry engineering skills, road and air transport, transport and logistics skills, postal traffic skills |

For the calculation of the school-leaving examination points, the candidate must choose two of the subjects listed, Mathematics is compulsory!

| Specialisations of Bachelor studies | Secondary school leaving examination subjects |
|-------------------------------------|---|
| Engineering Information Technology  | according to general requirements             |
| Engineering Information Technology  | according to general requirements             |
| Software Information Technology     | according to general requirements             |
| Plant IT engineering                | according to general requirements             |

### Study field: Law

General requirements for scoring

| optional school-leaving examination subjects  | optional vocational preparatory subject  | optional sectoral secondary school leaving examination subjects  | optional vocational examination subjects of sectoral specialisation  |
|---|--|--|--|
| history, foreign languages (English, French, Latin, German, Italian, Russian, Spanish), Hungarian language and literature, mathematics, philosophy, computer science, digital culture, social studies, economics, philosophy, economics | basic economics (business economics, theoretical economics), basic information technology, basic law enforcement, basic administration, basic social studies | basic economics, basic information technology skills, social skills, law enforcement skills, law enforcement and public service skills, administration skills, land surveying skills | office administration skills, foreign language administration skills |

For the calculation of the school-leaving examination points, the candidate must choose two of the subjects listed.

| One-tier, undivided programme | Secondary school leaving examination subjects  |
|-------------------------------|--|
| MA in Law                     | History or English or French or Latin or Hungarian or German or Italian or Russian or Spanish or Mathematics or Philosophy<br>One of the subjects listed must be passed at advanced level. |

| Specialisations of Bachelor studies                      | Secondary school leaving examination subjects |
|--|---|
| Judicial Administration                                  | according to general requirements             |
| Employment Relations and Social Insurance Administration | according to general requirements             |

### Study field: Technical

General requirements for scoring

| optional school-leaving examination subjects  | optional vocational preparatory examination subjects  | optional sectoral secondary school-leaving examination subjects   | optional vocational examination subjects of sectoral specialisation   |
|---|---|---|---|
| <p>Biology, Physics, Hungarian language and literature, Geography, computer science, Digital culture, Chemistry, History, foreign languages (English, French, German, Italian, Russian, Spanish), basic military knowledge, basic knowledge of national defence, economic knowledge</p> | <p>electronics basics, food industry basics, architecture and construction basics, woodwork basics, mechanical engineering basics, IT basics, environmental management basics, transport basics (traffic engineering, traffic management), economics basics (business economics, theoretical economics), basic transport studies (transport engineering, transport management), basic agriculture, basic printing, basic law enforcement, basic chemistry, basic trade and marketing, basic light industry, basic electronics, basic marketing, basic transport engineering</p> | <p>mining knowledge, construction industry knowledge, building engineering knowledge, building engineering knowledge, forestry and wildlife management knowledge, forestry and wildlife management knowledge, food industry knowledge, food industry knowledge, wood industry knowledge, wood industry knowledge, land surveying knowledge, land surveying knowledge, mechanical engineering knowledge, IT knowledge, IT knowledge, horticulture and park construction knowledge, horticulture and park construction knowledge, metallurgy knowledge, metallurgical knowledge, light industry knowledge, light industry knowledge, environmental protection knowledge, environmental protection-water management knowledge, economics knowledge, economics knowledge, traffic knowledge, traffic construction knowledge, traffic engineering knowledge, agricultural engineering knowledge, agriculture knowledge, agriculture knowledge, printing industry knowledge, optics knowledge, optical knowledge, law enforcement knowledge, law enforcement and public service knowledge, telecommunications knowledge, telecommunications</p> | <p>mining, gas and fluid extraction, mechanical engineering, mechatronics, automation and electronics, transport automation, civil engineering, road, rail and bridge construction, technical printing skills, publishing skills, automotive and aircraft assembly skills, railway engineering skills, nautical engineering skills, agricultural and forestry engineering skills, food engineering skills, forwarding and logistics, automation and electronics, food industry engineering, mechanical engineering, transport automation, mechatronics, agricultural and forestry engineering, railway engineering, mechanical engineering, engineering technology,</p> |

| optional school-leaving examination subjects | optional vocational preparatory examination subjects | optional sectoral secondary school-leaving examination subjects  | optional vocational examination subjects of sectoral specialisation |
|--|--|--|---|
|  |  | knowledge, electrical industry and electronics knowledge, chemical knowledge, chemical industry knowledge, chemical industry knowledge, water management knowledge, national defense knowledge |   |

For the calculation of the school-leaving exam points, the candidate must choose two of the listed subjects, Mathematics is compulsory!

| Specialisations of Bachelor studies | Secondary school leaving examination subjects |
|-------------------------------------|---|
| Materials Engineering               | according to general requirements             |
| BSc in Energetics Engineering       | according to general requirements             |
| Mechanical Engineering              | according to general requirements             |
| Industrial Design Engineering       | according to general requirements             |
| Vehicle Engineering                 | according to general requirements             |
| Environmental Engineering           | according to general requirements             |
| Logistics Engineering               | according to general requirements             |
| Mechatronics Engineering            | according to general requirements             |
| Earth Science Engineering           | according to general requirements             |
| Technical Management                | according to general requirements             |
| Chemical Engineering                | according to general requirements             |
| Electrical Engineering              | according to general requirements             |

### Study field: Arts

Examination: practice

No institutional points can be awarded.

| Specialisations of Bachelor studies   |
|---|
| creative arts and musicology (music theory, musicology, composition)  |
| performing arts, classical piano, classical organ, classical harpsichord, classical guitar, classical violin, classical violin, classical bass violin, classical cello, classical gordon, classical flute, classical flute, classical flute, classical oboe, classical clarinet, classical saxophone, classical bassoon, classical horn, classical trumpet, classical tuba, classical trombone, classical percussion, classical voice, choral conducting, church music] |

### Study field: Medical and Health Sciences

General requirements for scoring

| optional school-leaving examination subjects | optional vocational preparatory examination subjects | optional sectoral vocational examination subjects |
|--|--|---|
|  |  |   |

|   |   |  |
|---|---|--|
| Biology, Physics, Informatics, Digital Culture, Chemistry, Hungarian Language and Literature, Mathematics, foreign languages (English, French, Latin, German, Italian, Russian, Spanish), Science | Basic health sciences, Basic economics (business economics, theoretical economics), Basic social sciences, Basic health sciences, Basic social sciences | knowledge of healthcare, knowledge of health, knowledge of economics, knowledge of economics, knowledge of health technology, knowledge of health technology, social knowledge |
|---|---|--|

To calculate the graduation point, the applicant must choose two graduation exam subjects from those listed.

| <b>Specialisations of Bachelor studies</b>        | <b>Secondary school leaving examination subjects</b> |
|---|--|
| Nursing and Patient Care (nursing, physiotherapy) | according to general requirements                    |
| Health Promotion and Prevention (health visitor)  | according to general requirements                    |
| Healthcare Management                             | according to general requirements                    |
| Medical Diagnostic Analysis                       | according to general requirements                    |

## Study field: Teacher training

General requirements for scoring

| optional secondary school leaving examination subjects   | optional vocational preparatory examination subjects                                  | optional sectoral secondary school-leaving examination subjects  | optional vocational examination subjects of sectoral specialisation  |
|--|---|--|--|
| Hungarian language and literature, a national minority language (and literature) appropriate to the field of specialisation, biology, a foreign language, Mathematics, History, Physics, Music and Singing, Social Studies, Physical Education, Visual Culture, Art and Visual Culture, Lovari language, Boyash language, Cinematography and media studies, Drama or Philosophy, Psychology, Informatics, Digital culture, | Basic education, Basic health, Basic social studies, Basic informatics, Basics health | Pedagogical knowledge, pedagogical knowledge, health knowledge, health{MQ}knowledge, health technology knowledge, health technical{MQ}knowledge, social knowledge, fine and applied arts knowledge, informatics knowledge, computer science knowledge, sports knowledge<br>Fine and applied arts, church musician skills, practical actor skills, jazz musician skills, folk musician skills, classical musician skills, dance skills, | church musician skills, practical actor skills, jazz musician skills, }classical musician skills, folk musician skills, dance skills |

For the calculation of the school-leaving examination points, the candidate must choose two of the subjects listed.

| Specialisations of Bachelor studies   | Secondary school leaving examination subjects |
|---|---|
| Special Needs Education (psychopedagogy, pedagogy of people with learning disabilities) | according to general requirements             |

## Study field: Sports Sciences

General requirements for scoring

| optional school-leaving examination subjects  | optional vocational preparatory examination subjects                         | optional sectoral vocational examination subjects                             |
|---|--|---|
| Biology, foreign languages (English, French, German, Italian, Russian, Spanish), Hungarian language and literature, Physical education, History, Mathematics, Geography, Informatics, Digital culture | Basic IT skills, Basic economics (business economics, theoretical economics) | Computer skills, IT skills, Economics skills, Economics skills, Sports skills |

For the calculation of the school-leaving examination points, the candidate must choose two of the subjects listed.

| Specialisations of Bachelor studies | Secondary school leaving examination subjects |
|-------------------------------------|---|
| Sports Management                   | according to general requirements             |

### Study field: Social Sciences

General requirements for scoring

| optional school-leaving examination subjects   | optional vocational preparatory examination subjects                | optional sectoral secondary school leaving examination subjects             |
|--|---|---|
| a foreign language, a national minority language (and literature), Hungarian language and literature, mathematics, social studies, history, physics, geography, chemistry, biology, computer science, digital culture, drama or philosophy, cinematography and media studies | basic information technology, basic social studies, basic education | IT skills, IT skills, Social skills, Pedagogical skills, Pedagogical skills |

For the calculation of the school-leaving examination points, the candidate must choose two of the subjects listed.

| Specialisations of Bachelor studies | Secondary school leaving examination subjects  |
|-------------------------------------|--|
| Cultural Anthropology               | Hungarian language and literature or Social studies or Geography or History or a foreign language (English, French, German, Italian, Russian, Spanish) |
| Communication and Media Studies     | according to general requirements  |
| International Studies               | according to general requirements  |
| Political Sciences                  | according to general requirements  |
| Social Work                         | according to general requirements  |
| Sociology                           | according to general requirements  |

### Study field: Natural Sciences

General requirements for scoring

| optional secondary school-leaving examination subjects                                       | optional vocational preparatory examination subjects   | optional sectoral secondary school-leaving examination subjects                               | optional vocational examination subjects of sectoral specialisation   |
|--|--|---|---|
| Biology, Physics, Computer Science, Digital Culture Chemistry, Mathematics, Science, History | Basic electronics, Basic Mechanical Engineering, Basic Information Technology, Basic Environmental Water Management, Basic Economics | Mining knowledge, Mechanical engineering knowledge, Economics knowledge, Economics knowledge, | Mining, Gas and Fluid Power, Mechanical Engineering, Mechatronics, Automation and Electronics, Transport Automation |



| optional secondary school-leaving examination subjects | optional vocational preparatory examination subjects          | optional sectoral secondary school-leaving examination subjects   | optional vocational examination subjects of sectoral specialisation |
|--|---|---|---|
|  | (Business Economics, Theoretical Economics), Basic Chemistry. | Electrical and electronics knowledge, Environmental protection knowledge, Environmental protection and water management knowledge, Computer science knowledge, Computer science knowledge, Chemical engineering knowledge, Chemical engineering knowledge, Chemical engineering knowledge, Chemical engineering knowledge, Water management knowledge |   |

For the calculation of the school-leaving exam points, the candidate must choose two of the listed subjects, Geography is compulsory!

| Specialisations of Bachelor studies | Secondary school leaving examination subjects               |
|-------------------------------------|---|
| Geography                           | according to general requirements, Geography is compulsory! |

### One-tier, undivided teacher training

Candidates are required to pass an aptitude test!

| One-tier, undivided teacher training                | Secondary school leaving examination subjects  |
|---|--|
| Teacher of English Language and Culture             | English advanced level   |
| Teacher of Geography                                | Geography intermediate level   |
| Teacher of Ethics                                   | History or Ethics or Philosophy intermediate level   |
| Teacher of Informatics (Teacher of Digital Culture) | Mathematics or Physics or Informatics or Digital culture or Basic informatics skills or Informatics skills or Informatics skills |
| Teacher of Hungarian Language and Literature        | Hungarian Language and Literature intermediate level   |
| Teacher of Cinematography and Media Studies         | practical examination  |
| Teacher of German Language and Literature           | German or German national minority language or German national minority language and literature, advanced level                  |
| Teacher of History                                  | History, intermediate level  |

| One-tier, undivided teacher training   | Secondary school leaving examination subjects  |
|--|--|
| 10 semester (Music teacher (vocal music teacher, music theory teacher)), 10 semester ((Music teacher (music theory teacher)) | practical examination (Gy) in main subject   |
| 10 semester (zenetanár (concentrations/sub-specialisations. designation))  | Solfege-folk music-music theory-piano (Alk) and practical examination (Gy) in main subject |

### List of subjects accepted by the University of Miskolc for the calculation of study points

|  |  |
|--|--|
| any foreign language   | Philosophy                             |
| Ethics   | Hungarian as a foreign language        |
| Biology – Health Studies   | Education for family life              |
| Biology  | Military basic knowledge               |
| Physics  | Financial and economic culture         |
| Chemistry  | Enterprising skills                    |
| Geography  | Labour market                          |
| Music and singing  | Fair private entrepreneur knowledge    |
| Visual culture   | Economics and Finance Basics           |
| Informatics  | Chessmatics (Chess-Matematics)         |
| Digital culture  | Science for secondary schools of arts  |
| Technique, lifestyle and practice  | Home affairs law enforcement knowledge |
| Karate   | any professional or artistic subject   |
| School football  | Present knowledge                      |
| Physical Education and sport   | Drama and dance                        |
| Civics   | Basic knowledge of national defence    |
| Natural sciences   | Public administration knowledge        |
| Drama and theatre  | Economic and financial culture         |
| Motion picture culture and media knowledge                               | Learning methodology                   |
| Social, civic and economic knowledge                                     | Sustainability                         |
| Sector-specific vocational subjects                                      | Religion                               |
| any specific vocational subject (except for vocational theory, practice) |  |

## List of subjects accepted by the University of Miskolc for the calculation of the secondary school leaving grade point average

|   |  |
|---|--|
| National minority language and literature   | Informatics knowledge                                |
| Foreign language  | Chemical knowledge                                   |
| Latin language  | Light industry knowledge                             |
| Physics   | Woodworking knowledge                                |
| Chemistry   |  |
| Biology   | Economic knowledge                                   |
| Geography   | Trade knowledge                                      |
| Music and singing   | Catering knowledge                                   |
| Visual culture  | Tourism knowledge                                    |
| Physical Education  | Optical knowledge                                    |
| Philosophy  | Forestry and wildlife management                     |
| Lutheran religion   | Agricultural knowledge                               |
| Catholic religion   | Gardening and landscaping knowledge                  |
| Calvinist religion  | Geodesy knowledge                                    |
| Natural sciences  | Food industry knowledge                              |
| Drama   | Sports knowledge                                     |
| Motion picture culture and media knowledge  | Law enforcement knowledge                            |
| National minority folk knowledge (Croatian, German, Roma/Gypsy, Serbian, Slovak, Slovenian) | Environmental protection - water management          |
| Bible study - Faith Church  | Judaic studies                                       |
| Target language civilization  | Mining knowledge                                     |
| Home affairs law enforcement knowledge  | Mechanical knowledge                                 |
| Economic knowledge  | Electronics knowledge                                |
| Basic knowledge of national defence   | Construction knowledge                               |
| Digital culture   | Printing industry knowledge                          |
| Bible knowledge - Baptist faith   | Basics of Hungarian folk music                       |
| Phonological and acoustic knowledge   | Sound culture  |
| Press and publicity   | Buddhist religion                                    |
| Civics  | Transport engineering knowledge                      |
| Public administration knowledge   | Transportation knowledge                             |
| Sustainability  | Transport engineering knowledge                      |
| Drawing and visual culture  | Administration knowledge                             |
| Informatics   | Beauty knowledge                                     |
|   | Agricultural machinery knowledge                     |
| National minority folk knowledge (Croatian, German, Roma/Gypsy, Serbian, Slovak, Slovenian) | Basics of education                                  |
| Military basic knowledge  | Culture and communication basics                     |
| People skills and ethics  | Healthcare basic knowledge                           |
| Social knowledge  | Architecture and construction basics                 |
| People skills, social knowledge and ethics  | Basic Information Technology knowledge               |
| Travelling and tourism  | Chemical basic knowledge                             |
| Art history   | Light industry basic knowledge                       |
| Folk art  | Woodworking basic knowledge                          |
| Psychology  | Environmental protection and water management basics |
| National minority language  | Economic basic knowledge (Business economics)        |
| Abstract and artistic geometry  | Economic basic knowledge (Economic Studies)          |
| Native language communication   | Economics and marketing basics                       |
| Astronomy   | Tourism and catering basics                          |
| Diakonia, nursing   | Agricultural basic knowledge                         |
| Eurhythmia  | Icon painting theory and practice                    |

|   |  |
|---|--|
| Basics of civil engineering                 | Basics of food industry  |
| European Union knowledge                    | Law enforcement basic knowledge                                    |
| Folklore knowledge                          | Mechanical engineering basics                                      |
| Typing and information management           | Electronics basic knowledge  |
| Environmental knowledge                     | Printing industry basic knowledge                                  |
| Transport engineering basics                | Transportation basic knowledge                                     |
| Mental health knowledge                     | Administration basic knowledge                                     |
| Microbiology                                | Hydrology knowledge  |
| Psychology                                  | Knowledge of national defence                                      |
| Pentecostal religion                        | Social care with a diaconal approach                               |
| Dance and movement art                      | English in Music, Music in English                                 |
| Hospitality knowledge                       | Mining knowledge   |
| English Literature                          | Gas and fluid extraction knowledge                                 |
| Healthcare knowledge                        | Machine manufacturing technology knowledge                         |
| Health technology knowledge                 | Mechatronics knowledge   |
| Social knowledge                            | Automation and electronics knowledge                               |
| Knowledge of fine and applied arts          | Sound, film and theatre technology                                 |
| Pedagogical knowledge                       | Knowledge of traffic automation                                    |
| Civil engineering knowledge                 | High architecture and civil engineering knowledge                  |
| Metallurgy knowledge                        | Road, rail and bridge construction knowledge                       |
| Telecommunication knowledge                 | Technical knowledge of the printing industry                       |
| Informatics skills                          | Knowledge of publication editing                                   |
| Chemical industry knowledge                 | Automotive and aircraft mechanics                                  |
| Chemistry knowledge                         | Railway construction knowledge                                     |
| Light industry knowledge                    | Technical nautical knowledge                                       |
| Wood industry knowledge                     | Office administration knowledge                                    |
| Environmental protection knowledge          | Foreign language administrative skills                             |
| Cosmetics skills                            | Hairdressing skills  |
| Economic knowledge                          | Agricultural and forestry engineering                              |
| Trade knowledge                             | Knowledge of food engineering                                      |
| Hospitality knowledge                       | Road and air transport, freight forwarding and logistics knowledge |
| Tourism knowledge                           | Postal knowledge   |
| Optical knowledge                           | Knowledge of rail transport, freight forwarding and logistics      |
| Church musician knowledge                   | Practical actor skills   |
| Jazz musician knowledge                     | Classical musician knowledge                                       |
| Folk musician knowledge                     | Entertainment musician skills                                      |
| Dancer knowledge                            | Artist knowledge   |
| Forestry and wildlife management knowledge  | Healthcare knowledge   |
| Agricultural knowlegde                      | Social basic knowledge   |
| Gardening and landscaping knowledge         | Pedagogical knowledge  |
| Geodesy knowledge                           | Civil engineering knowledge  |
| Food industry knowledge                     | Metallurgy knowledge   |
| Sports knowledge                            | Telecommunication knowledge  |
| Law enforcement és public service knowledge | Community culture knowledge  |

**The qualification and specialisation listed in Annex 9 of EMMI Decree 20/2012 (VIII. 31.) on the operation of educational institutions and the naming of public educational institutions.4**

| <b>number of programme requirement</b> | <b>qualification</b> | <b>concentrations/sub-specialisations.</b> |
|--|----------------------|--|
| 02154001                               | Artist II            | Artist II                                  |
| 02154004                               | Artist II            | Aerial gymnast                             |

**The qualification and specialisation listed in Annex 9 of EMMI Decree 20/2012 (VIII. 31.) on the operation of educational institutions and the naming of public educational institutions.4**

| <b>number of programme requirement</b> | <b>qualification</b>                     | <b>concentrations/sub-specialisations.</b> |
|--|--|--|
| 02154006                               | Artist II                                | Juggler                                    |
| 02154003                               | Artist II                                | Balancing artist                           |
| 02154002                               | Artist II                                | Clown                                      |
| 02154005                               | Artist II                                | Company artist                             |
| 02154013                               | Church musician II                       | Cantor Choirmaster                         |
| 02154015                               | Church musician II                       | Cantor Choirmaster                         |
| 02154016                               | Church musician II                       | Cantor organist                            |
| 02154014                               | Church musician II                       | Cantor guitarist                           |
| 02144024                               | Musical instrument maker and repairer II | Woodwind musician                          |
| 02144025                               | Musical instrument maker and repairer II | Brass musician                             |
| 02144026                               | Musical instrument maker and repairer II | String musician                            |
| 02144027                               | Musical instrument maker and repairer II | Plucked string instrument player           |
| 02144029                               | Musical instrument maker and repairer II | Organbuilder                               |
| 02144030                               | Musical instrument maker and repairer II | Pianist                                    |
| 02144032                               | Musical instrument maker and repairer II | Cymbalom player                            |
| 02154024                               | Jazz musician II                         | Jazz singer                                |
| 02154022                               | Jazz musician II                         | Woodwind musician                          |
| 02154025                               | Jazz musician II                         | Brass musician                             |
| 02154023                               | Jazz musician II                         | String musician                            |
| 02154021                               | Jazz musician II                         | Keyboard musician                          |
| 02154026                               | Jazz musician II                         | Percussionist                              |
| 02134001                               | Arts and crafts associate                | Fashion stylist and costume designer       |
| 02134002                               | Arts and crafts associate                | Painter                                    |
| 02134008                               | Arts and crafts associate                | Sculptor                                   |
| 02134003                               | Arts and crafts associate                | Ceramicist                                 |
| 02134006                               | Arts and crafts associate                | Art graphic designer                       |
| 02134005                               | Arts and crafts associate                | Art and media photographer                 |
| 02134004                               | Arts and crafts associate                | Motion Picture Animation Designer          |
| 02134007                               | Arts and crafts associate                | Goldsmith                                  |
| 02134009                               | Arts and crafts associate                | Textile artist                             |
| 02134010                               | Arts and crafts associate                | Glass polisher                             |
| 02154035                               | Classical musician II                    | Sound culture                              |
| 02154034                               | Classical musician II                    | Woodwind musician                          |
| 02154038                               | Classical musician II                    | Brass musician                             |
| 02154036                               | Classical musician II                    | String musician                            |
| 02154033                               | Classical musician II                    | Keyboard musician                          |
| 02154039                               | Classical musician II                    | Percussionist                              |
| 02154037                               | Classical musician II                    | Soloist singer                             |
| 02154040                               | Classical musician II                    | Music Theory and Solfege                   |
| 02154041                               | Classical musician II                    | Music composition                          |
| 04134001                               | Community culture worker                 | Community culture worker                   |
| 02143002                               | Folk handicraft worker                   | Lace maker                                 |
| 02143004                               | Folk handicraft worker                   | Wooden toy maker                           |
| 02143008                               | Folk handicraft worker                   | Potter                                     |

**The qualification and specialisation listed in Annex 9 of EMMI Decree 20/2012 (VIII. 31.) on the operation of educational institutions and the naming of public educational institutions.4**

| <b>number of programme requirement</b> | <b>qualification</b>   | <b>concentrations/sub-specialisations.</b> |
|--|------------------------|--|
| 02143005                               | Folk handicraft worker | Wickerwork, straw and husk product maker   |
| 02143009                               | Folk handicraft worker | Wicker furniture maker                     |
| 02143011                               | Folk handicraft worker | Hand and machine embroiderer               |
| 02143014                               | Folk handicraft worker | Carpet weaver                              |
| 02143015                               | Folk handicraft worker | Weaver                                     |
| 02143006                               | Folk handicraft worker | Felt maker                                 |
| 02143007                               | Folk handicraft worker | Saddle maker                               |
| 02143003                               | Folk handicraft worker | Gingerbread decorator                      |
| 02143010                               | Folk handicraft worker | Indigo dyer                                |
| 02143012                               | Folk handicraft worker | Folk leather worker                        |
| 02143013                               | Folk handicraft worker | Slipper maker                              |
| 02154054                               | Folk musician II       | Folk singer                                |
| 02154052                               | Folk musician II       | Woodwind musician                          |
| 02154053                               | Folk musician II       | String musician                            |
| 02154051                               | Folk musician II       | Keyboard musician                          |
| 02154055                               | Folk musician II       | Percussionist                              |
| 01194002                               | Pedagogical worker     | Pedagogical assistant                      |
| 01194001                               | Pedagogical worker     | Special Needs Education Assistant          |
| 02154061                               | Actor II               | Puppet master                              |
| 02154062                               | Actor II               | Theatre and film actor                     |
| 02154090                               | Actor II               | Pantomimer                                 |
| 02154067                               | Musician II            | Solo singer                                |
| 02154068                               | Musician II            | Woodwind musician                          |
| 02154070                               | Musician II            | Brass musician                             |
| 02154069                               | Musician II            | String musician                            |
| 02154066                               | Musician II            | Keyboard musician                          |
| 02154065                               | Musician II            | Percussionist                              |
| 02154077                               | Dancer II              | Classic ballet dancer                      |
| 02154078                               | Dancer II              | Contemporary, modern dancer                |
| 02154079                               | Dancer II              | Folk dancer                                |
| 02154080                               | Dancer II              | Theatre dancer                             |

**The qualifications listed in Annex No. 1 to Government Decree No. 12/2020 (II. 7.) on the implementation of the Act on Vocational Education and Training<sup>1</sup>**

| <b>qualification identification number</b> | <b>title of qualification</b>        | <b>field of education</b>                                      |
|--|--------------------------------------|--|
| 507240101                                  | Mining industry technician           |  |
| 507240105                                  | Fluid extracting technician          |  |
| 507150106                                  | Metallurgical and foundry technician | Metallurgist<br>Foundry worker                                 |
| 509110201                                  | Dental technician                    |  |
| 509140203                                  | Optician                             |  |
| 509130301                                  | General nurse                        |  |
| 509130302                                  | Healthcare assistant                 | Audiology assistant<br>Endoscopy assistant<br>Dental assistant |

<sup>1</sup>qualifications and specialisations which can be chosen as exam subject No. 5 and which can be obtained by professional examinations at vocational technical schools

|           |   |  |
|-----------|---|--|
|           |   | Pharmacy assistant   |
|           |   | Cardiology and angiology assistant   |
|           |   | Clinical neurophysiology assistant   |
|           |   | Perioperative assistant  |
|           |   | Radiography assistant  |
| 509140303 | Healthcare laboratory technician                      | Clinical laboratory assistant  |
|           |   | Histology assistant  |
| 509130304 | Practice nurse  |  |
| 509130304 | Neonatal and paediatric nurse                         |  |
| 509140305 | Clinical laboratory specialist assistant              | Haematology and transfusion specialist assistant                               |
|           |   | Chemical laboratory specialist assistant                                       |
|           |   | Microbiology specialist assistant  |
| 509150306 | Orthopaedic mechanic                                  |  |
| 509100307 | Perioperative specialist assistant                    | Anaesthesiology specialist assistant   |
|           |   | Surgical specialist assistant  |
| 509140308 | Radiography specialist assistant                      | CT/MR specialist assistant   |
|           |   | Nuclear medicine specialist assistant  |
|           |   | Interventional radiology specialist assistant                                  |
|           |   | Radiation therapy specialist assistant   |
| 509230309 | Rehabilitation therapist                              | Physiotherapy assistant  |
|           |   | Medical massage therapist  |
| 509140310 | Histology specialist assistant                        | Cytology specialist assistant  |
|           |   | Immune-histochemical, histochemical and molecular biology specialist assistant |
| 509130311 | Paramedic   |  |
| 507140401 | Automation technician                                 | Automotive industry  |
|           |   | Energetics and petrochemistry  |
|           |   | Building automation  |
|           |   | Production technology  |
| 507140403 | Electronics technician                                |  |
| 507130404 | High voltage technician                               |  |
| 507140405 | Industrial IT technician                              |  |
| 507140406 | Transport automation technician                       |  |
| 507210501 | Wine and champagne production technician              |  |
| 507210503 | Food quality control technician                       |  |
| 507210504 | Food industry technician                              |  |
| 507210506 | Fermentation and soft drinks technician               |  |
| 507210509 | Meat processing technician                            |  |
| 507210513 | Bakery and confectionery technician                   |  |
| 507210515 | Food preservation technician                          |  |
| 507210517 | Dairy technician                                      |  |
| 507320606 | Bridge construction and maintenance technician        |  |
| 507320609 | High construction technician                          |  |
| 507320610 | Underground construction technician                   |  |
| 507320616 | Road, railway construction and maintenance technician |  |

|           |   |   |
|-----------|---|---|
| 507320701 | Building services technician                          |   |
| 507220802 | Wood industry technician                              |   |
| 504110901 | Finance and accounting administrator                  |   |
| 504110902 | Business administrator                                |   |
| 507151005 | Mechanical Technician                                 | CAD-CAM<br>Industry Chemical industry   |
| 507151006 | Production engineering technician                     |   |
| 507161010 | Aircraft mechanic technician                          |   |
| 507161011 | Aircraft repair technician                            |   |
| 507161013 | Rail vehicle repair technician                        |   |
| 510311101 | Weapons manufacturing specialist technician           |   |
| 510311102 | Weapons maintenance technician                        |   |
| 510311103 | Optic weapon specialist technician                    |   |
| 510311104 | Non-commissioned officer                              | State aircraft mechanic<br>State aircraft mechanic<br>Communications officer<br>Military IT systems operator<br>Military financial<br>Air navigation<br>Repair technician, weapons technician<br>Repair technician, armour piercing missile technician<br>Commander, commander commander<br>Air defense artillery officer<br>Flight safety officer<br>Special intelligence officer<br>Electronic warfare<br>Special intelligence officer<br>Radio-electronic detection officer<br>Mechanic, Technical mechanic<br>Mechanic, Armoured vehicle mechanic |
| 510311105 | Officer cadet   | Automotive Mechatronics Technician (Service)<br>Electronics technician<br>Defence administrative officer<br>ICT networking and operations technician<br>IT systems and applications operator<br>Environmental technician (environmental protection)<br>Logistics technician   |
| 506121201 | ICT networking and operations technician              |   |
| 506121202 | IT systems and applications operator                  |   |
| 506131203 | Software developer and tester                         |   |
| 507141204 | Telecommunications technician                         |   |
| 504171301 | Foreign language industrial and commercial technician | General manufacturing<br>Automotive manufacturing<br>Commercial logistics   |
| 504161303 | Commercial and webshop technician                     |   |
| 507121402 | Environmental technician                              | Waste managing and processing technician<br>Administration  |



|           |  |                                    |
|-----------|--|------------------------------------|
|           |  | Environment protection             |
|           |  | Nature conservation                |
| 510211404 | Waterworks technician                        | Territorial water manager          |
|           |  | Municipal water manager            |
|           |  | Waterworks engineering             |
| 510411501 | Shipping technician                          |                                    |
| 507161504 | Carriage inspection technician               |                                    |
| 510411508 | Railway traffic technician                   |                                    |
| 510411505 | Transport operations supply technician       | Waterways                          |
|           |  | Road                               |
|           |  | Rail                               |
|           |  | Air                                |
| 510411506 | Logistics technician                         | Logistics and transport            |
|           |  | Rail freight transport             |
| 510411507 | Postal administrator                         |                                    |
| 502121602 | Fashion, costume and set designer            | Fashion designer                   |
|           |  | Costume and set designer           |
| 507231605 | Light industry technician                    | Leather processing industry        |
|           |  | Shoemaker                          |
|           |  | Orthopaedic shoemaker              |
|           |  | Clothes industry                   |
|           |  | Textile industry                   |
| 502121607 | Decorator                                    |                                    |
| 502131608 | Photographer                                 | Creative photographer              |
|           |  | Art photographer                   |
| 502131609 | Graphic designer                             |                                    |
| 502111610 | Movie and animation maker                    |                                    |
| 502111611 | Printing technician                          | Printing preparator                |
|           |  | Printing machine master            |
|           |  | Form processor                     |
| 502111613 | Audio technician                             |                                    |
| 504131614 | Theatre and event technician                 | Ring technician                    |
|           |  | Stage sound technician             |
|           |  | Stage lighting technician          |
|           |  | Stage visual technician            |
|           |  | Stage technician                   |
| 508211702 | Forestry technician                          | Game management                    |
|           |  | Forestry management                |
| 508101703 | Surveyor, land management and GIS technician |                                    |
| 508121706 | Garden technician                            | Ornamental plant producer, florist |
|           |  | Herbal plant producer              |
|           |  | Fruit producer                     |
|           |  | Park builder and maintainer        |
|           |  | Vegetable producer                 |
| 508101708 | Agricultural machinery technician            |                                    |
| 508111709 | Agricultural technician                      | Livestock breeder                  |
|           |  | Plant producer                     |
| 501882501 | Teaching assistant                           |                                    |
| 504131801 | Public service technician                    | Public administrative assistant    |
|           |  | Law enforcement technician         |
| 510321803 | Police officer                               | Criminal                           |
|           |  | Border control                     |
|           |  | Transportation                     |
|           |  | Public order                       |
| 507161901 | Alternative drive vehicle technician         |                                    |
| 507161904 |  | Production                         |

|           |  |   |
|-----------|--|---|
|           | Automotive mechatronics technician                       | Motorcycle and racing motorcycle repair<br>Service                    |
| 507151907 | Industrial service technician                            |   |
| 507141909 | Vehicle maintenance technician                           |   |
| 507141912 | Mechatronics technician                                  |   |
| 510142001 | Fitness and wellness instructor                          |   |
| 510142002 | Sports coach (indicating the sport) - sports organiser   |   |
| 510122101 | Hairdresser  |   |
| 510122102 | Manicure and pedicure technologist                       | Hand and nail beautician<br>Specialist chiropodist                    |
| 510122103 | Cosmetic technician                                      |   |
| 509222202 | Infant care giver and educator                           |   |
| 509232204 | Social and child protection assistant                    |   |
| 509232205 | Social and mental healthcare specialist caregiver        |   |
| 509232206 | Social and rehabilitation specialist caregiver           |   |
| 510132302 | Confectionery specialist technician                      |   |
| 510132306 | Cooking specialist technician                            |   |
| 510152307 | Tourism technician                                       | Tourist guide<br>Tourism organiser                                    |
| 510132308 | Catering technician                                      |   |
| 507222402 | Rubber industry technician                               |   |
| 507222405 | Plastics processing technician                           |   |
| 507222407 | Paper manufacturing and processing, packaging technician | Packaging technician<br>Paper manufacturing and processing technician |
| 507112408 | Chemical technician                                      | General laboratory assistant<br>Production process controller         |

**List of the qualifications approved in the bachelor's degree courses of  
the Faculty of Health Sciences of the University of Miskolc**

|           |  |
|-----------|--|
| 507112408 | Chemical technician                                    |
| 509130301 | General nurse  |
| 509130302 | Healthcare assistant                                   |
| 509140303 | Healthcare laboratory technician                       |
| 509130304 | Practice nurse   |
| 509140305 | Clinical laboratory specialist assistant               |
| 509100307 | Perioperative specialist assistant                     |
| 509140308 | Radiography specialist assistant                       |
| 509230309 | Rehabilitation therapist                               |
| 509140310 | Histology specialist assistant                         |
| 509130311 | Paramedic  |
| 509110201 | Dental technician                                      |
| 509232204 | Social and child protection specialist assistant       |
| 509232205 | Social and mental healthcare specialist caregiver      |
| 509232206 | Social and rehabilitation specialist caregiver         |
| 509222202 | Infant care giver and educator                         |
| 5572316   | Community specialist nurse in primary care             |
| 5572501   | Anesthesiology specialist assistant                    |
| 5572301   | Nurse  |
| 5472502   | Audiology specialist assistant and hearing acoustician |
| 5572503   | Cytology specialist assistant                          |
| 5572516   | CT/MR specialist assistant                             |
| 5572302   | Neonatal and paediatric nurse                          |
| 5572303   | Diabetology specialist nurse and educator              |
| 5552401   | Drug and toxicology technician                         |
| 5472001   | Healthcare assistant                                   |
| 5572001   | Healthcare practice leader                             |
| 5572504   | Endoscopy specialist assistant                         |
| 5572304   | Epidemiology specialised nurse                         |
| 5472603   | Ergo therapist   |
| 5572305   | Adult intensive care specialist nurse                  |
| 5472503   | Physiotherapy assistant                                |
| 5572505   | Physiotherapy specialist assistant                     |
| 5472002   | Dental assistant                                       |
| 5572306   | Occupational health specialist nurse                   |
| 5576201   | Occupation organiser                                   |
| 5572401   | Dental technician                                      |
| 5472401   | Dental technician trainee                              |
| 5572402   | Ear mould maker  |
| 5572307   | Geriatric and chronic care specialist nurse            |
| 5576202   | Gerontology caregiver                                  |
| 5472302   | Practice nurse   |
| 5472303   | Neonatal and paediatric practice nurse                 |
| 5472504   | Clinical laboratory practice assistant                 |
| 5472301   | Practice paramedic                                     |
| 5472505   | Histology practice assistant                           |
| 5572308   | Paediatric intensive care specialised nurse            |
| 5476101   | Nursery assistant                                      |
| 5472604   | Medical massage therapist                              |
| 5472601   | Medical and sports massage therapist                   |

|         |   |
|---------|---|
| 5552405 | Pharmaceutical specialist technician  |
| 5552402 | Pharmaceutical laboratory technician  |
| 5572002 | Pharmacy specialist assistant   |
| 5472003 | Pharmacy assistant  |
| 5572506 | Haematology and transfusion specialist assistant                                    |
| 5572309 | Hospice specialist nurse  |
| 5572507 | Assistant specialised in immunohistochemistry, histochemistry and molecular biology |
| 5572517 | Interventional radiology specialist assistant                                       |
| 5472506 | Cardiology and angiology assistant  |
| 5572508 | Cardiology and angiology specialist assistant                                       |
| 5572509 | Chemical laboratory specialist assistant  |
| 5572510 | Assistant specialised in diagnostic imaging, nuclear medicine and radiotherapy      |
| 5476102 | Infant care giver and educator  |
| 5572511 | Clinical dental hygienist   |
| 5572518 | Chemical laboratory specialist assistant  |
| 5472507 | Clinical neurophysiology assistant  |
| 5452401 | Laboratory technician   |
| 5572310 | Respiratory specialist nurse  |
| 5576203 | Mental health assistant   |
| 5572317 | Rescue manager  |
| 5572311 | Paramedic   |
| 5572514 | Microbiology specialist assistant   |
| 5552403 | Instrument analyst  |
| 5572515 | Surgical specialist assistant   |
| 5572312 | Nephrology specialist nurse   |
| 5572519 | Nuclear medicine specialist assistant   |
| 5572313 | Oncology specialist nurse   |
| 5472602 | Orthopaedic mechanic  |
| 5414002 | Pedagogical and family support worker   |
| 5472004 | Perioperative assistant   |
| 5576204 | Psychiatric nurse   |
| 5572314 | Psychiatric specialist nurse and occupational therapists                            |
| 5472509 | Radiography assistant   |
| 5476201 | Rehabilitation educator and helper  |
| 5572602 | Sports massage therapist  |
| 5572520 | Radiation therapy specialist assistant  |
| 5572315 | Emergency specialist nurse  |
| 5576205 | Caregiver for addiction patients  |
| 5476202 | Social assistant  |
| 5476203 | Social specialist caregiver   |
| 5576206 | Social, child and youth protection administrator                                    |
| 5572521 | Histology specialist assistant  |
| 5452403 | Chemistry technician  |
| 5452402 | Chemical technician   |
| 5552406 | Chemical systems operating specialist technician                                    |

**List of the qualifications approved in the bachelor's degree courses of  
special needs education and social work  
at the Faculty of Arts of the University of Miskolc**

Bachelor's in Special Needs Education

|           |  |
|-----------|--|
| 4011901   | Pedagogical worker (pedagogical assistant)       |
| 4011901   | Pedagogical worker (special education assistant) |
| 501882501 | Education specialist assistant                   |
| 509222202 | Infant care giver and educator                   |
| 509232206 | Social and rehabilitation specialist caregiver   |
| 5414002   | Pedagogical and family support worker            |
| 5476202   | Social assistant                                 |
| 5476101   | Nursery assistant                                |
| 5414001   | Special needs education support worker           |
| 5476102   | Infant care giver and educator                   |
| 5576206   | Social, child and youth protection administrator |

Bachelor's in Social Work

|           |   |
|-----------|---|
| 509232204 | Social and child protection specialist assistant  |
| 509232205 | Social and mental healthcare specialist caregiver |
| 509232206 | Social and rehabilitation specialist caregiver    |
| 5476202   | Social assistant                                  |
| 5576206   | Social, child and youth protection administrator  |
| 5576202   | Gerontology caregiver                             |
| 5576203   | Mental health assistant                           |
| 5576204   | Psychiatric nurse                                 |
| 5576205   | Caregiver for addiction patients                  |
| 5476203   | Social specialist caregiver                       |
| 5476201   | Rehabilitation educator and helper                |
| 5576201   | Occupation organiser                              |
| 5476102   | Infant care giver and educator                    |
| 5414002   | Pedagogical and family support worker             |

**List of the qualifications approved in the bachelor's degree courses of the  
 Faculty of Materials and Chemical Engineering,  
 the Faculty of Mechanical Engineering and Informatics,  
 the Faculty of Earth and Environmental Sciences and Engineering of the  
 University of Miskolc**

| <b>The following qualifications and specialisations (listed in the table) may be considered for extra points</b> | <b>The qualifications listed in Annex No. 1 to Government Decree No. 12/2020 (II. 7.) on the implementation of the Act on Vocational Education and Training</b>  | <b>Vocational qualifications No. 54 and No. 55 according to the National Qualification Register (hereinafter "OKJ")</b>  |
|--|--|--|
| In all bachelor's degree courses of technical education  | 507320609 High construction technician<br>507320610 Underground construction technician<br>507320606 Bridge construction and maintenance technician<br>507320616 Road, railway construction and maintenance technician<br>507112408 Chemistry technician<br>507121402 Environmental technician<br>510211404 Waterworks technician<br>507320701 Building services technician<br>507220802 Wood industry technician<br>507151005 Mechanical Technician<br>507151006 Production engineering technician<br>508101708 Agricultural machinery technician<br>507161010 Aircraft mechanic technician<br>507222402 Rubber industry technician<br>507222405 Plastics processing technician<br>507222407 Paper manufacturing and processing, packaging technician<br>507231605 Light industry technician<br>502111611 Wood industry technician<br>507161901 Alternative drive vehicle technician<br>507161904 Automotive mechatronics technician<br>507141909 Vehicle maintenance technician<br>507151907 Industrial service technician<br>507141912 Mechatronics technician<br>510411501 Shipping technician<br>510411505 Transport operations supply technician<br>510411508 Railway traffic technician<br>510411506 Logistic technician<br>507240101 Mining technician | 5552503 Alternative drive vehicle technician<br>5452301 Automation technician<br>5452501 Automotive electronic technician<br>5452501 Car mechanic<br>5552501 Car technician<br>5452503 Avionics technician<br>5454401 Mining technician<br>5454201 Leather processing technician<br>5552401 Drug and toxicology technician<br>508101703 Electronics technician<br>5452102 Forestry engineering technician<br>5558204 Construction materials quality inspector<br>5452201 High voltage technician<br>5458201 Building services technician<br>5454301 Wood industry technician<br>5486301 Weapons technician<br>5454402 Fluid extracting technician<br>5458101 Surveyor, land management and GIS technician<br>5558101 Land management and GIS technician<br>5552502 NGV mechanic<br>5454403 Gas industry technician<br>5452103 Production engineering technician<br>5552303 Backbone network operating technician<br>5454302 Rubber industry technician<br>5552405 Pharmaceutical specialist technician<br>5484101 Shipping technician<br>5552306 Household appliance service specialist technician<br>5458202 Bridge construction and maintenance technician<br>5585001 Waste management specialist technician |

| <b>The following qualifications and specialisations (listed in the table) may be considered for extra points</b> | <b>The qualifications listed in Annex No. 1 to Government Decree No. 12/2020 (II. 7.) on the implementation of the Act on Vocational Education and Training</b>   | <b>Vocational qualifications No. 54 and No. 55 according to the National Qualification Register (hereinafter "OKJ")</b>   |
|--|---|---|
|  | 507240105 Fluid extracting technician<br>507150106 Metallurgical and foundry technician<br>508101703 Surveyor, land management and GIS technician<br>508101703 Electronics technician<br>508101703 High voltage technician<br>507140401 Automation technician<br>507161011 Aircraft repair technician<br>506121202 IT systems and applications operator<br>506131203 Software developer and tester<br>506121201 ICT networking and operations technician<br>507140401 Automation technician<br>508101703 High voltage technician<br>507140405 Industrial IT technician<br>507140405 Transport automation technician<br>507141204 Telecommunications technician<br>507210501 Wine and champagne production technician<br>507210503 Food quality control technician<br>507210504 Food industry mechanical technician<br>507210509 Meat processing technician<br>507210513 Bakery and confectionery technician<br>507210515 Food preservation technician<br>507210517 Dairy technician<br>507210506 Fermentation and soft drinks technician<br>510311101 Weapons manufacturing specialist technician<br>510311102 Weapons maintenance technician<br>510311103 Optic weapon specialist technician | 5448103 ICT networking and operations technician<br>5552307 Vehicle maintenance technician<br>5484110 Ticket inspector<br>5421306 Publishing technician<br>5452104 Metallurgical technician<br>5521303 Proofreader<br>5485001 Environmental technician<br>5585002 Environmental measurement specialist technician<br>5484102 Road transport operations technician<br>5484102 Air transport operations technician<br>5558201 Facility energy technician<br>5484111 Logistics and freight forwarding administrator<br>5434501 Logistics administrator<br>5484104 Freight forwarding administrator<br>5458203 High construction technician<br>5452304 Mechatronics technician<br>5452105 Agricultural machinery technician<br>5452106 Plastics processing technician<br>5558202 Historic preservation technician<br>5585003 Nuclear environmental specialist technician<br>5521307 Printing specialist technician<br>508101703 Medical electronics technician<br>5552404 Paper industry technician<br>5452510 Aircraft mechanic<br>5454202 Clothes industry technician<br>5558102 Remote sensing specialist technician<br>5585004 Municipal environmental specialist technician<br>5585005 Nature conservation specialist technician<br>5454203 Textile industry technician<br>5548101 Geoinformatics technician<br>5558103 Cartographic specialist technician<br>5458205 Road construction and maintenance technician |

| <p>The following qualifications and specialisations (listed in the table) may be considered for extra points</p> | <p>The qualifications listed in Annex No. 1 to Government Decree No. 12/2020 (II. 7.) on the implementation of the Act on Vocational Education and Training</p> | <p>Vocational qualifications No. 54 and No. 55 according to the National Qualification Register (hereinafter "OKJ")</p>  |
|--|---|--|
|  |   | <p>5586302 Hunting gunsmith 5458206 Railway construction and maintenance technician<br/>5484105 Railway traffic services administrator 5484106 Rail freight transport administrator<br/>5452507 Electric railway vehicle mechanic<br/>5452508 Railway traction vehicle mechanic<br/>5452511 Railway vehicle diesel engine and transmission system mechanic<br/>5452512 Railway vehicle structural and brake system mechanic<br/>5452513 Railway vehicle electrical system mechanic<br/>5552503 Railway vehicle technician<br/>5552504 Railway vehicle technician and diagnostician<br/>5452403 Chemistry technician<br/>5552406 Chemical systems operating specialist technician</p>   |
|  |   | <p>5452402 Chemical technician<br/>5485301 Waterworks technician<br/>5421307 Printing technician<br/>5585301 Water engineering specialist technician<br/>5485302 Water management technician<br/>5485303 Water engineering technician<br/>5485304 Water utility technician<br/>5585302 Water quality protection specialist technician<br/>5552305 Speech transmission systems operating technician<br/>5448101 CAD-CAM information technologist<br/>5552301 Electronic access and private network systems operating technician<br/>5552302 Electronic broadcasting and content transmission systems operating technician<br/>5448102 Business IT specialist<br/>5548102 IT systems organiser<br/>5448201 IT mentor<br/>5452303 Traffic automation technician</p> |



| The following qualifications and specialisations (listed in the table) may be considered for extra points         | The qualifications listed in Annex No. 1 to Government Decree No. 12/2020 (II. 7.) on the implementation of the Act on Vocational Education and Training | Vocational qualifications No. 54 and No. 55 according to the National Qualification Register (hereinafter "OKJ")   |
|---|--|--|
|   |  | 5521304 Mobile applications developer<br>5521305 Multimedia applications developer<br>5448105 Technical IT specialist<br>5421305 Software developer<br>5452305 Telecommunications technician<br>5521302 Web developer<br>5554101 Wine and champagne production technician<br>5554102 Sugar and confectionery specialist technician<br>5454101 Food industry analytical technician<br>5452101 Food industry mechanical technician<br>5454102 Food industry technician<br>5554103 Fermentation and soft drinks specialist technician<br>5554104 Meat and poultry industry specialist technician<br>5554105 Milling and compound feed specialist technician<br>5452106 Plastics processing technician<br>5552403 Instrument analyst<br>5554106 Bakery and confectionery technician<br>5554106 Food preservation technician<br>5554108 Dairy specialist technician |
| <b>Mechanical Engineering</b> (in addition to the qualifications listed for all courses in the field of study)    | 510311105 Officer cadet (automotive mechatronics technician specialisation)<br>510311105 Officer cadet (logistics technician specialisation)             | -  |
| <b>Vehicle Engineering</b> (in addition to the qualifications listed for all courses in the field of study)       | 510311105 Officer cadet (automotive mechatronics technician specialisation)  | 5452509 Vehicle inspector  |
| <b>Environmental Engineering</b> (in addition to the qualifications listed for all courses in the field of study) | 510311105 Officer cadet Environmental technician (environment protection) specialisation)  | -  |

| The following qualifications and specialisations (listed in the table) may be considered for extra points        | The qualifications listed in Annex No. 1 to Government Decree No. 12/2020 (II. 7.) on the implementation of the Act on Vocational Education and Training  | Vocational qualifications No. 54 and No. 55 according to the National Qualification Register (hereinafter "OKJ") |
|--|---|--|
| <b>Logistics Engineering</b> (in addition to the qualifications listed for all courses in the field of study)    | 510311105 Officer cadet (logistics technician specialisation)   | -  |
| <b>Mechatronics Engineering</b> (in addition to the qualifications listed for all courses in the field of study) | 510311105 Officer cadet (automotive mechatronics technician specialisation)<br>510311105 Officer cadet (Electronics technician specialisation)  | -  |
| <b>Technical Management</b> (in addition to the qualifications listed for all courses in the field of study)     | 510311105 Officer cadet (automotive mechatronics technician specialisation)<br>510311105 Officer cadet (Electronics technician specialisation)<br>510311105 Officer cadet (logistics technician specialisation) | -  |
| <b>Electrical Engineering</b> (in addition to the qualifications listed for all courses in the field of study)   | 510311105 Officer cadet (automotive mechatronics technician specialisation)<br>510311105 Officer cadet (Electronics technician specialisation)  | -  |

**List of the qualifications approved in the bachelor degree courses in informatics of the Faculty of Mechanical Engineering and Informatics of the University of Miskolc**

| The following qualifications and specialisations listed in the table may be considered for extra points | The qualifications listed in Annex No. 1 to Government Decree No. 12/2020 (II. 7.) on the implementation of the Act on Vocational Education and Training  | Vocational qualifications No. 54 and No. 55 according to the OKJ   |
|---|---|--|
| In all bachelor's degree courses in informatics   | 506121202 IT systems and applications operator<br>506131203 Software developer and tester<br>506121201 ICT networking and operations technician<br>507141204 Telecommunications technician<br>510311105 Officer cadet (ICT networking and operations technician) 510311105 Officer cadet (IT systems and applications operator) | 5448101 CAD-CAM information technologist<br>5448102 Business IT specialist<br>5548102 IT systems organiser<br>5448104 IT systems administrator<br>5448106 IT systems operator<br>5448201 IT mentor<br>5521304 Mobile applications developer<br>5521305 Multimedia applications developer |

|   |  |   |
|---|--|---|
|   |  | <p>5448105 Technical IT specialist<br/>5421305 Software developer<br/>5448103 ICT networking and operations technician<br/>5521302 Internet applications developer<br/>5521302 Web developer</p>  |
| <p><b>Business Information Technology</b> (in addition to the qualifications listed for all courses in the field of study)</p>              | <p>504110901 Finance and accounting administrator<br/>504110902 Business administrator<br/>510411506 Logistic technician<br/>510311105 Officer cadet (logistics technician specialisation)</p>   | <p>5434001 Business services assistant<br/>5434301 Financial product sales representative (banking, investment, insurance)<br/>5434401 Finance and accounting administrator<br/>5434402 Business and payroll administrator<br/>5434403 Customs, excise duty and product charge administrator<br/>5484106 Rail freight transport administrator<br/>5484111 Logistics and freight forwarding administrator<br/>5434501 Logistics administrator<br/>5484104 Freight forwarding administrator<br/>5534402 Public chartered accountant<br/>5534403 Other organisational accountant<br/>5534407 Business chartered accountant</p> |
| <p>IT engineer, computer programmer, plant IT engineer (in addition to the qualifications listed for all courses in the field of study)</p> | <p>507140401 Automation technician<br/>508101703 Electronics technician<br/>508101703 High voltage technician<br/>507140405 Industrial IT technician<br/>507140406 Transport automation technician<br/>507151005 Mechanical Technician</p> | <p>5452301 Automation technician<br/>5552305 Speech transmission systems operating technician<br/>508101703 Electronics technician<br/>5552301 Electronic access and private network systems operating technician<br/>5552302 Electronic broadcasting and content transmission systems operating technician<br/>5452201 High voltage technician<br/>5552303 Backbone network operating technician<br/>5552303 Backbone network operator<br/>5521302 Internet applications developer<br/>5452303 Traffic automation technician</p>   |

|  |  |  |
|--|--|--|
|  |  | 508101703 Medical electronics technician<br>5452305 Telecommunications technician<br>5485303 Water engineering technician  |
| <b>IT Engineer, Computer programmer</b> (in addition to the qualifications listed for all courses in the field of study and specialisations in IT Engineering, Computer programming, plant IT engineering) | 510311105 Officer cadet (Electronics technician specialisation)                              | -  |
| <b>Plant IT engineer</b> (in addition to the qualifications listed for all courses in the field of study and specialisations in IT Engineering, Computer programming, plant IT engineering)                | 507210504 Food industry mechanical technician<br>508101708 Agricultural machinery technician | 5452101 Food industry mechanical technician<br>5452102 Forestry engineering technician<br>5452105 Agricultural machinery technician<br>5462102 Agricultural technician |