

# ACADEMIC ADMINISTRATIVE PROCEDURES



**Miskolc, 2022**

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## **General Provisions**

### **SECTION 1**

- (1) – The purpose of these regulations is to define the rules of administration related to the Requirements for Students in Volume 3 of Organisational and Operational Rules of the University of Miskolc (hereinafter “HKR”) as well as the rules of competence between the faculties and the Directorate of Education and Quality Assurance.
- (2) The scope of the rules of procedure shall be the same as that set out in Section 1 of the HKR, except that it shall not cover the administration of studies relating to doctoral students.
- (3) In the event of problems of interpretation, conflicts of competence or complaints arising in connection with the application of these rules of procedure, the Vice Rector for Academic Affairs shall be entitled to take a decision.

## **Tasks of organising higher education entrance examinations**

### **Section 2**

- (1) The institutional coordinator of higher education entrance examinations (hereinafter “entrance examination”) shall be the Director of Education and Quality Assurance.
- (2) The institutional coordinator shall organise the entrance examinations in cooperation with the faculties. The tasks of the institutional coordinator and the deans and deans' offices shall include in particular:
  - a) receiving the test papers from the Educational Authority,
  - (b) reproduction of test papers,
  - (c) locking away test papers in a secure storage facility in such a way that they cannot be consulted until the start of the examination.
- (3) Invitations to the examination shall be sent by the faculties. The invitation to the examination shall contain the date of the examination, the date on which the examination is to begin, the detailed rules for the conduct of the examination, a list of any aids required for the examination, the means of releasing the results of the examination and details of the opportunities for inspection and appeal.
- (4) Invigilators and markers shall be appointed by the deans of the faculties.
- (5) Successful applicants’ test papers and the documents generated in connection with them shall be placed in the applicants’ respective personal files in accordance with the relevant legislation.
- (6) The University shall destroy the failed test papers and the documents generated in connection with them within 90 days of setting the admission thresholds.

## **Sharing tasks of the admission process**

### **Section 3**

- (1) The faculties are responsible for the administration of the admission process and second round admission process, the notification of admitted students and the management of the Neptun-Gólya administration.

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- (2) The administrative preparation of enrolment in Neptun (electronic data reconciliation, Neptun data uploading, Neptun data modification, personal folders, enrolment forms, production of training contracts) is the responsibility of the Directorate for Education and Quality Assurance.
- (3) The tasks of the faculties in connection with the admission procedure shall be in particular:
- a) managing the files received from the Educational Authority on the basis of the application documents;
  - b) making decisions on the recognition of credits and processing documents in relation to Master's programmes;
  - c) conducting interviews and aptitude tests;
  - d) recording the results of applicants by the given deadline in the "Gólya" programme, and recording the admission points for applicants with tertiary degrees and tertiary vocational programme qualifications on the basis of their diplomas;
  - e) sending admission related decisions and notifications by electronic means;
  - (f) considering and responding to applications relating to admission decisions, appointing and notifying the Educational Authority of the contact person for legal remedies relating to the admission procedure.
- (4) The Directorate for Education and Quality Assurance shall be responsible for in particular:
- a) transferring the data of admitted students from the Gólya programme to the Neptun student information system, generating Neptun identifiers, and transmitting the data list to the faculties;
  - b) recording the personal data, social security number, tax identification number, bank account number of international students in the Neptun system, informing the faculties about the international students;
  - c) assigning students to programmes in Neptun-Gólya administration where the competent faculty must provide professional support.

## **Preparation for the beginning of the academic year**

### **Section 4**

- (1) In connection with the preparation of the timetable, the faculties are responsible for providing the Directorate for Education and Quality Assurance with the sample curricula for the current semester, the current starting and admission numbers and the list of optional subjects to be announced. The Directorate for Education and Quality Assurance shall draw up the provisional timetable and send it to the faculties for reconciliation.
- (2) Once the provisional timetable has been agreed, the final timetable shall be drawn up by the Directorate for Education and Quality Assurance then sent to the faculties and published on the website.
- (3) Otherwise, the detailed rules for drawing up the timetable are laid down in Section 43 of the HKR.

### **Section 5**

- (1) The faculties are responsible for checking and updating the sample curricula in the Neptun system (prerequisites, codes, optional subjects, assignment of subjects to programmes, etc.).

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- (2) The faculties are responsible for compiling the content of the Information Guide for first-year students and sending it to them electronically. The Information Guide shall be sent electronically to the Directorate for Education and Quality Assurance and published on the faculty website. The publication shall comply with the provisions of Section 53(3) of Government Decree No. 87/2015 (IV. 9.).
- (3) The faculties are responsible for publishing and updating the information materials for upper-year students electronically.
- (4) The faculties shall perform the tasks listed in Sections (1) and (3) above by the deadline set out in Section 53(3) of Government Decree No. 87/2015 (IV. 9.) each year.
- (5) The Directorate for Education and Quality Assurance is responsible for the electronic publication of the university's institutional information guide on the university's central website.

### **Section 6**

- (1) The Directorate for Education and Quality Assurance is responsible for compiling and updating personal folders, registers, student contracts and other documents related to the start of the academic year by the end of registration week.
- (2) A personnel folder shall contain the following documents:
  - a) the admission decision printed by the faculties and forwarded to the Directorate of Education and Quality Assurance,
  - b) the enrolment form,
  - c) a passport photo,
  - d) the form containing the data processing authorisation,
  - e) a copy of the school leaving certificate,
  - f) a copy of the diploma, if the admitted student holds one,
  - g) a copy of the language proficiency certificate, if the admitted student holds one,
  - h) the student contract, if the student is admitted to a self-financed place.
  - i) any subsequent documents concerning the student's legal status.
- (3) An administrator of the Directorate for Education and Quality Assurance shall check the contents of the personal folder every six months and request the student to correct any incomplete documents.
- (4) The Directorate for Education and Quality Assurance is in charge of any Neptun administration required on the basis of the material in the personal folder (e.g. entries required as a result of filing a language examination certificate).

### **Section 7**

- (1) The academic progress of students shall be assessed after the end of each semester in accordance with Section 57 of the HKR, i.e. in the event of termination of the student's status for academic reasons. The Directorate for Education and Quality Assurance shall perform this task and send the notices set out in the HKR.
- (2) As a result of the investigation, a list of names shall be drawn up and forwarded to the competent faculty for decision-making. After the decisions of the respective faculties, the Directorate for Education and Quality Assurance shall record the decisions, send them to the faculties concerned for signature and, after signature, the Directorate for Education and Quality Assurance shall send them to the students.



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## **Section 8**

- (1) The reclassification for academic reasons (Section 120 of the HKR) shall be carried out at the end of the academic year, but no later than 31 July of each year. The Directorate for Education and Quality Assurance shall draw up a list of students from its Neptun data who are to be reclassified from state-funded/state (partial) scholarship status to self-financed status. The list shall be communicated to the faculty concerned for decision-making. Once the faculties have decided on the reclassification, the Directorate for Education and Quality Assurance shall record and send the decisions to the faculties concerned for signature. Once signed, the Directorate for Education and Quality Assurance shall send the decisions to the students.
- (2) The reclassification due to the exhaustion of the period of support shall be carried out after the end of each semester. The Directorate for Education and Quality Assurance is responsible for recording and monitoring the period of support and for compiling the list of students to be reclassified. The procedure set out in Section 1 shall apply.
- (3) Having implemented the tasks set out in Sections (1) and (2), the faculties shall publish a call for application for students to fill the vacant state-funded/state (partial) scholarship places by 15 July each year. Fee-paying/self-financed students shall submit their applications to the faculties. The faculties shall rank the applications, make decisions and communicate them to the students and the Directorate for Education and Quality Assurance.
- (4) The Directorate for Education and Quality Assurance shall attach the student's contract to the decision on reclassification, informing the student that he/she must return it in person or by post no later than the end of the registration week, otherwise his/her student status is terminated. If a faculty reclassifies a self-financed student as a state scholarship holder, the decision shall be accompanied by a declaration as stipulated in the Act on Higher Education, stating that the change of funding form can only be entered in the Neptun system if the declaration is returned by the student to the Directorate for Education and Quality Assurance by the end of the registration week at the latest.
- (5) The Directorate for Education and Quality Assurance is responsible for the Neptun administration required as a result of decisions taken in the context of the reclassification procedure.

## **Section 9**

- (1) The faculties are responsible for deciding on applications for transfer, change of study mode (full-time/part-time), majors, guest student status, terms abroad, concentrations/sub-specialisations. The student shall submit the application to the faculty, which shall notify the student and the Directorate for Education and Quality Assurance of the decision.
- (2) The Directorate for Education and Quality Assurance shall carry out the necessary administration/modifications in Neptun as a result of the content of the decision.

## **Section 10**

- (1) The Directorate for Education and Quality Assurance is responsible for assigning the students to programmes and monitoring that assignment at the beginning of the academic terms, where the competent faculty shall provide professional support.

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- (2) The task set out in this Section must be completed by the beginning of registration week.

## **Tasks regarding the beginning of the academic year, study period**

### **Section 11**

- (1) The faculties are responsible for the publication of subjects and courses in the Neptun system.
- (2) The faculties and the Directorate for Education and Quality Assurance are jointly responsible for setting up the course enrolment period in the Neptun system.

### **Section 12**

- (1) The Directorate for Education and Quality Assurance is responsible for the administration of the registration of non-first-year students (problem solving, consultation), where the competent faculty shall provide professional support.
- (2) The registration of first-year students shall be handled jointly by the Directorate for Education and Quality Assurance and the faculties. The Directorate for Education and Quality Assurance is responsible for the production and collection of the necessary forms for enrolment (e.g. enrolment forms, student training contracts, etc.). The faculties are responsible for organising the enrolment (notifying students, organising the venue and date, organising the ceremony).
- (3) The Directorate for Education and Quality Assurance is responsible for organising orientation and training for students on the use of the Neptun system. Students shall attend the training on the use of Neptun and pass the Neptun usage test.
- (4) The enrolment procedure shall be completed by the end of the registration week at the latest.
- (5) The following tasks shall be performed during the enrolment process in particular:
  - (a) announcing the group allocation of first-year students (task of the faculties);
  - (b) collecting the documents relating to enrolment and recording the data in the Neptun system (task of the Directorate for Education and Quality Assurance);
  - (c) concluding student training contracts (task of the Directorate for Education and Quality Assurance including registering and keeping records of contracts);
  - (d) presenting the original diplomas, certificates of higher education, language proficiency certificates, reconciling them with the copies previously sent in and certifying this on the copies (task of the Directorate for Education and Quality Assurance).
- (6) The faculties are responsible for the registration and administration of students studying at the University of Miskolc as guest students. Guest students (especially international Erasmus students) can be registered and sign up for courses in the Neptun system beyond the registration week.
- (7) After the end of the registration period, students shall submit any subsequent applications for enrolment, registration and course enrolment to the faculties. Once it has been made, the faculty shall inform the applicant and the Directorate for Education and Quality Assurance of the decision. The Directorate for Education and Quality Assurance is responsible for the necessary Neptun administration.

### **Section 13**

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- (1) The faculties are responsible for publishing the amount and title of tuition fees and administrative fees in the Neptun system, and modifying or deleting the items, where the Directorate for Education and Quality Assurance shall provide professional support.
- (2) Deadline for the publishing the amount and title of tuition fee: without delay, but no later than fifteen days after the registration week.
- (3) Deadline for publishing the administrative fees: five days before the beginning of the respective registration week at the latest.

#### **Section 14**

- (1) Applications for recognition of credits shall be submitted to the faculties and the faculty shall decide on the applications.
- (2) A copy of the decision shall be forwarded to the Directorate for Education and Quality Assurance for the purpose of administering the recognition of credits in the Neptun system.

#### **Section 15**

Applications for individual study schedule shall be processed by the faculties and administered by the Directorate for Education and Quality Assurance.

#### **Section 16**

The Directorate of Education and Quality Assurance is responsible for updating the registers taking into account the decisions of the faculties concerning the students' legal status. The Directorate for Education and Quality Assurance shall inform the faculties of the final number of students. Deadline: 15 October/15 March each year.

#### **Section 17**

- (1) If an ex officio decision shall be taken on applications concerning student status (e.g. passive semester due to failure to register), the Directorate for Education and Quality Assurance shall carry out the necessary screening and send the list to the faculties for decision-making. Once approved, the Directorate for Education and Quality Assurance shall record the decision, send it to the faculty concerned for signature, and after it has been signed it shall communicate it to the students. The Directorate for Education and Quality Assurance is responsible for entering the content of the decision into the Neptun system.
- (2) If a decision concerning student status is to be taken on request (e.g. application for termination of student status), the request shall be submitted to the faculty. The faculty is responsible for making and recording the decision then communicating it to the student and the Directorate for Education and Quality Assurance. The Directorate for Education and Quality Assurance Neptun shall administer the content of the decision.

#### **Section 18**

The faculties and the Directorate for Education and Quality Assurance are responsible for monitoring student debts and related tasks, in accordance with the procedures laid down in the Student Debt Management Regulations.

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### **Section 19**

The Directorate for Education and Quality Assurance is responsible for the continuous detection of errors in Neptun, the preparation of error lists and the correction of errors.

### **Section 20**

The faculties shall be entitled to decide on other student applications not specifically mentioned in these rules of procedure. The Directorate for Education and Quality Assurance is responsible for the Neptun administration required as a result of the decision.

### **Section 21**

- (1) The faculties are responsible for the organisation, implementation and Neptun administration of the professional practice (hereinafter: internship).
- (2) The higher educational institution and the institution of professional practice (hereinafter: training place) may enter into a cooperation agreement. Such a cooperation agreement shall be mandatory in case of specialisations and tertiary level vocational training where the programme and outcome requirements require a internship of six or more weeks.
- (3) The mandatory content of the cooperation agreement is defined in Section 16 of Government Decree 230/2012 (VIII.28.). The cooperation agreement with the training place shall be initiated, on behalf of the institution, by the faculty/institute responsible for the specialization (academic programme), or tertiary level vocational training. The cooperation agreement shall comply with the contract forms available on the Sample Contracts, Sample Declarations tab on the University's website. When entering into a cooperation agreement, the procedure described in the institutional regulations 'Procedural regulations of contractual agreement' is applicable.
- (4) If the programme and outcome requirements of the degree course, higher education vocational training specify an internship of six weeks or more, the number of interns determined by degree course, higher education vocational training course, study mode at training places having concluded a cooperation agreement as well as that of the internal training places may not be less than 50%, 30% or 20% of the number of students studying in the higher education institution's higher education degree programmes and master's degree programmes, bachelor's degree programmes, or undivided programmes respectively.
- (5) On the basis of a cooperation agreement concluded between the higher education institution and the training place for at least one year, the Educational Authority shall keep a register of (external) training places involved in the training, excluding training in the field of teacher education, and of internal training places, on the basis of the data provided by the higher education institution, broken down by field of study. On behalf of the head of the institution the Director for Education and Quality Assurance shall apply to the Educational Authority at least once every six months for the registration of new training places, the deletion of discontinued training places and the transfer of changes to registered training places. The deans of the faculties in charge of the trainings are responsible for preparing the data broken down by field of study and sending it to the Director of Education and Quality Assurance.

## **Examination period**

### **Section 22**

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- (1) The faculties and the Directorate for Education and Quality Assurance are jointly responsible for setting up the examination period in Neptun.
- (2) The faculties are responsible for announcing of the examination dates in the Neptun system, taking into account the rules laid down in the HKR.

### **Section 23**

- (1) The faculties are responsible for the administration of the assessment of studies (signatures, practical marks, examination marks, completion of internships, thesis).
- (2) The administrative administrator of the faculty institute concerned is responsible for storing the examination records, while the instructor of the institute is responsible for storing the written examination papers and all documents which have influenced the student's grade (including classroom tests). The documents shall be stored orderly in a locked place and their destruction shall be carried out by a document shredder registered by the faculty. A record of the destruction shall be kept.
- (3) The written statement of practical grade shall be kept for one year in the administration of the institute. The written records shall be stored orderly in a locked place and destroyed by a document shredder registered by the faculty. A record of the destruction shall be kept.
- (4) The Directorate for Education and Quality Assurance may not make any entries in the Neptun system with respect to the assessment of studies, except in the case of credit transfer, transfer, change of concentration, change of specialisation, change of study mode with respect to recognition of subjects on the basis of a decision from the faculty.

### **Section 24**

- (1) After the end of the examination period, the Directorate for Education and Quality Assurance is responsible for completing the students' academic results of the given semester, and monitoring and reporting deficiencies and errors to the faculties.
- (2) The task set forth in this Section shall be carried out within a time limit that allows for the decision and calculation of scholarships and the reclassification to be completed within a reasonable period of time.

### **Section 25**

- (1) The faculties are responsible for the procedure and administration related to the choice of the concentration/sub-specialisation. The Directorate of Education and Quality Assurance is responsible for assigning the students to a coconcentration/sub-specialisation in the Neptun system.

## **Duties regarding the completion of studies**

### **Section 26**

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- (1) The faculties are responsible for the publication, registration and submission of theses, the organisation of the thesis defence and the recording of the thesis assessment in the Neptun system.
- (2) Departments/institutions shall keep the theses or dissertations as non-discardable documents requiring permanent preservation for an unlimited period of time in paper and/or digital form.
- (3) The Directorate for Education and Quality Assurance is responsible for examining the prerequisites for the issue of the diploma, if necessary involving the faculties, for carrying out the related administration in the Neptun system and for issuing the certificate.
- (4) The chairperson of the Final Examination Board shall be invited by the vice-rector for academic affairs on the proposal of the dean and, if accepted, appointed for a maximum period of five years. The members of the Final Examination Board shall be invited by the Dean and, if accepted, appointed for a maximum term of five years. The chairman and members of the ad hoc final examination committee shall be invited by the Dean. For final examinations, examining teachers shall be appointed by the dean.
- (5) Minutes shall be kept of the final examination. The minutes shall be signed by the chairperson and the members.
- (6) The faculties are responsible for the organisation and administration of the final examination and the management of the final examination module of the Neptun system. The Directorate for Education and Quality Assurance records the results of the final examination in the Neptun system. The Directorate for Education and Quality Assurance shall prepare and make available the necessary documents for the final examination, in particular:
  - a) the final examination minutes,
  - b) the declaration of data management for the diploma.
- (7) The final examination minutes shall include a language proficiency completion clause, which shall be completed in the case of a successful final examination. The compulsory content of the clause is set out in Annex 1 to these Regulations. Of the language proficiency completion clause Point a) shall be completed if the student has to fulfil the language proficiency requirements set out in the programme and outcome requirements, Point b) if the student is a registered disabled person, and Point c) if the student has completed his/her studies in a foreign language.
- (8) The qualification of the diploma shall be calculated by the faculty and the result shall be checked and recorded in Neptun by the Directorate for Education and Quality Assurance.

### **Section 27**

- (1) The Directorate for Education and Quality Assurance is responsible for issuing the transcript of records and making it available to the student after the termination of his/her student status.
- (2) The handover of the transcript of records shall be confirmed in a handover document. The numbered pages of the form shall be bound together with a national-coloured cord, the end of which shall be sealed with a circle label, and the transcript of records shall be signed and stamped by the Dean and the Director of Education and Quality Assurance. The printed transcript of records shall contain all the data and entries prescribed by the statutory regulations concerning transcripts of records.

### **Section 28**

The Directorate for Education and Quality Assurance is responsible for maintaining the master file provided for in Section 36 of Government Decree No.87/2015 (IV. 9.).

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## Section 29

- (1) After consultation with the faculties the Directorate for Education and Quality Assurance is responsible for ordering, issuing and registering diplomas, diploma supplements, diploma certificates, quality assurance and other certificates related to the diploma, and certificates of appreciation. The associated costs shall be borne by the faculties.
- (2) The Dean of the Faculty shall decide on awarding a diploma, and the Directorate for Education and Quality Assurance is responsible for providing the necessary information and for performing the administrative tasks. The head of the dean's office/dean shall countersign and the dean shall authorise the submission of the diplomas sent to the Rector for signature. The Directorate for Education and Quality Assurance is responsible for keeping a register of the diplomas awarded in the Diploma Register Book, of which it shall send a copy to the Faculty on request.
- (3) Preparation for the issue of diploma supplements:
  - (a) the Directorate for Education and Quality Assurance shall establish secure workplaces where diploma supplements and their related forms can be produced and stored under secure conditions;
  - (b) the dean's offices order the forms required for the issue of the diploma supplements on the basis of the information supplied by the Directorate for Education and Quality Assurance;
  - c) after the final examination and before the diploma is issued, the study administrators of the Directorate for Education and Quality Assurance shall carry out the maintenance of the archived study data in both Hungarian and English (other foreign languages), the faculties shall cooperate in order to correct any errors;
  - d) the Director of Education and Quality Assurance shall ensure that the document called *The System of Higher Education in Hungary* issued by the Ministry for Innovation and Technology and the description applicable to the University of Miskolc are uploaded to the Neptun system;
  - e) the Directorate of Education and Quality Assurance shall prepare and maintain the Neptun system for the management of diploma supplements.
- (4) Issuance of diploma supplements:
  - a) (a) diploma supplements shall be issued by the designated administrator of the Directorate for Education and Quality Assurance using the appropriate form;
  - b) b) after follow-up control, the issued diploma supplements shall be authenticated by the signature of the Dean of the Faculty and the stamp of the Faculty;
  - c) following the entry of the electronic signature, the Neptun system shall archive the final versions of diploma supplements in the database and they cannot be changed any more;
  - d) the identification numbers of the pages of diploma supplements shall be recorded in the Neptun system;
  - e) on the basis of the archived data, diploma supplements may be reissued upon written request;
  - f) (f) reissued diploma supplements shall be endorsed with the word "DUPLICATE!" and entered in the register book with the designations "duplicate" and the date of issue.
- (5) (5) A diploma supplement is a category B security document and therefore shall be treated in accordance with the provisions of Government Decree 86/1996 (VI. 14.) on the protection of

security documents. Responsibility for the management of diploma supplements shall lie with the Director of Education and Quality Assurance, those in charge of IT support, and those in charge of diploma supplement at the Directorate of Education and Quality Assurance.

- (6) The faculties and the Directorate for Education and Quality Assurance are jointly responsible for organising and conducting the graduation ceremonies.
- (7) 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 related to the status in Hungarian and foreign languages.
- (8) If the student obtains his/her language examination certificate or submits a request for preferential treatment after passing the final examination, he/she shall submit Annex 2 to the Directorate for Education and Quality Assurance together with the documents specified therein.

## **Tasks regarding the Higher Education Information System (FIR)**

### **Section 30**

- (1) (1) The Directorate for Education and Quality Assurance is responsible for setting up, managing and correcting data on student status and training status for students admitted under the Bologna system, and the faculties in case of pre-Bologna courses (traditional courses).
- (2) (2) The faculties are responsible for setting up, managing and correcting the data of the trainings.
- (3) (3) The faculties are responsible for setting up, managing and improving the data of guest students. The faculties shall cooperate with the Directorate for International Relations when guest students participating in a foreign exchange programme are involved.
- (4) The Directorate of Education and Quality Assurance is responsible for the continuous identification of problems with the FIR and for the technical and IT support of data provision.

## **Administrative rules regarding the Fees and Grant Regulations**

### **Section 31**

- (1) The administrative work shall be performed by
  - a) the relevant dean's office,
  - b) tasks related to student benefits (scholarship) shall be performed by the Directorate of Education and Quality Assurance,
  - c) tasks related to the payment of fees and charges shall be performed by the deans' offices of the faculties, the Directorate for Education and Quality Assurance and the Financial Directorate.
- (2) Administrative tasks shall be shared in particular among:
  - a) The dean's office of the faculty shall monitor student payments, inform first-year students in writing of the deadlines for the start of the year, the amount of fees and payment deadlines; other information necessary for the exercise of rights and the fulfilment of obligations.
  - b) The Directorate for Education and Quality Assurance shall maintain and update student records, provide the Student Union of the University of Miskolc (hereinafter: ME-HÖK)



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and Social Grant Committee (hereinafter: ME-HÖK SZÖB) with data to the extent strictly necessary to take decisions within their competence, inform students on how to obtain certificates related to student status, calculate student appropriations broken down by university and faculty, and draw up a written report on the monthly breakdown by the fifteenth day following the reference month, then send it to the ME-HÖK, ME-HÖK SZÖB and the faculties. It shall summarise and record payments for students. It shall provide data for annual statistics, reports and business planning to the Financial Directorate, the Student Union of the Faculty, ME-HÖK, ME-SZÖB and the Dormitory Committee of the Faculty. It shall inform the student organisations concerned, as indicated above, without delay of the available financial resources. After the 10th day of the 4th month of the given semester, it shall prepare a statement of the unused amount of scholarship per faculty on the basis of the statement of the Financial Directorate. It shall publish the information on student loans on the website and determine the grade point average. It shall keep records of scholarship entitlements by the title. It shall ensure the organisation of the registration and administration.

- c) The Financial Directorate, on the basis of the accounts of the Directorate for Education and Quality Assurance, shall arrange for the transfer of the benefits to the account-keeping financial institution by the date specified in Section 80(3) of the HKR. It shall organise, monitor and ensure the provision of data required for the annual report. It shall calculate the amount and use of income from fees and charges. Based on the bank statements, it shall inform the faculties and the ME-HÖK of the amount of payments made under various headings.
  - d) The IT Services Department shall provide the technical conditions (hardware, system administration) necessary for the operation of the Neptun system.
- (3) The Directorate for Education and Quality Assurance shall provide data on the amount of the normative funding per student. Each semester, after registration, the Directorate for Education and Quality Assurance shall determine the university and faculty funds that can be used on the basis of the final student enrolment data in Neptun. It shall produce a written report broken down by faculty and by title. The allocated funds shall be sent to the Rector, the Chief Financial Officer, the Vice-Rector of Academic Affairs, ME-HÖK, ME-HÖK SZÖB and the faculties. The Directorate of Education and Quality Assurance shall keep records of the use of the allocated funds, which are reconciled with the statements of the Financial Directorate at least three times during the year.
- (4) The Chief Financial Officer shall give an account of this subject to the Senate in the context of the mid-year and annual management reports.

## **Closing provisions**

### **Section 32**

- (1) The Regulations were approved by the Senate in its resolution No. 188/2022 becoming effective on 1 August 2022.

Miskolc-Egyetemváros, 31 July 2022

*Prof. Zita Horváth*  
Rector

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Chairman of Senate

**1. Annex No.a**

**Language certificate completion clause  
(TO BE COMPLETED AFTER SUCCESSFUL COMPLETION OF THE FINAL EXAMINATION)**

Name:

Neptun code:

Year and place of birth

Mother's name:

(A copy of the language certificate(s) must be attached.)

#....., date ....., language  
 ....., type of language certificate

#....., date ....., language  
 ....., type of language certificate

(New lines can be added if necessary)

The data in the Language Examination tab in Neptun.Net are consistent and verified, no discrepancies or omissions can be found. The documents required for issuing the diploma are available.

Date:

.....

Administrator recording the data

Language requirements: fulfilled/not fulfilled.

Date:

.....

Legal officer of the Directorate for Education

and Quality Assurance

I authorise / I do not authorise to issue the diploma.

Date:

.....

Dean

**1. Annex No. b**

**Language certificate completion clause in case of preference  
(TO BE COMPLETED AFTER SUCCESSFUL COMPLETION OF THE FINAL EXAMINATION)**

Name:

Neptun code:

Year and place of birth

Mother's name:

(A copy of the language certificate(s) and the faculty decision based on the opinion of the disability coordinator must be attached!)

According to Government Decree 87/2015 (9.IV.9.), students may be exempted from the language examination requirements based on the decision of the dean of the relevant faculty.

#....., date ....., language  
....., type of language certificate

#....., date ....., language  
....., type of language certificate

(New lines can be added if necessary)

The entry of the disability coordinator can be found in the Records and Preferences tabs of Neptun.Net, the data in the Language Examination tab are consistent and verified, no discrepancies or omissions can be found. The documents required for issuing the diploma are available.

Date:

.....

Administrator recording the data

ba) On the basis of expert opinion No. ....., partial exempt from the language requirements may be granted, the exemption may include  
.....  
.....

.....  
 .....  
 must be completed.

Date:

.....

Disability coordinator

On the basis of the Language Examination Exemption Decision dated on ..... and registered at No. ...., the student has fulfilled / has not fulfilled the language requirements set for him / her.

Date:

.....

Legal officer of the Directorate for Education

and Quality Assurance

I authorise / I do not authorise to issue the diploma.

Date:

.....

Dean

bb) On the basis of expert opinion No. ...., exemption from the language requirements may be granted.

Date:

.....

Disability coordinator

On the basis of the Language Examination Exemption Decision dated on ..... and registered at No. ...., the student has fulfilled / has not fulfilled the language requirements set for him / her.

Date:

.....

Legal officer of the Directorate for Education

and Quality Assurance

I authorise / I do not authorise to issue the diploma.

Date:

.....

Dean

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**1. Annex No. c**

**Language proficiency completion clause  
(TO BE COMPLETED AFTER SUCCESSFUL COMPLETION OF THE FINAL EXAMINATION)**

Name:

Neptun code:

Year and place of birth

Mother's name:

(A copy of the documents proving that the language requirements have been met must be attached.)

c) You are exempt from language requirements because you have taken part in training in a foreign language. Nftv. Section 51(1) Unless otherwise regulated more rigorously by the programme and outcome requirements, the student shall present the certificate attesting that in Bachelor programmes he / she has passed a Type "C" general language exam or a general (level B2) complex intermediate language exam or in Master programmes he/she has passed a language exam specified in the programme and outcome requirements, acknowledged by the state or obtained an equivalent language certificate (hereinafter "language certificate").

(2) The provisions of paragraph (1), with the exception of the final examination, shall not apply if the language of the training is not Hungarian.

Language of the training: .....

The data in Neptun.Net are consistent and verified, no discrepancies or omissions can be found. The documents required for issuing the diploma are available.

Date:

.....

Administrator of the dean's office registering the

data

I authorise / I do not authorise to issue the diploma.

Date:

.....

Dean

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Annex 2

**File number:**

**UNIVERSITY OF MISKOLC**  
**Directorate for Education and Quality Assurance**  
**3515 Miskolc-Egyetemváros**

**Institutional ID: FI87515**

### Application for the issuance of a diploma

**Student's name:**..... **Faculty:** .....

**Place and date of birth:**..... **Year of graduation:**

.....

**Postal address:**.....

**Telephone number/e-mail:**.....

a) Please kindly issue my diploma

as I have fulfilled the language examination requirements for .....-credit/BA(BSC) /MA(MSC)/specialist postgraduate training in .....

Language certificate(s) acquired:

language 1:.....

level: .....

language 2:.....

level: .....

b) Please kindly issue my diploma

as I am exempted from the language examination requirements for .....-credit/BA(BSC) /MA(MSC)/specialist postgraduate training in ..... on the basis of the attached certificate of disability.

**I hereby declare that I will enclose with my application copies of the language proficiency documents/documents supporting my disability and will present the original certificate(s) to the Directorate for Education and Quality Assurance at the time of receiving the diploma (Building A/1 Room 18).**

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

.....  
Applicant's signature

\* Please underline what is applicable.

\*\*Contact details are required as the diploma can be collected in person or by proxy within 30 days at the Directorate for Education and Quality Assurance (Building A/1 Room 18).

**TO BE COMPLETED BY THE UNIVERSITY OF MISKOLC**

**Annex No. 2. a**

#....., date ....., language  
 ....., type of language certificate

#....., date ....., language  
 ....., type of language certificate

(New lines can be added if necessary)

The data in the Language Examination tab in Neptun.Net are consistent and verified, no discrepancies or omissions can be found. The documents required for issuing the diploma are available.

Date:

.....

Administrator recording the data

Language requirement for the issuance of the diploma:

type: ..... level:.....  
 type: ..... level:.....

(New lines can be added if necessary)

Language requirements: fulfilled/not fulfilled.

Date:

.....

Legal officer of the Directorate for Education  
 and Quality Assurance

I authorise / I do not authorise to issue the diploma.

Date:

.....

Dean



**TO BE COMPLETED BY THE UNIVERSITY OF MISKOLC Annex No. 2. b** In case of preference, the student may be exempt from language examination requirements according to Government Decree 87/2015 (9.IV.9.) based on the decision of the Dean of the relevant faculty.

#....., date ....., language  
 ....., type of language certificate

#....., date ....., language  
 ....., type of language certificate

(New lines can be added if necessary)

The entry of the disability coordinator can be found in the Records and Preferences tabs of Neptun.Net, the data in the Language Examination tab are consistent and verified, no discrepancies or omissions can be found. The documents required for issuing the diploma are available.

Date:

.....

Administrator recording the data

ba) On the basis of expert opinion No. ...., partial exempt from the language requirements may be granted, the exemption may include

.....  
 .....  
 .....

must be completed.

Date:

.....

Disability coordinator

On the basis of the Language Examination Exemption Decision dated on ..... and registered at No. ...., the student has fulfilled / has not fulfilled the language requirements set for him / her.

Date:

.....

Legal officer of the Directorate for Education and Quality Assurance

I authorise / I do not authorise to issue the diploma.

Date:

.....

Dean

bb) On the basis of expert opinion No. ...., exemption from the language requirements may be granted.

Date:

.....

Disability coordinator

On the basis of the Language Examination Exemption Decision dated on ..... and registered at No. ...., the student has fulfilled / has not fulfilled the language requirements set for him / her.

Date:

.....

Legal officer of the Directorate for Education  
and Quality Assurance

I authorise / I do not authorise to issue the diploma.

Date:

.....

Dean