

**ACADEMIC REQUIREMENTS FOR STUDENTS**  
**Faculty of Materials Science and Engineering**  
**University of Miskolc**

**Miskolc, 2017**

## **1.3.2 Academic Regulations**

**ACADEMIC REQUIREMENTS FOR STUDENTS  
FACULTY OF MATERIALS SCIENCE AND ENGINEERING  
UNIVERSITY OF MISKOLC**

**SENATE RESOLUTION No 131/2017  
OF THE UNIVERSITY OF MISKOLC**

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## **Academic Requirements for Students**

The Academic Requirements for Students of the University of Miskolc (henceforth HKR) is available at the website of the Faculty of Materials Science and Engineering.

Pursuant to and in conformity with the regulations amended by the Senate in Resolution No. 40/2017 the following regulations enter into force as of 1 June 2017 with regard to the Faculty of Materials Science and Engineering pursuant to Senate Resolution No. 131/2017.

### **I. Chapter RULES OF ADMISSION**

#### **Faculty Admission Boards**

*Add. Sections 4.2-4 and 34.7 the Faculty Regulations, henceforth **FR1***

- (1) The tasks related to the admission process are carried out by the Faculty Admission and Recruitment Board. The chairperson of the Admission and Recruitment Board is the Vice Dean for Academic and Recruitment Affairs of the Faculty of Materials Science and Engineering. The Dean appoints the board members for only the remainder of his/her own tenure.
- (2) The Admission and Recruitment Board has nine members, six of whom are delegated from the academic and non-academic personnel of the Faculty, while the other three by the Faculty Student Union.
- (3) The chairperson of the Examination Board is the Vice Dean for Academic and Recruitment Affairs of the Faculty, the minutes are taken by the administrator of academic affairs. The chairperson of the Examination Board with the approval of the chairperson of the Admission and Recruitment Board may appoint additional examiners if the number of the applicants requires so.

#### **Regulations regarding the applicants with a degree**

*Add. Section 7.2 of Faculty Regulations, henceforth **FR 2***

- (1) Applicants for the master's programmes of the Faculty of Materials Science and Engineering of the University of Miskolc can be ranked by their previous degree(s) if it meets the entrance requirements.

#### **Directives on applicants for master's programmes**

*Add. Section 8.2 of Faculty Regulations, henceforth **FR 3***

Applicants for the master's programmes of the Faculty of Materials Science and Engineering are ranked by the scores they earn at the entrance exam irrespective of the institution they graduated from. The bachelor's degree, however, must meet the entrance requirements for the master's programme.

- (3) During the motivational interview the Examination Board assesses the applicant's

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background knowledge relevant to the master's programme and his/her professional competences.

### **Directives on applicants for specialist post-graduate programmes**

*Add. Section 9.3 of Faculty Regulations, henceforth FR 4*

- (1) The applicant for a specialist postgraduate programme at the Faculty of Materials Science and Engineering must have a master's degree awarded with at least a pass in an engineering field.

### **Provisions for students with disabilities**

*Add. Section 10.4 of Faculty Regulations, henceforth FR 5*

- (1) The instructor must exempt the student with disabilities from fulfilling any tasks which might pose a risk for the student due to his/her disabilities during the practical courses (e.g. laboratory practice, placement). Exemptions, however, do not lead to exemption from fulfilling administrative tasks regarding the practical course (e.g. submitting minutes, assignments), or being tested on theoretical knowledge related to the practical course. If possible, the instructor might set a substitute task which does not pose a health risk for the student.

### **Transfer Rules**

*Add. Sections 11.2 and 11.5 of Faculty Regulations, henceforth FR 6*

- (2) Students can apply for credit transfer for credits earned at an engineering programme at any higher education. It is on condition that the courses and credits earned are certified in the registration course book.
- (3) The Academic and Credit Transfer Committee decides on credit transfer.
- (4) Engineering students of the University of Miskolc or any other higher educational institution have the opportunity to transfer to the Faculty of Materials Science and Engineering during their studies if the conditions below apply to them:
  - To a master's programme: at least one completed semester with at least 20 credits earned.

## **II. Requirements for choosing specialisation Choosing a second specialisation, change of specialisation**

*Add. Sections 12.3-4 of Faculty Regulations, henceforth FR 7*



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- (8) During their master's programme at the Faculty of Materials Science and Engineering students can choose one major and one supplementary specialisation. In case the student completed his/her bachelor's programme at the Faculty of Materials Science and Engineering of the University of Miskolc or at a higher education institution offering a programme with a structure similar to that of the Faculty, he/she must choose a supplementary specialisation. In all other cases only one specialisation must be chosen.
- (9) Both Bsc and Msc students may change their specialisation. The condition for changing specialisation is that the student has at least one completed semester in his/her specialisation. The student must justify his/her intention to change specialisation in a request addressed to the Dean. Conditions for additional changes of specialisation are the written approval of the coordinators of the specialisation to be left and to be chosen alike.

### **Partial Studies**

*Add. Sections 14.1-2 of Faculty Regulations, henceforth **FR 8***

- (1) In order to deepen his/her theoretical knowledge of a certain field the conditions for partial studies are that the applicant has completed a bachelor's or a master's programme as well as he/she cannot have a student status with the University of Miskolc.
- (2) The person pursuing partial studies must pay a tuition fee, which is specified by the Faculty Council based on the number of credits taken.

### **Guest Student Status**

*Add. Section 16.2 of Faculty Regulations, henceforth **FR 10***

- (1) Guest students must pay a tuition fee, which is specified by the Faculty Council based on the number of credits taken.



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studies. The students who due to their prior studies must take specialisation courses (specialisation foundation courses) do not choose a supplementary specialisation.

Available specialisations:

- Foundry Engineering, coordinator: Associate Professor Dániel Molnár
- Metal Forming and Heat Treatment, coordinator: Prof. Zoltán Gácsi
- Chemical Metallurgy, coordinator: Prof. Tamás Török
- Energetics, coordinator: Prof. Árpád B. Palotás

Supplementary specialisations:

- Materials Testing and Nanotechnology  
coordinator: Prof. György Kaptay
  - Environmental Protection and Waste Management  
coordinator: College Associate Professor Béla Viskolcz
  - Quality Management  
coordinator: Prof. Árpád Bence Palotás
  - Archeometallurgy  
coordinator: Associate Professor Béla Török
- (6) A specialisation starts only in either Msc programme if there is a minimum of 5 applicants but a maximum 25% of the students choose that specialisation.
- (7) A supplementary specialisation starts only in either Msc programme if there is a minimum of 5 applicants.
- (9) Certain specialisations or supplementary specialisations may be offered every academic year.
- (10) Students must complete the prerequisites and meet the requirements laid down in the recommended curricula.

## **Academic Provisions**

### **Bodies Authorised to Act on Study and Exam Related Matters**

*Add. Sections 34.1-11 of FR 12*

- (1) At the Faculty of Materials Science and Engineering the Study Committee and the Credit Transfer Committee operates jointly as a Study and Credit Transfer Committee. The Study and Credit Transfer Committee has eight members, four of whom are Faculty staff and the Faculty Student Union each. The chairperson of the committee is the Vice Dean for Academic and Recruitment Affairs of the Faculty. The minutes are taken by the Administrator of Academic Affairs of the Dean's Office.
- (4) The Study and Credit Transfer Committee only processes applications which were considered by the relevant departments in advance.
- (5) The Study and Credit Transfer Committee proceeds in the first instance in cases regarding students' credit transfer and credit assessment applications, in particular:

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- a) assessing and transfer of credits and grades earned during partial studies abroad,
- b) assessing relevant applications,
- c) transfer of foreign language and PE courses completed earlier.

### **Academic Calendar**

*Add. Section 35.2 of FR 13.*

- (1) As of the academic year of 2015/16 phasing in, at the Faculty of Materials Science and Engineering students of the traditional study mode (i.e. not of dual study programme) are engaged in a one-week registration week followed by a 14-week study period.

### **Attendance**

*Add. Section 39.1 and Section 50.5 of FR 14.*

- (1) Pursuant to Subsection 5 of Section 50 of Academic Requirements of Students of the University of Miskolc (HKR) on attendance at lectures students must attend at least 60% of each lecture. During the lectures the lecturers in charge of the course may quiz students and challenge them on questions as well as keep track of attendance on a regular basis.
- (2) If a student is absent from more than 30% of the seminars/laboratory sessions, pursuant to Subsection 5 of Section 50 of HKR, he/she may be denied a signature with final effect. Laboratory sessions (e.g. instrumental practicals) may only be completed at times set by the relevant department/institute. Departments/institutes are not obliged to order students to make up for the laboratory practicals. In case the lecturer in charge of the course allows the student to make up for the practical, he/she must pay a rebooking fee of HUF3,000 for each practical payable via NEPTUN. Departments/institutes must introduce their policies regarding calculation and laboratory practicals on their website during the first week of the study period, and the lecturer in charge of the course or the instructor must communicate these policies to the students in detail. The missed calculation practicals may be made up for during the last week of the study period under the conditions laid down by the department/institute.
- (3) Only students with individual study schedule may deviate from completing the practical in the above mentioned way, but they must also complete the laboratory practicals entirely.
- (4) Students must participate in placement(s) according to the curriculum irrespective of study mode, full-time or part-time.
- (6) After the first year in their Msc programme students must do a four-week specialisation placement.
- (7) The place of practicals, the content of the assignments must be set and the performance must be appraised and certified by the relevant departments.

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- (8) The completion of the placement must be certified in writing by the industrial partner (in an exceptional case by the relevant department) to the specialisation organising the placement.
- (10) In the event of failure to complete a placement, it must be made up for during the following placement period. The Vice Dean for Academic and Recruitment Affairs may allow a student to make up for a failed or not completed placement. It is the duty of the specialisation department to organise the placements again.
- (11) Make-up placement is subject to a procedural fee.
- (12) Only those students can do placement who have earned at least half of the credits required during that active semester.

### **Individual Study Schedule**

*Add. Section 40.1 of FR 15.*

- (1) Individual study schedule may be granted if the student
  - a) has a weighted GPA of 3.5 based on the last two semesters and pursues parallel studies, or
  - b) has a weighted GPA of 3.5 based on the last two semesters and is in a special situation ( as being a Student Union representative, disabled or an outstanding athlete), even in these cases only by special consideration,
  - c) has a weighted GPA of 3.5 based on the last two semesters and completes a semester abroad.
- (2) A full-time student cannot be granted individual study schedule on the grounds that he/she has a full-time job or his/her classes overlap.
- (3) The terms and conditions of individual study schedule are laid down by the Study and Credit Transfer Committee based on the recommendations of the institutes. The student must attach these recommendations to his/her application.
- (4) The Academic and Credit Transfer Committee decides on the applications for individual study schedule.
- (5) A student with individual study schedule may be exempt from class attendance and may take examinations beyond the examination period.

### **Examination Period**

*Add. Sections 51.2 and 51.4 of FR 16*

- (1) In the case of Exam Only courses (CV) where the student is only required to take an examination, after prior consultation with the instructor the aim is that student take the examination during the study period.

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- (2) In order that the student can take the CV examination, the instructor must publish examination dates for the relevant courses from the middle of the study period (from the first working day of the eighth week of the study period).
- (3) Beyond the examination dates published pursuant to Section 2, the institutes/departments must publish CV examination dates during the CV examination period designated for CV examinations in the HKR as well as during the “proper” examination period.

Students must submit the proposed modifications regarding the examination schedule to the Study and Credit Transfer Committee.

- (4) The guidelines for publishing examination dates at the Faculty of Materials Science and Engineering are as follows:
  - a. The number of examination dates must be set in a way to ensure that at least 150% of the student signed up for that course can take it.
  - b. The examinations must be scheduled in a way to ensure that the student can distribute the exams evenly during the examination period, and they have the time and opportunity to resit failed exams.
  - c. As a basic rule, at least one examination date must be set every week.
- (5) On a specific date students must be allowed to take any examinations offered by the instructor, on condition that it does not pose organisational problems.
- (6) The head of the department/institute is responsible for scheduling the right number of evenly distributed examination dates and designating venues and examiners.
- (8) The Neptun administrators must published the examination dates in the Neptun system at least three weeks before the end of the study period.

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

*Add. Sections 56.1-2 of FR 17*

- (1) Students may improve their examination grades in the examination period.
- (2) Resit exams to improve grades are free of charge.
- (3) GPA is calculated from the examination and course grades obtained before the end of the examination period.
- (4) Resits are taken covering the relevant material of academic programme effective at the time of the exam.

### **Placement**

*Add. Section 57.1 of FR 18*

- (1) At the Faculty of Materials Science and Engineering irrespective of the duration of the placement (that is even if it shorter than six weeks) institutes must document the

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agreement signed by the representative of the placement and the head of the institute that the location of placement is ensured as well as the students' name. To this end the form "Partnership Agreement on Providing Placement" is recommended, which is downloadable from Dokumentumtár on the website of the University of Miskolc. These documents must be stored by the institutes for five years.

- (2) Students must have a student liability insurance for the duration of the placement.

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

*Add. Section 58.6 of FR 19*

At the Faculty of Materials Science and Engineering the weighted GPA is calculated based on all the courses being enrolled in and not dropped until the examination period irrespective of the grade (the grade for courses not completed and not dropped is zero). The Faculty, with the consent of the Student Union, defines a minimum number of credits (performance number) below which no students are eligible for a study grant.

$$\ddot{O}_{\dot{A}} = \frac{\sum \dot{E} * K}{\sum K}$$

Where:

$\ddot{O}_{\dot{A}}$ : GPA, or credit index;

$\dot{E}$ : grade obtained in the given course (0 if not completed, but not submitted in time),

K: credit value of the given course.

Performance number is calculated as follows:

$$T_m = \ddot{O}_{\dot{A}} \times \sum K$$

Where:

$T_m$ : performance number

$\sum K$ : all the credits earned during the semester

## **Pre-degree Certificate**

*Add. Section 63.1 of FR 20*

- (1) A pre-degree certificate may only be issued for a student who has fulfilled all the academic requirements at least two weeks prior to the beginning the final examination period of the given semester and has given written notification of it to the Academic Unit. The written notification must include the semesters when the courses of the sample curriculum were completed as well as the sum of the credits earned.

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## **Theses**

### *Add. Sections 64.1-8 of FR 21*

- (1) Students of the Msc programmes in Materials Engineering and Metallurgical Engineering must write a thesis at the Faculty of Materials Science and Engineering.
- (2) The topic of the thesis must be related to the practical assignment of the specialisation curriculum.
- (4) The aim of the thesis is to deepen understanding of the specialist professional knowledge of the field chosen by the student. Another basic requirement the thesis is that it must include some measuring, research conducted individually by the student, and he/she must analyse the findings and draw conclusions from them individually.
- (5) With the approval of the specialisation coordinators, any institute of the Faculty of Materials Science and Engineering may advertise thesis topics open for students. Departments advertise thesis topics in detail during the registration week prior to the thesis preparation semester. A department may advertise any number of thesis topics, but at least as many as the number of students in the specialisation at the department. Thesis topics must be announced in writing on the department bulletin boards as well.
- (6) The student may take an active part in choosing the industrial partner for his/her thesis, thus helping his/her future employment.
- (7) It is the student who chooses from the thesis topic one which suits his/her programme and specialisation. The student has four weeks to choose a thesis topic. In case he/she fails to choose one, his/her next thesis preparation semester becomes passive.
- (8) The precondition for a tailor made thesis topic is that the student submits a written application to the head of department/institute in the semester prior to the thesis preparation semester. An additional condition for choosing a thesis topic is that the student must meet the academic requirements, moreover he/she must have at least 60 credits earned by the beginning of the given semester.
- (9) The heads of department/institutes assign thesis topics to students based on the applications. The academic administrator pools the advertised thesis topics based on the information from the departments and submits it to the Faculty Council. The submission includes the name of the student, the topic of the thesis, the name of the industrial partner (if there is one), names of the supervisors (department/institute supervisor, industrial supervisor). The Faculty Council discusses the assigned thesis topics during the weeks 4-10 prior to the thesis preparation semester. The Faculty Council accepts or modifies the assigned thesis topics, then allows them to be announced.
- (10) The condition for enrolling into the final, thesis preparation semester is that besides completing the previous semester the student must have the necessary number of credits as well as an assigned thesis topic. The head of the department/institute issues the assigned thesis topic and provides its executability. The thesis topic must be assigned to the student in writing not later than the last week of the study period prior to the thesis preparation semester. The heads of department/institute advertising the thesis topic deal with the submission-receipt of thesis topic. The student acknowledges the receipt of the



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thesis topic with his/her signature.

According to the formatting requirements “Thesis Topic Assignment” is structured as follows:

- title of the thesis, student’s name
  - list of tasks to be accomplished in the thesis
  - name of the industrial partner (if any)
  - industrial supervisor’s name (if any)
  - signature of the head of department, date, stamp of the department
- (11) Deadline for thesis submission is set according to the recommended curricula. According to the curricula the exact date for thesis submission is the announced in the academic calendar on the website of the University of Miskolc at the beginning of the academic year (it is the first working day of the 48th and the 18th calendar week in the autumn and the spring semester respectively).
  - (12) A student may only submit his/her thesis if he/she has fewer than three incomplete courses.
  - (13) The head of department in agreement with the supervisors may classify a thesis as failed and deny its submission for examination.
  - (14) If the student fails to earn the required number of credits (a minimum of 110 credits for MSc), the thesis cannot be submitted for defence. The submitted thesis must be designed to comply with the traditions of the Faculty, it cannot have loose-leaf sheets. The first page must be the Thesis Topic Assignment Form or the Abstract including the tasks to be accomplished. The student authenticates the thesis with his/her signature. At least two identical copies of thesis must be submitted.
  - (15) At the same time unless restricted by confidentiality, with approval from the supervisor the final version of the thesis must be submitted in PDF format on a CD or DVD as well.
  - (16) Besides the CD or DVD the student must attach the following signed forms upon submission (See Appendix 1) which attest that the thesis submitted is his/her own work, as well as allows the electronic version to be archived and published by the University Library.
  - (17) In case the thesis contains confidential information regarding the company the thesis is about, the company in question may request to make a contract for confidential treatment which is to be signed by the representative of the company, the head of the institute which have allocated the thesis topic and the student. In this case the original copy of the contract must be bound as the first page of the thesis. Classified theses must be stored in a locked place in the institute, and they cannot be handed over to the library or a ”third party” in either print or digitalised format. The student must also sign the relevant part in the Declaration on Partial Transfer of Copyright in the appendix to the thesis.
  - (18) If the thesis does not contain confidential information, the student signs the relevant part in the Declaration on Partial Transfer of Copyright in the appendix to the thesis stating

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that the thesis may be handed over to the University Library, its content may be uploaded to public repositories. In this case the student must upload the content of the thesis to the repository of the University Library.

- (19) Theses are evaluated by the heads of institute/department, specialisation coordinators, supervisors and the experts of the department invited by the heads of department, and are assessed by at least one external expert. Deadlines for assessment must be set so that the external assessors have at least a week to read and assess the theses. To make assessors' job easier assessment may be made by completing the thesis evaluation form including the evaluation aspects in Appendix 2.
- (20) The written evaluation must be handed over to the student (candidate) at least three days prior to the defence so that he/she can prepare for defending the thesis. A student defends his/her thesis in front of the Final Examination Board. In case the student fails to defend his/her thesis, he/she cannot take the final examination.
- (21) The credit value of a successful MSc thesis defence is 20 credits.
- (22) In case the thesis is failed, the student may choose a new one from the thesis topics advertised for the following year.

### **Final Examination**

*Add. Sections 65.1-12 of FR 22*

- (1) The final examination period at the Faculty of Materials Science and Engineering is always December or January and/or June every year. The Dean may decide on a resit final examination period. The final examination takes place at a seat of the University of Miskolc.
- (3) At the final examination the candidate defends his/her thesis in front of the Final Examination Board, right after the defence he/she take the final examination in the subjects specified in the curriculum.
- (4) Curricula of the master's programmes at the Faculty of Materials Science and Engineering establish a project-oriented approach. To this end at the master's programmes final examinations the Final Examination Board must ensure that out of the 45 minutes at his/her disposal the student has 20 minutes for thesis defence and to discuss questions related to the thesis, then the remaining 20 minutes are used to test his/her professional knowledge related to the thesis, and to answer questions from the topics of his/her main and supplementary specialisations.
- (5) If the thesis is classified as confidential the members of the Final Examination Board must sign a Declaration of Confidentiality with regard to the content of the thesis before the start of the defence.
- (7) Calculation of final examination grade at the master's programme in Materials Engineering and Metallurgical Engineering at the Faculty of Materials Science and Engineering alike:

$$\text{Átlag} = \frac{ZV + 2 \times D}{3}$$

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where

D: grade of thesis defence

ZV: grade of final examination subject(s)

- (8) At the Faculty of Materials Science and Engineering taking the final examination seven years after obtaining the pre-degree certificate is subject to the condition of a procedural fee of HUF100,000. This provision applies to students within the scope of the National Higher Education Act (Nftv.) except that two years after obtaining the pre-degree certificate must the student pay the procedural fee of HUF100,000 for taking the final examination. In this case pursuant to Nftv. five years after the student status expires final examination cannot be taken.

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## **Diploma**

*Add. Section 70.5 of FR 23*

- (2) Calculation of diploma grade at the master's programme in Materials Engineering and Metallurgical Engineering at the Faculty of Materials Science and Engineering alike:

$$\text{Átlag} = \frac{ZV + 2 \times D}{3}$$

where

D: grade of thesis defence

ZV: grade of final examination subject(s)

- (3) According to the average value pursuant to Section 2 the classification of degree is as follows:

excellent: 4.51 - 5.00

good: 3.51 - 4.50

satisfactory: 2.51 - 3.0

pass: 2.00 - 2.50

## **Awards to Students at the Faculty of Materials Science and Engineering Degree with Distinction**

*Add. Sections 75.1-2 of FR 24*

The Faculty of Materials Science and Engineering awards worthy students with Medallion of Merit every year.

- (1) The award is given to full-time and part-time students of the Faculty.
- (2) Conditions for awarding a Medallion of Merit are:
  - a) When awarding the different levels of the Medallion of Merit the students' GPA during two semesters prior to the award, non-academic professional and language achievements and human integrity are taken into consideration.
  - b) A gold level is awarded to students whose GPA reaches or exceeds 4.8 in both semesters,
  - c) A silver level is awarded to students whose GPA reaches or exceeds 4.5 in both semesters,
  - d) A bronze level is awarded to students whose GPA reaches or exceeds 4.2 in both semesters,
  - e) In master's programmes a Medallion of Merit may be awarded after two completed semesters.
  - f) Students who were not among the top 10% of the students in one of the previous two semesters cannot be awarded a gold level of Medallion of Merit. Students who were not among the top 25% of the students or were below the year average in one of the previous two semesters cannot be awarded a silver or bronze level of Medallion of Merit.

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Merit.

- g) A Medallion of Merit may be awarded a student who met all the academic requirements by the end of the examination period in both semesters.
  - h) Conduct unworthy of a university student and receiving disciplinary punishment exclude being awarded a Medallion of Merit.
  - i) The top 10 and 25% are defined by programme levels and within those by the classes.
  - j) Students who are in their fifth or more active semester at the time of the award ceremony cannot be given a Medallion of Merit.
- (3) Medallion of Merit is a medallion and a certificate as well as a sum of money.
  - (4) The list of students worthy of a Medallion of Merit is proposed by the Dean or the Vice Dean for Academic and Recruitment Affairs. The proposal is assessed by the Council. The Faculty Council decides on the awards.
  - (5) The number of awards to be given is decided by the Council of the Faculty.
  - (6) At the Faculty of Materials Science and Engineering a student may be awarded with a Degree with Distinction if he/she has excellent grades in all the subjects in the final examination, his/her thesis is assessed as excellent and during his/her studies all the grades are excellent. A Degree with Distinction may only be awarded if the three criteria are met at the same time.

### **Tuition Fee**

*Add. Sections 117.1-7 of FR 25*

- (1) The student must attach to any application related to the tuition fee by submitting the documents required for social support.
- (2) If the student has an “active” status during the semester, he/she cannot drop a course posteriorly, the tuition fee allocated for the semester cannot be cancelled.
- (3) Tuition fee in proportion to the credits: it is only possible to apply for a reduction in tuition fee in proportion to the credits in case of supplementary specialisation. The Academic and Credit Transfer Committee takes a decision in the first instance. Posteriorly a reduction in tuition fee in proportion to the credits cannot be requested.

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## **Chapter 8 CLOSING PROVISIONS**

The present regulations are an appendix to Senate Resolution No. 258/2015 of Volume III (Academic Requirements for Students) of the Organisational and Operational Rules of the University of Miskolc regarding the Faculty of Materials Science and Engineering, which was approved by the Faculty Council Resolution No. a11/2017. (IV.25.) on 14 October 2014. The present regulations were modified by Senate Resolution No. 131/2017 of the University of Miskolc, effective as of 1 June 2017.

Miskolc-Egyetemváros, 25 May 2017

*Prof. Dr. Árpád Bence Palotás*  
Dean  
Chairperson of the Faculty Council

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

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## **I. Appendix No.**

### **GUIDELINES FOR PREPARING THE THESIS/DIPLOMA WORK**

#### **1. GENERAL INSTRUCTIONS**

Students in bachelor's programme in Materials Engineering must write a thesis. The aim of the thesis is to deepen understanding of the specialist professional knowledge of the field chosen by the student. Another basic requirement the thesis is that it must include some measuring, research conducted individually by the student, and he/she must analyse the findings and draw conclusions from them individually.

- 1.1. The departments advertise the thesis topics from which the students may choose. The department decides on a thesis topic initiated by the student after assessing the submitted application.
- 1.2. The departments announce the thesis topics (unless they are classified as confidential).
- 1.3. The students file the chosen topic in the department.
- 1.4. The department allocates a supervisor or supervisors to the theses.
- 1.5. The thesis topics chosen by the students are approved by the Faculty Council of the Faculty of Materials Science and Engineering.
- 1.6. The student writes the manuscript by continuously asking for the supervisor's opinion.
- 1.7. The student submits the thesis in the required format in two copies to the department by the deadline (according to the half year schedule approved by the Senate of the University of Miskolc
- 1.8. Upon submission of the printed copy the final version of the thesis (approved by the supervisor) must be submitted in electronic format (PFD) to the University Library (unless it is classified as confidential). Two forms must be attached to the CD. One is to certify that the submitted thesis is his/her own original work, the other is to grant permission to the University Library to archive and publish the electronic material (or to deny permission due to confidentiality).

#### **2. CONTENT REQUIREMENTS**

- 2.1. The student must write the thesis individually under the supervisor's guidance.
- 2.2. The student must excel in the ability to prepare, analyse and synthesise information.  
The student must prove the skills that he/she can build in practice on the foundations laid down during his/her studies as well as after processing the literature relevant to his/her field.

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2.3. Another requirement on the thesis is that the student should know and review the international literature related to the research topic, and the thesis should make it clear that the student can carry out individual research and measurements, can draw conclusions on the basis of which he/she can make proposals to be used in the field.

2.4. Recommended parts of the thesis:

- Cover
- Contract for Confidential Treatment (if necessary)
- Declaration of Originality
- Certification of Partial Transfer of Copyright
- Acknowledgements
- Thesis Assignment Form (The Head of the Institute decides if the Thesis Assignment Form must be bound in the thesis)
- Contents
- Abstract (at least half-page, maximum one page long summary of the thesis)
- Introduction
- Literature Review
- Main body of the thesis/Research
- Findings, Conclusions
- Summary
- References
- Appendices

2.5. The length of the thesis is minimum 40, maximum 50 pages (excluding the appendices). The length of the diploma work is minimum 50, maximum 60 pages (excluding the appendices).

2.6. The thesis/diploma work should be written in a refined style, and it should adhere to the rules of the Hungarian language and that of the technical language.

### **3 FORMAT REQUIREMENTS**

3.1. The thesis is printed on one side of white A4 paper, bound in two copies.

3.2 The cover of the thesis is wine hard binding with the name of the university and the faculty, the word Thesis, the student's name and the year of submission printed on. The student's name and the year of submission is displayed on the spine. The first page of the thesis is the title page. It is a page without page numbering with the name of the university, faculty and department, the student and the supervisors' names, the year of submission and the word Miskolc. The thesis cover sample is found in Appendix 1, the title page sample in Appendix 2.

3.3 The thesis must be prepared using word processing software using line spacing of 1.5., margins set to 3 cm for the left 2 cm for the right and 2.5 cm for all other margins. Font size to be used 12, acceptable fonts are: Times New Roman, Arial, Verdana, Georgia, Courier, Calibri.

3.4 After the title page using lowercase Roman numerals come the acknowledgements (i), if necessary the Thesis Assignment Form signed by the head of the institute, the table of contents (ii, iii, etc.), the abstract (iv) and the main body of the thesis.

3.5 After the abstract comes the main body of the thesis starting page 1.

3.6 Chapters and subchapters must be laid out with proper



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formatting. Chapters start from the left margin with 0.5 cm indentation (1 tab) slightly to the right.

- 3.7 When numbering the chapter and subchapter headings decimal classification must be used. Creating more than three subdivisions should be avoided (3.4.2 A ....) Heading and subheadings must be highlighted (e.g. by bold, font size 14, consistently). Single-digit chapters must start on a new page.
- 3.8 Tables must be drawn according to the rules of table creation with a number and a title. Caption is placed above the table with number and title in it. The source of the information presented in the figures and the tables must be given if citing outside sources (below the table, in case of a figure below its title in font size 10). Figures must be referred to by their number in the body of the text.
- 3.9 Graphs, diagrams, pictures, photos, etc. must be treated as figures and be labelled with a number and a title. The same applies to the in-text reference and location of figures as tables with the exception that the number and the title is placed below the figure.
- 3.10 The list of reference is the last part of the thesis/diploma work. Within the body of the thesis/diploma work the references and the literature review must be numbered in square brackets (e.g. [1]) and listed in the list of reference in numerical order. The author's/authors' name(s) (last name, initials) followed by a semi colon, title of article, full stop, journal title italicised, year of publication in bold, and if applicable, volume number, issue number and pages. In case of books: title of work, publisher, location, year of publication separated by commas (e.g. HanserVerlag, 2008, München or Munich). In case of conference proceedings after the title of the proceedings comes the name, location and year of the conference.

In case of on-line databases and sources the date of the last access must be given.

Sample list of reference:

1. Rettner, C. T.; Mullins, C. B.; Bethune, D. S.; Auerbach, D. J.; Schweizer, E. K.; Weinberg, W. H., Molecularbeamstudies of trapping dynamics. *Journal of Vacuum Science & Technology, A: Vacuum, Surfaces, and Films* 1990, 8, (3, Pt. 2), 2699-704. (journal)
2. Meyer, R.; Köhler, J.; Homburg, A., *Explosives*. Wiley-VCH: Weinheim, Cambridge, 2002. (book)
3. Wucherer, E. J.; Christofferson, S. S.; Reed, B. In *AIAA Paper 2000-3872, 36th AIAA/ASME/SAE/ASEE Joint Propulsion Conference*, Huntsville, AL, 2000; (conference)
4. WebBook, N. C. NIST Standard Reference Database 69. <http://webbook.nist.gov/chemistry/> (06.08.2007.), (on-line reference)

Sample pages of the thesis to be bound in.

Appendix 1 Cover sample

Appendix 2 Title page sample

Appendix 3 Thesis Assignment Form sample

Appendix 4 List of Contents sample

Appendix 5 Table and figure samples

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Appendix 6 Declaration of Originality

Appendix 7 Certification of Partial Transfer of Copyright

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Appendix 1 (Cover sample)

**University of Miskolc**

**Faculty of Materials Science and Engineering**

**THESIS**

**name of student**

**year**

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Appendix 2

**University of Miskolc**  
**Faculty of Materials Science and Engineering**  
**Institute of .....**

.....

**THESIS**

**Written by:**

**Supervisor(s):**

**year**

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Appendix 3 Thesis Assignment Form sample

**Thesis Assignment  
for XY full-time/part-time Bsc/MSc student**

**Thesis title:** .....

**Tasks to be carried out:**

- Present the technology of ... production, make a literature review related to the thesis topic, etc.
- Allocating additional tasks in some more points
- Make a proposal to ...
- Summarise the measurement findings, present ...
- Present the conclusions which can be drawn from the measurement findings
- Make a proposal to ...

Deadline for thesis submission: ddmmyyyy

**Length of the thesis:** minimum 50, maximum 60 A4 pages

**External supervisor:** name, position, company

**Internal supervisor:** name, position, company

Miskolc, ddmmyyyy

name  
Director of Institute

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Appendix 4 (List of Contents sample)

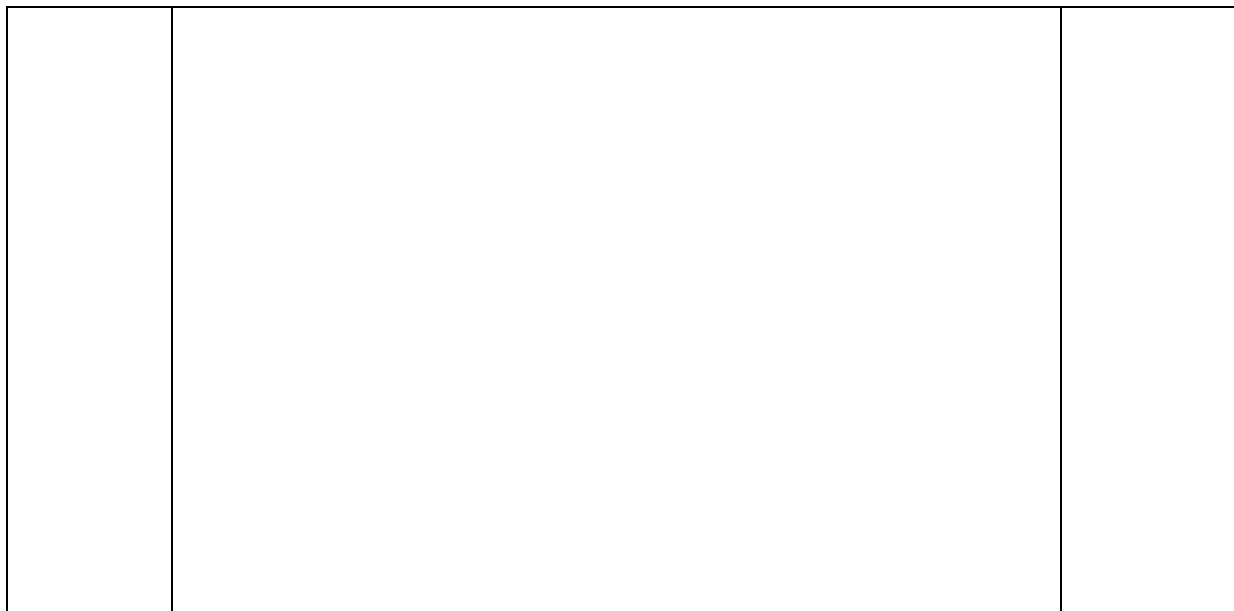
## CONTENTS

<b>Abstract .....</b>	<b>.....</b>
<b>Introduction .....</b>	<b>1</b>
<b>1 Section heading .....</b>	<b>4</b>
<b>1.1 Subsection heading.....</b>	<b>4</b>
1.1.1. Sub-subsection heading.....	12
<b>2 Section heading .....</b>	<b>14</b>
<b>2.1 Subsection heading.....</b>	<b>16</b>
2.1.1 Sub-subsection heading.....	20
<b>SUMMARY.....</b>	<b>35</b>
<b>LIST OF REFERENCES.....</b>	<b>40</b>
<b>APPENDIX.....</b>	<b>III</b>

Appendix 5 (figure and table sample)

**Table 3.1** Title of table.....


(Source: Author, Publication, Year)



**Figure 1.2** .....

(Source: Author, Publication, Year)

**3.2** .....Text

.....

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Appendix 6 (certificate sample)

**Certificate**

I, the undersigned (Neptun code: ....., date of birth: ddmmyyyy) certify, and in full awareness of my criminal and disciplinary liability state that the submitted thesis represent my own work.

Miskolc, ddmmyyyy

\_\_\_\_\_  
....., Student

***I have taken over the certificate.***

Miskolc, ddmmyyyy

\_\_\_\_\_  
....., Head of Department



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5. Appendix Certification of Partial Transfer of Copyright

*Student fills in and signs ONLY the relevant parts. (Remove unwanted options.)*

I, the undersigned (Neptun code: ....., place of birth:....., date of birth: ddmmyyyy) certify that the thesis does not contain any confidential information that violates the ethics of science and the interests of companies and institutions. My thesis/diploma work may be handed over to the University Library in electronic and printed form, and its contents may be uploaded to a public repository indicating the author's name and the title of the thesis/diploma work.

---

I, the undersigned (Neptun code: ....., place of birth:....., date of birth: ddmmyyyy) hereby declare that the thesis does not contain any information that violates the ethics of science, however, since it does contain confidential data that violate the interests of companies and institutes, the thesis cannot be published in any form, it cannot be handed over to the University Library or to a "third party" for further use. It must be stored in the Institute of ..... at the Faculty of Materials Science and Engineering of the University of Miskolc.

Miskolc, ddmmyyyy

---

student

***I have taken over the certificate.***

Miskolc, ddmmyyyy

---

Director of Institute

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## II. No. APPENDIX

### EVALUATION CRITERIA

#### Theses evaluation

Name of student:.....

Title of thesis:.....

.....

	Criterion	Scoring:
<b>1</b>	<b>The harmony of the assigned task and answer (maximum 25 points)</b> Evaluation criteria, cases: <ul style="list-style-type: none"> <li>– the objective is fulfilled,</li> <li>– the objective is partially fulfilled,</li> <li>– the objective is unfulfilled.</li> </ul>	
<b>2</b>	<b>Professional quality of the elaboration (maximum 45 points)</b> Evaluation criteria, cases: <ul style="list-style-type: none"> <li>– independent measurements, observation and opinion forming</li> <li>– expressing general opinion, lack of individual perspective</li> <li>– literature is not discussed, evidence is not presented and conclusion is not drawn</li> </ul>	
<b>3</b>	<b>Structure, format, look and style of the thesis (maximum 20 points)</b> Evaluation criteria, cases: <ul style="list-style-type: none"> <li>– structurally impeccable, logically structured work of flawless style</li> <li>– the structure is not distinctive, logically dissonant, the look and the language is objectionable</li> <li>– the structure lacks logic, the misspellings and typographic errors are disturbing</li> </ul>	
<b>4</b>	<b>Literature review with special reference to recent literature (maximum 10 points)</b> Evaluation criteria, cases: <ul style="list-style-type: none"> <li>– the candidate’s familiarity with Hungarian and international literature is evident</li> <li>– the candidate’s familiarity with Hungarian literature is evident</li> <li>– the candidate does not discuss the literature, is only based on the university curriculum</li> </ul>	
<b>5</b>	<b>Total score of parts 1-4 (maximum 100 points):</b>	

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<b>6</b>	<b>Evaluation:</b>	<b>Recommended grade - qualitative (numerical)</b>	
	0 – 50 points:	fail	(1)
	51 – 60 points:	pass	(2)
	61 – 75 points:	satisfactory	(3)
	76 – 85 points:	good	(4)
	86 – 100 points:	excellent	(5)

<b>7</b>	<b>Brief descriptive evaluation of the thesis</b>
----------	---

<b>8</b>	<b>Assessor's questions</b>
	1
	2
	3

**Assessor's name, position:** .....

**Place of work:** .....

....., ddmmyyyy

.....

Assessor

**Thesis grade given by the institute:** .....

Miskolc, ddmmyyyy

.....

Director of Institute

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## **EVALUATION CRITERIA**

### **for the evaluation of the diploma work**

Since the purpose of the diploma work is that the student prove his/her ability to perform engineering tasks individually, beyond the thesis evaluation criteria the following aspects must be specially considered when evaluating the diploma work.

#### 1 Assessment of execution and originality

- in-depth background work, intense research, detailed independent discussion; although there are individual perspectives and conclusions, on the whole the diploma work is characterised by a lack of independent opinion.
- not independent work, the student takes over content partially or word-by-word without quotation marks.

#### 2 Practical or theoretical importance and applicability of the thesis:

- an important issue is elaborated from a practical or theoretical point of view,
- the objective is to deal with, reproduce or verify a well-known, and largely solved issue.

#### 3 Review and discussion of Hungarian and foreign literature related to the topic of the diploma work:

- the student is thoroughly familiar with the Hungarian and the most important foreign literature,
- is aware of the Hungarian or foreign literature,
- lacks understanding of the literature, the references are formal

#### 4 Assessing the professional suitability of the task:

- the diploma work is professionally (and quantitatively) precise,
- the work is professionally acceptable
- the diploma work is professionally not grounded, includes mistakes and errors.

#### 5 Structure and lay-out of the diploma work:

- well-structured, logically build-up work,
- structurally satisfactory
- the diploma work lacks logic and is confusing.

#### 6 Look and style of the thesis:

- well-structured, flawless appearance, clear figures and tables,
- the language and the appearance of the diploma work is inappropriate (e.g. source of table is not given)
- there are spelling mistakes and typographic errors leading to confusion.

#### 7 If the diploma work fails, the student must

- write another diploma work,
- rewrite the diploma work. In the latter case, you are kindly asked to make recommendations where and what to modify.

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The numerical evaluation of the diploma work, justification:

Grades:

- excellent (5)
- good (4)
- satisfactory (3)
- pass (2)
- fail (1)

The evaluation must be word processed (typed) in two copies.

With regard to the importance of the defence, please give details of the positive as well as negative issues on the basis of which the student can address the comments.

Please also ask two questions in your evaluation. The Examination Board will put the questions to the student. The grade of the diploma work is included in the classification of degree. The Final Examination Board determines the final grade of the diploma work or approves it based on the evaluation of the assessor as well as the student's preparedness displayed at the diploma work defence.