Procedure for reclassification between the full or partial Hungarian state scholarship and self-funded form of study

(1) If the student legal status of a student who has been admitted to the full or partial Hungarian state scholarship headcount is terminated before the end of his studies or continues his studies in a self-funded programme for other reasons, he may be replaced at the end of the academic year by a student with outstanding academic performance who is studying in a self-funded programme.

(2) If, at the end of the academic year, the Directorate for Enrolment and Education Management determines that a student who has been awarded a full or partial Hungarian state scholarship has not acquired fifty per cent of the credits required in the recommended curriculum in the last two semesters in which his student legal status was not interrupted, he may continue his studies in the following academic year only in a self-funded programme.

(3) From the first semester of the 2016/2017 academic year, and thereafter in a phasing-in system, if, at the end of the academic year, the Directorate for Enrolment and Education Management establishes that a student on a full or partial Hungarian state scholarship establishing student legal status has not been a student of the Hungarian state, on average during the last two semesters in which his student legal status was not interrupted, failed to acquire at least fifteen credits, or, in the case of law and natural sciences field of study, at least eighteen credits, or has not attained the weighted grade point average specified in this clause, he may continue his studies only on a self-funded programme in the following academic year. The weighted grade point average shall be calculated for the individual semester and the two averages shall be calculated weighted by the number of credits per semester to form the weighted grade point average to be taken into account for reclassification. Exceptions to this rule are active semesters during which the student is participating in a period of study abroad with the consent of the institution. The Directorate for Scientific Affairs and International Relations shall provide the Directorate for Enrolment and Education Management with information on the students who have participated in a period of study abroad and the dates of their part-time study abroad by 5 July each year.

|  |  |  |
| --- | --- | --- |
|  | **Field of study** | **Weighted** **grade point average** |
| 1 | humanities | 3.0 |
| 2 | economic sciences | 2.75 |
| 3 | informatics | 2.75 |
| 4 | law | 3.0 |
| 5 | technical | 2.75 |
| 6 | arts | 3.5 |
| 7 | interpretation of art | 3.5 |
| 8 | medical and health sciences | 2.75 |
| 9 | teacher training | 3.0 |
| 10 | sports sciences | 3.0 |
| 11 | social sciences | 3.0 |
| 12 | natural sciences | 2.75 |

(3a) All students on full or partial Hungarian state scholarships who reach or exceed the average of 27 credits/semester credit progress in the last two active semesters, regardless of the weighted grade point average per field of study as defined in Clause (3), shall be exempted from reclassification.

(4) The decision on reclassification shall be taken at the end of the Academic year, after the programme period has been closed, but no later than 31 July of each year.

(5) Students who conducted studies in no more than one programme duration and who have been unable to complete their semester for reasons specified in Section 47(6) of NHEA shall not be taken into account in the decision on reclassification. The credit value assigned to the summer practice shall be counted towards the student's academic performance in the following semester in the case of the application of Clauses (3) to (4). For the purpose of credits earned, the credits of a student returning from the interruption of his student legal status shall be counted in the semester in which the subject is included in the recommended curriculum.

Students with disabilities who are validly registered in the Neptun system at the time of reclassification are exempt from reclassification, as are students who are raising their own children until the child reaches the age of 18 or complete training or a course necessary to obtain professional qualifications preparing them for a career, in bachelor’s and master's programmes leading to a tertiary degree, as well as in higher vocational education, until the end of their studies, but no later than the age of 25, and are validly registered in the Neptun system.

Upon request, a student may be exempted from reclassification if he has been prevented from fulfilling his academic obligations during one of the last two active semesters due to childbirth, accident, illness or other unforeseeable circumstances beyond the student's control. The Rector has the right to decide on such a request on an equitable basis. The final date for submitting an application is the last day of the examination period.

(5a) The student who: participates in the mentoring programme for elite athletes of the University of Miskolc in the academic year in question, or is disadvantaged or severely disadvantaged, or is a breadwinner or a parent of a large family, or is an orphan or half-orphan, or whose guardianship has been terminated due to him coming of age, is exempt from reclassification. The student shall certify the existence of legal titles in all cases, which is then recoded by the University of Miskolc in the Neptun system.

(6) In the case of students with a state scholarship, the reclassification decision must be made on a degree programme basis. For students with the same credit index, the decision must be the same.

(7) A student who has earned at least 50% of the credits required by the recommended curriculum in his last two active semesters and is at the top of the applicants’ student ranking based on his weighted grade point average may be transferred to a vacant state-funded scholarship student headcount in the same degree programme.

(8) For students who established a student legal status starting from the first semester of the 2016/2017 academic year and thereafter in a phasing-in system, the student who is at the top of the applicants’ student ranking based on his average number of credits completed in his last two active semesters may be admitted to the vacant state-funded scholarship student headcount. For students who acquired the same number of credits per degree course, the student with the higher weighted grade point average may be reclassified up to the number of vacant headcount available.

(9) The student participating in a self-funded course shall submit his application for reclassification to a full or partial Hungarian state scholarship programme to the Directorate for Enrolment and Education Management by electronic means, by the last day of the third week following the closing of the semester. Decisions on reclassification are made on the recommendation of the Directorate for Enrolment and Education Management by the Faculty Study Committee. Students who are transferred to a full or partial Hungarian state scholarship programme must sign a declaration of undertaking of the conditions laid down in NHEA. The change of the student's financial status can only be made in the Neptun system after the declaration has been signed.

Final examinations

(1) The final examination is a form of assessment required for the award of a higher education qualification, during which the candidate must demonstrate that he has the knowledge required for the qualification and can apply the knowledge acquired.

(2) The condition to receiving permission to take the final examination is that the candidates have a certificate of completion and have fulfilled the requirements of the academic plan. The student who has not fulfilled any payment obligation outstanding under any legal title towards the institution may not be permitted to take to the final examination. The dean's office of the faculty concerned is obligated to check this fact, to authorise the permission to take final examinations, in accordance with the procedure laid down in the Regulations for the Management of financial claims arising from student legal status, and the conditions of the certificate of completion are checked by the Directorate for Enrolment and Education Management.

(3) The Faculty Council may make taking the final examination conditional after the second year from the date of issue of the certificate of completion, and no final examination may be taken after the fifth year from the date of termination of the student legal status.

(4) Main types of final examinations:

a) the student (candidate) shall take a final examination before a final examination board(s) in the subjects prescribed by the curriculum, separately from the defence of the thesis/dissertation,

b) the student (candidate) shall defend his dissertation or thesis before the Final Examination Board, and take final examinations in the subjects prescribed by the curriculum,

c) the student (candidate) defends his thesis/dissertation before the Final Examination Board and presents on the disciplines related to the thesis/dissertation and their specific subjects,

d) the student (candidate) takes a written final examination, then defends his thesis/dissertation before the Final Examination Board, and then takes a practical and theoretical (oral) final examination.

(5) No credit value can be assigned to the final examination.

(6) The final examination shall be wholly or partly oral. The final examination may consist of several parts and may include a practical part.

(7) The type of final examination to be used shall be specified in the recommended curriculum for the degree programme.

(8) Final examinations may be taken during the final examination period specified in the academic timetable, with the exception of double degree courses, where the rules of the partner university where the student is completing his final semester shall apply. At the student’s request, the Faculty offering the training and the partner university may decide to deviate from this by a joint decision. In the case of a multi-part final examination, the minimum preparation period between each examination shall be two weeks. In the case of a final examination consisting of one part (so-called complex final examination), at least four weeks must be allowed for preparation before the final examination, starting from the end of the study period.

(9) In the case of the type of final examination stipulated in Clause 4(a), the candidate may be allowed to take the final examination only after having successfully defended his thesis. In the case of the types of final examinations stipulated in Clause 4(b) and (c), the candidate may commence the examination in the final examination subjects if the Final Examination Board has approved his dissertation (thesis) with a grade of at least pass (2). For the type of final examination stipulated in Clause 4(d), the conditions for taking the final examination are set out in the Faculty Supplement to these Regulations.

(10) The requirements for the final examination, the topics to be assessed, together with the bibliographical references, shall be published on the website of the department/institute organising the final examination by the first working day of the eighteenth and forty-eighth calendar weeks of each year at the latest (or by the deadline for submission of the dissertation or thesis set by the Faculty Council).

(11) The faculty shall announce the assignment of students to the final examination.

Legal remedy

(1) The student may appeal against a decision or measure of the University of Miskolc, or against the failure to take a decision or measure, within fifteen days of the date of notification (or, failing this, of the date of gaining knowledge thereof).

(2) Except as provided for in Clause (3), there shall be no right of appeal against decisions relating to the assessment of studies and decisions taken in the exercise of the power of equity.

(3) An appeal against a decision relating to the assessment of studies may be lodged only if the decision was not based on the requirements adopted by the University of Miskolc, or if the decision is contrary to the provisions of the Organizational and Operational Regulations of the University of Miskolc, or if the provisions on the organisation and conduct of the examination have been violated.

(4) The appeal shall be submitted to the body that made the first instance decision. The body that made the first instance decision shall forward the appeal, together with all the documents of the case and its opinion, to the body authorised to execute the procedure at second instance within three working days of receipt of the application. If the appeal has not been submitted to the body which made the first instance decision, the first-instance body shall, at the request of the body authorised to act at second instance, forward all the documents of the case and its opinion to the body authorised to act at second instance within three working days.

The body competent to hear the appeal

(1) Applications for legal remedy shall be heard by the three-member Student Appeals Committee, which shall be composed of:

a) the chairperson shall be the Director for Enrolment and Education Management (in case of his absence or in case of grounds for exclusion, the person appointed by the Rector);

b) a lecturer or professor representative of the faculty whose student has submitted the application for legal remedy, or, in the case of student hostel matters, a person delegated by the head of the student hostel;

c) a member of the Students’ Union of the University of Miskolc (SU-UM), in matters concerning doctoral students a representative delegated by the Doctoral Students' Union of the University of Miskolc (DSU-UM).

(2) The lecturer or professor members and alternate members of the Committee shall be elected by the faculty council of the faculty concerned, the term of office of the members shall be for the duration of the term of office of the Dean.

(3) The deans shall immediately notify the Director for Enrolment and Education Management of the identity of the members and alternate members and of any changes in their persons.

(4) These regulations may provide for the establishment of a committee of a different composition to consider appeals on specific subjects.

Decisions on the appeal

(1) The decision on the appeal shall be made in accordance with the provisions of Section 57(5) of NHEA.

(2) The appeal shall be decided within thirty days of receipt of the appeal.

(3) In the course of the legal remedy procedure, the chairperson of the committee shall, if he deems it justified, initiate a personal hearing of the student. If the student requests not to be heard in person, or if the student fails to appear at the time of the personal hearing despite having been duly notified, the committee shall take a decision, taking into account the written additions and comments submitted by the student.

(4) In the course of the legal remedy procedure, the chairperson of the committee shall have the right to make a decision (order) on procedural matters independently, without convening the committee, otherwise the committee shall have a quorum if all its members are present.

Student’s enrolment and registration obligation

(1) Only enrolled students may pursue studies at the University of Miskolc. Enrolment is required at the beginning of the student legal status with the University of Miskolc, at the commencement of studies. Thereafter, before the beginning of each academic semester, students must register or declare an interruption in their studies in accordance with the procedure described in Clause (3).

(2) The student must immediately notify any changes to his personal data in Neptun and update the data that can be amended by him. The consequences of failure to do so shall be borne by the student. If the University of Miskolc learns of a change in the student's personal data from public records, it shall amend the personal data ex officio and notify the student of this immediately by electronic means via the Neptun system.

(3) Conditions for enrolment and registration:

a) in the case of the commencement of studies, when registering for the first semester, together with enrolment: proof of personal data, provision of copies of the documents specified in the enrolment notification, except for identity documents, and full submission of the documents specified in the enrolment notification by filling in the electronic data reconciliation sheet, in the case of a student on a full or partial Hungarian state scholarship, signing the declaration on undertaking the conditions specified in NHEA, in the case of a self-funded student, signing the student training contract. (In the event of incomplete applications, the staff of the Directorate for Enrolment and Education Management may restrict examination admission until they have been completed);

b) for registration for the following semester: fulfilment of the academic obligations of the previous semester (according to the Neptun records), payment of any outstanding overdue debts to the institution under any legal title;

c) for students establishing a student legal status starting from the first semester of academic year 2014/2015, payment of the administrative fee via the Neptun system. An exception to this rule is made if the student pays the self-funded fees in one lump sum by means of a Student Loan or, at his request, typically because of a single invoice to be issued to his employer,

(4) The student is required to register electronically in the Neptun system and take at least one subject within the prescribed time frame, but no later than the registration week for the semester in question. If both of these conditions are met, the semester is considered an active semester.

(5) The student may request an extension of the deadline for enrolment and registration in advance, in justified cases, or, in the case of being prevented from attending, may justify his absence subsequently, up to fifteen days from the beginning of the study period. After this period, no certification may be made.

(6) The student may withdraw his registration in writing within fifteen days of the beginning of the study period. A semester is considered an active semester even if the student does not attend classes and does not fulfil any of the curricular requirements. The administrative fee is not refundable upon withdrawal of enrolment/registration.

(7) In a self-funded programme, the full amount of the self-funded fee may be legitimately claimed from the student if he is duly enrolled/registered for the semester in question, has signed up for subjects, regardless of whether he has attended classes, taken examinations or fulfilled any academic obligations.

(8) The University of Miskolc shall not limit the number of active semesters available to students participating in self-funded courses until they receive their certificate of completion.

(9) The Directorate for Enrolment and Education Management shall be responsible for the registration of student legal status, keeping additional records relating to the scope of the student's legal status, and issuing certificates.

Fees and charges payable by students

(1) Payment of fees and charges shall be an obligation arising from the student legal status. Failure to pay the fees and charges when due shall suspend the exercise of certain rights associated with the student legal status. Students who have not settled any debts outstanding towards the University under any legal title may not be allowed to take examinations or final examinations under any circumstances.

(2) Fees and charges shall, as a general rule, be paid via the Neptun system, and ad hoc payments shall be made by means of a cash transfer order provided exceptionally for this purpose. The student must ensure that his payment obligations are covered and met by the required deadline.

(3) If a student on a full or partial Hungarian state scholarship wishes to pursue a course of study leading to a credit value in addition to the mandatory amount of credits to be provided by the University of Miskolc, he shall pay a fee. The procedure for setting the fee is laid down in the faculty regulations.

(4) An exception to Clause (3) is made for courses which the rector has decided are of strategic university interest.

Self-funding

(1) Students who are not supported by a Hungarian state (partial) scholarship shall pay self-funding.

(2) As a general rule, the student shall pay the amount of self-funding less the administrative fee in one lump sum within seven days of the date of the announcement in the Neptun system.

(3) The student may submit an application for payment in instalments by the end of the registration week at the latest. The dean of the faculty concerned shall decide on the application within five working days at the latest. The Dean may authorise payment in up to two instalments, with the deadline for the payment of the first instalment (50% of the self-funded amount) being the last day of the third week of the study period, the deadline for the second instalment (50% of the self-funded amount) being 10 November in the autumn semester and 10 April in the spring semester. The Dean may grant an extension for the payment of the first instalment in justified cases. If a student who has been granted an instalment allowance does not pay the full amount of self-funding by 10 November or 10 April at the latest, he will not be allowed to sit the examination until he has paid the full amount. The rules laid down in this Clause may be waived in the case provided for in Section 36(9) with the authorisation of the Director for Enrolment and Education Management. The faculties may set stricter rules than those laid down in this Clause for the instalment payment allowance of final-year students.

(4) The deadline for submitting an application for payment in instalments is a preclusive period (end of registration week), failing which no request for justification may be submitted.

(5) The decision on the instalment allowance constitutes an equitable decision and is not subject to legal remedy.

(1) Students enrolled in a self-funded course shall be required to conclude a training contract at the time of enrolment, which shall include:

a) the qualification or competence to be acquired through the training,

b) the means of monitoring and assessing the student's performance,

c) the place, duration and scheduling of the training,

d) the amount of self-funding, the services provided in return, the fact that the amount of self-funding cannot be unilaterally modified during the existence of the student legal status,

e) the consequences of breach of contract,

f) the conditions for any reimbursement of the self-funding paid.

The contract shall be signed by the student and the dean of the faculty organising the course as contracting parties. In addition to the provisions of the contract, the rules of the Student Requirements System in force at any given time shall also apply to students who are enrolled in a self-funded course.

(2) Students participating in self-funded training do not receive study grants or regular social grants (except the case of regular social grants for students who have been reclassified to self-funded training and who have started their studies on a Hungarian state-funded scholarship and have unused Hungarian state-funded scholarship semesters); fees for failure to meet academic obligations or late payment of fees are governed by the provisions of these Regulations.

(3) The amount and the method of calculation of self-funding shall be determined by the Faculty Council, taking into account the relevant legal provisions and the University's regulations on the calculation of self-funding, with the proviso that the amount of self-funding shall be a fixed amount for each course, regardless of the number of subjects taken by the student in a given semester.

(4) A student participating in a self-funded training course is required to pay an administrative fee of fifty thousand HUF each semester. The student may register and log in only after paying the administrative fee via the Neptun system. The administrative fee must be included in the amount of self-funding.

(5) Students who established their student legal status before the first semester of the 2014/2015 academic year are not required to pay an administrative fee. The total amount of self-funding will be charged to them in one lump sum in the Neptun system.

(6) Students are required to pay 100% of the self-funded amount as a fixed amount every semester for the programme duration, and 60% of the self-funded amount every semester if the training period is exceeded, regardless of the number of subjects taken in the semester. The last time the part of the provision on exceeding the programme duration is applicable to students admitted in the 2021/2022 academic year.

(7) Students admitted from the 2022/2023 academic year onwards shall pay 100% of the self-funded amount as a fixed amount every semester during the programme duration. In the two semesters following the training period in accordance with the programme and outcome requirements of the degree programme, they are obligated to pay 60% of the self-funded amount, and thereafter 100% of the self-funded amount, as a fixed amount, irrespective of the number of subjects taken in the semester in question and their credit value.

Other fees and charges

(1) Students shall pay a fee in the event of failure to comply with or delay in complying with the obligations laid down in these regulations (default fee), as well as for a repeated resit examination and for any subsequent examination in the same subject. University employees authorised to do so are entitled to charge all fees in the Neptun system, but students may only charge those marked with \*. The fees payable by students are set out as follows:

|  |  |
| --- | --- |
| **Default fees** | **Amount (HUF):** |
| Failure to meet the original deadline for submission of a mid-term assignment or report\* | 2,000 |
| Late completion of registration (unless it is proven that the registration obligation cannot be fulfilled by the deadline through no fault of the student) | 2,500 / week |
| Unexcused absence from an examination, final examination\* | 3,500 |
| Change of the curriculum in the student information system (subsequent registration for or de-registration from subjects after the registration week), unless the student requests it for certified reasons beyond his control | 2,500 / subject |
| Substitution of specialisation/subspecialisation choice after the deadline | 2,000 |
| **Student hostel default fees** |
| Smoking in a prohibited area in a student hostel building | 5,000 |
| False fire alarm caused by negligence, third time | 5,000 |
| Obstructing the effectiveness of a fire drill in the student hostel | 5,000 |
| Room cleaning fee in student hostels | 5,000 |
| Replacement of duvets and pillows in student hostels | 6,000 |
| No use of linens, use of university-owned bedding without covers | 6,000 |
| Non-payment of the student hostel and service fee by the deadline (until the end of the student legal status, subject to the provisions of Section 74) | 1,500 / month |
| Replacement of student hostel card | HUF 1,000 |
| Replacement of student hostel entry card | 5,000 |
| Turning in the laundry room or study room card in Uni-Hotel Diákotthon past the deadline | 2,000 |
| **Fees related to registration for subjects and examinations** |
| Making up for the second and all additional signatures and practical grades in the same subject during the examination period \* | 2,500 |
| For students covered by HEA, registering for the same subject for the third and each additional time \* | 3,500 |
| For students covered by NHEA, registering for the same subject for the third and each additional time \* | 3,500 |
| Taking the third examination in the same subject \* | 2,000 |
| Taking the fourth examination in the same subject \* | 3,000 |
| Taking the fifth examination in the same subject \* | 4,000 |
| Taking the sixth examination in the same subject \* | 5,000 |
| The seventh and all subsequent examinations taken in the same subject \*  | 6,500 |
| Fee of repeated final examinations \* | 4,000 |
| Fee of special consideration granted by the Rector, Dean | 4,000 |
| Improvement of successful examination or practical grade (one-time possibility) | free |
| **Late payment fees** |
| In the case of non-payment of the self-funded amount, until examination registration is blocked | 4,000 / month |
| **Procedural fees** |
| Proof of the certificate of completion, successful completion of final examinations, insert in the case of a diploma with distinction (from the second time) | 1,500 |
| Diploma copy | 6,000 |
| Replacement of a traditional paper academic record book (in case of loss, damage, or if the original copy is full) \* | 6,500 |
| Duplicate paper and electronic academic record book | 6,500 |
| Other certificates of studies (e.g. registration book duplicate) | 1,000 / page, maximum 5,000 |
| Issue of subject-related syllabus to students who are no longer in a student legal status with the University | 1,500 / subject |
| Diploma supplement duplicate copy | 6,000 |
| Issuance of English-language certificates | 1,500 / page, maximum 7,500 |
| Issuance of English-language electronic academic record book | 5,000 |
| Procedural fee of application for admission to postgraduate specialisation programmes  | 3,000 - 9,000 |
| Transfer application from another institution | 10,000 |
| Transfer application from within the institution | 5,000 |

The term “registering for a subject” stipulated in this clause shall be understood as follows:

a) in the case of students covered by HEA: for students who established their student legal status after 1 September 2006, registering for the lectures, seminars, consultations, practical sessions and field training, as defined in Section 125(1)a) of Act CXXXIX of 2005, necessary for the fulfilment of the educational and study requirements of the educational programme, for the acquisition of the certificate, diploma or doctoral certificate of completion;

b) in the case of students covered by NHEA: for students who established their student legal status after 1 September 2012, registering for the lectures, seminars, consultations, practical sessions and field training, as defined in Section 81(1)a) of Act CCIV of 2011, necessary for the fulfilment of the educational and study requirements of the educational programme, for the acquisition of the diploma or doctoral certificate of completion;

(2) Other fees and charges may be set by the Faculty's student requirements.

(3) The amount collected from these fees shall be designated to the special procedure fee cost centre and may be used as specified in Sections 127(1) to (4). Payment of fees shall be made through the Neptun system.

(4) Unless otherwise stated, the above fees shall be valid also for the following academic year. No special decision shall be taken on the obligation to pay fees; the notification shall be effected by posting the item in the Neptun system.

(5) The faculties are obligated to make the forms required for enrolment, registration and the submission of student applications available to students free of charge and to publish them on the faculty website. The first issue of a diploma and diploma supplement shall be free of charge.

(6) For the verification of the payment of the fees required from the students under these regulations, the provisions of the Regulations for the management of financial claims arising from student legal status apply.