

**The essence of the
ACADEMIC REQUIREMENTS FOR STUDENTS
FACULTY OF
MECHANICAL ENGINEERING AND INFORMATICS
UNIVERSITY OF MISKOLC**



Based on 1.3.3. Academic Regulations
SENATE RESOLUTION 87/2020 OF THE UNIVERSITY OF MISKOLC

Miskolc, 2020

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Chapter 1

PREAMBLE

Pursuant to Volume III of the Organisational and Operational Regulations of the University of Miskolc, entitled Requirements for Students (henceforth HKR), the Faculty of Mechanical Engineering and Informatics of the University of Miskolc adopts provisions reflecting the particular provisions of the faculty with the following content.

Chapter 2

RULES OF ADMISSION

Add Section 1.3 of HKR

The following Academic Requirements for Students shall apply to the programmes offered by the Faculty of Mechanical Engineering and Informatics (henceforth the Faculty) as well as the fee-paying programmes in foreign languages for non-Hungarian citizens.

Faculty Regulations for Master Programmes

Add Section 1.8 of HKR

Section 2

- (1) Applicants for the master programmes must hold a degree.

Applicants shall be aware of the fact whether their previous higher education qualifications can be recognised with full credit or additional credit requirements. If additional credit requirements apply, they shall submit an application to the Preliminary Credit Transfer Committee for Master Programmes (Mechanical or Informatics) to determine what further credits are required to complete the chosen Master programme. The Preliminary Credit Transfer Request Form (downloadable from the Faculty website) shall be submitted together with a copy of the diploma and registration course book as well as the transcript of the subjects to be credited. The committees must assess the submitted requests within 15 working days. The applicant will be notified of the decision in writing.

- (2) Professional and motivational interviews shall be conducted by the Examination Boards nominated by the Admission Board and invited by the Dean.
- (3) Conditions for admission to **master programmes** taught in a language other than Hungarian:
- a) a bachelor degree relevant to the master programme
 - b) passing a professional and motivational interview (via internet as an option);
 - c) application: 150,00 EUR; tuition fee: 3000,00 EUR /semester.

Transfer Rules

Add Section 1.11 of HKR

Section 5

- (1) Special features of transferring master programmes (from the faculty or other institutions)
 - a) During his/her prior studies the transfer student must have completed exactly one active semester and earned a minimum of 20 credits in higher education.
 - b) The request shall be submitted to the Dean of the Faculty by filling in the form “Request for Transfer” (app.1) downloadable from the faculty website.
 - c) Transfer is subject to a procedural fee of 3,000 HUF, the payment of which shall be made upon submission.

Partial Studies

Add Section 1.14 of HKR

Section 7

- (1) Applicants without student status with the intention of pursuing partial studies may sign up for any subject advertised by the Faculty if they have a Bachelor or Master degree and a certificate of specialist qualification. Additional conditions:
 - a) Application fee: HUF 3,000 /semester.
 - b) Application process: each semester by submitting a written request (app. 2 – general application form) including the title and code of subjects to be taken. Deadline for submitting applications: for the autumn semester 30 June, for the spring semester 15 January.
 - c) Tuition fee for the partial studies: HUF 6,000 /credit.
 - d) Duration of partial studies: maximum 2 semesters.
 - e) The Faculty issues a credit certificate for the completed subjects.

Guest Student Status

Add Sections 15-16 of HKR

Section 8

- (1) Conditions for establishing guest student status are set by Faculty Study Committee on an individual basis.
- (2) The tuition fee: HUF 6,000/credit.
- (3) The Faculty issues a credit certificate for the completed subjects.

Chapter 3
ACADEMIC AND EXAMINATION REGULATIONS

Curriculum

Add Section 33 of HKR

Section 9

- (1) The Faculty works out the recommended curricula (henceforth: curriculum) so that the workload for students following the curriculum should be balanced and achievable for diligent students during consecutive semesters. Students may deviate from the curriculum, but from many years of experience it is clear that progress according to the curriculum assures the greatest chance of successful progress. Because the Faculty phases in the necessary updates and changes to the curricula, students following a particular curriculum will not face extra assignments due to curricular changes compared to the requirements set on admission.

Attendance

Add Section 39 of HKR

Section 13

- (1) Failure to meet the obligation to attend a seminar as a condition for signature at the end of the semester may be justified in a special case by the Study Committee or the Dean of the Faculty to the educational organisational unit (department, institute, etc.).

Individual Study Schedule

Add Section 40 of HKR

Section 14

- (1) Upon his/her request a student is entitled to individual study schedule if he or she
- a) pursues parallel studies provided in his/her major he/she had a GPA of minimum 3.0 in the semester prior to the application,
 - b) pursues partial studies,
 - c) is a member of the Student Union management,
 - d) is an intern, has completed at least 90 credits of his/her Master programme, in each active semester reached a GPA of minimum 4,0, and has a certificate issued by the employing company, and on whose case the Study Committee takes an decision individually,
 - e) is a Master student required by the Preliminary Credit Transfer Committee to complete any missing Bachelor subjects,
 - f) a student of exceptional circumstances (medical reasons),
 - g) is studying and/or doing placement abroad,
 - h) is an outstanding athlete according to the Study Committee.

Improving the Grade of a Successful Exam

Add Section 56 of HKR

Section 15

- (1) A successful examination grade can be improved - if all other conditions are met - before the start of the final examination at the latest.

Calculation and Registration of Grade Average

Add Section 58 of HKR

Section 16

- (1) If a student has earned more than 30 credits (in a given semester), all earned credits shall be put in the denominator to calculate the credit index.

Theses

Add Section 64 of HKR

Section 17

- (1) The following provisions shall be applied as a rule, supplemented by the order of business prepared by the educational organisational units of the Faculty.
- (2) Thesis topics and the supervisor's/supervisors' name(s) assigned to them shall be announced by the educational organisational units before the beginning of each examination period. The topics shall be announced on the website and the bulletin board of the educational organisational unit.
- (3) Based on their placement/work experience students select from the thesis topics announced by educational organisational units coordinating the specialisation. They may select a topic other than those on the list provided only if one of the academic staff undertakes the supervision of the thesis upon the student's request. The selected topic is submitted to relevant educational organisational unit.
- (4) Deadline for announcing the thesis topics: the end of the first week of the study period of the semester recommended for thesis.
- (5) The relevant educational organisational units (department, institution) allocates the supervisor and the internal supervisor.
- (6) An external supervisor must be a professional who is competent in the relevant field of research and possesses a higher education degree, who is requested by the head of the educational organisational unit.
- (7) Consultation sessions on the research thesis take place according to the regulations set by the educational organisational unit and a time schedule agreed upon in advance by the research supervisor and the student.
- (8) At least one printed, bound copy of the thesis qualified for examination – that will be stored in the educational organisational unit - shall be submitted in the office of the educational organisational unit. The submitted thesis is given a unique identification customarily used by the educational organisational unit. An electronic version of the complete thesis - including the appendices – must be submitted by the deadline of submission to the office of the educational organisational unit. In accordance with the regulations of the educational organisational unit, the thesis may be submitted on a CD or in some other electronic form.
- (9) The format requirements, organisation and preparation of theses are laid down in special orders of business of the educational organisational units. The order of business includes the following:
 - a) general and format requirements,

- b) requirements for a summary in a foreign language,
 - c) format and content requirements for references,
 - d) thesis evaluation form for external/internal assessors,
 - e) Declaration of Originality with an external supervisor
 - f) student's declaration form to upload thesis to MIDRA - after passing the final exam.
- (11) The completed **Statement of Authenticity (declaration of authorship. app. 3)** shall be bound after the thesis assignment form at the beginning of the thesis.
- (12) Due to its commitment to transparency the Faculty of Mechanical Engineering and Informatics allows confidential treatment of the thesis only on duly justified grounds. An **application for confidential treatment (request for confidentiality: app 4a)** shall be submitted to the head of the educational organisational unit in writing on the day of issuing the thesis assignment filled in by the representative of the company. If the application is granted, the thesis is treated and the defence is carried out in accordance with the previously established practice of the educational organisational unit.
- (13) Thesis submission
- a) is open until the date of the academic calendar approved by the Senate,
 - b) may be extended until the last working day of the week after the deadline for submission within the scope of the educational organisational unit,
 - c) may be extended until the last working day of the second week after the deadline for submission with the Dean's permission,
 - d) is denied after the extended deadline. In this case the grade is 1 (Fail), and the student has to retake the course.
- (14) After passing the final examination students shall upload the electronic version of their thesis to the repository of MIDRA. A thesis may be uploaded after completing a **Student's Declaration Form (app.5)**. Before uploading the students must declare that the content of the electronic and paper versions of the thesis is identical, and also indicate whether they request confidential treatment of the thesis and declare the level of publicity of the electronic version of the thesis. The Library issues a Certification of Thesis Acceptance once the thesis has been successfully uploaded. The students shall submit the Certification of Thesis Acceptance to the Faculty (or Student Centre), as it is a condition for receiving the diploma.
- (15) The classification of degree is determined on the basis of the final examination results rounded to two decimals as follows:
- a) excellent, if the final examination result is 4.51- 5.00
 - b) good, if the final examination result is 3.51- 4.50
 - c) satisfactory, if the final examination result is 2.51- 3.50
 - d) pass, if the final examination result is 2.00- 2.50.
- (16) In the case of a request for corporate encryption of a thesis work, the confidentiality procedure applies with the addition that whoever obtains information which is the intellectual property of the organization concerned during the consultation / review / defense / acquaintance / storage of the thesis, he/she/it must sign a **Confidentiality Statement in accordance with Annex 4a (app.4b)**

Conditions for Awarding a Medallion of Merit for the Students of the Faculty of Mechanical Engineering and Informatics

Section 18

- (1) The Council of the Faculty of Mechanical Engineering and Informatics of the University of Miskolc established the Medallion of Merit to award students of outstanding academic achievements.

Regulations for awarding the Medallion of Merit are included in the resolution of the Memorandum of Establishment that is renewed in 2020.

The medallion has a gold plated, silver plated or bronze finish.

- (2) The Medallion of Merit is presented together with a **Certificate of Merit (Appendix 6)**.
- (3) A reward can be given together with the Medallion of Merit by the Dean.
- (4) A Medallion of Merit is awarded to students pursuing BSc or MSc studies at the Faculty who meet the principles set in the Memorandum of Establishment.

A BSc student to be eligible for the award had to reach at least 3,00 credit index in each previous semester, while this number in case of an MSc student is 3,50. Students to be eligible for the award has to have at least 58 credits during the last two semesters prior to awarding the medallions, and as well as having reached the credit index required for the programme during both semesters.

- (5) A Bronze Medallion of Merit is awarded by the Faculty Council to first-year students who earn 29 credits and reach at least a credit index of 4.60 in their first semester.
- (6) The list of students entitled to a Medallion of Merit is compiled by the Dean's Office according to the data of the Neptun system by 20 February of the current year. Different levels of Medallion of Merit are awarded on the basis of the GPAs of two semesters:
- a gold level is awarded to students whose credit index rounded to two decimals reaches or exceeds 4.80 in both semesters,
 - a silver level is awarded to students whose credit index rounded to two decimals reaches or exceeds 4.60 in both semesters,
 - a bronze level is awarded to students whose credit index rounded to two decimals reaches or exceeds 4.40 in both semesters,
- (7) Conduct unworthy of a university student and receiving disciplinary punishment exclude being awarded a Medallion of Merit.

- (7.1) A student who is in the 8th BSc course (7th in the case of the program design informatics program) or who is studying in the 5th or further active semester of the MSc program may not receive the Medallion of Merit. Based on the study results of the previous training, a Medallion of Merit may be awarded to a student with an active faculty student status in addition to the requirements of § 18 (5) - (7) if the previous training does not exceed 7 (program planner), in the case of computer science 6, and in the case of the master's program the maximum number of active semester to complete the study program is not more than 4.

- (8) Nominations shall be submitted to the members of the Faculty Council at least a week before the meeting of the Faculty Council.
- (9) Medallions of Merit are presented by the Dean at the March 15 ceremony of the University of Miskolc.
- (10) Receipt of a Medallion of Merit is recorded in the student's registration course book.

In recognition of outstanding academic achievement a Gold/Silver/Bronze Medallion of Merit is awarded by the Faculty Council.

Miskolc, 15 March 20...

Head of the Dean's Office

- (11) The Dean's Office keeps a record of the Medallions of Merit issued.
- (12) The Faculty supports and favours students awarded Medallions of Merit during their studies within its power (e.g. teaching assistant positions, extra grants, etc.)

Degree with Distinction

Add Section 75 of HKR

Section 19

- (1) The Faculty of Mechanical Engineering and Informatics places an A4 double-sided bilingual insert printed on art print paper in the diploma of the students meeting the requirements for a Degree with Distinction.

Chapter 4

FEE AND GRANT REGULATIONS

Tuition Fee

Add Sections 117-118 of HKR

Section 20

- (1) Calculation of tuition fee for students within the scope of the Act on Higher Education:
 - a) the base fee is 40% of the full tuition fee approved by the Faculty Council for the given academic year, moreover 2% of the base fee per credit point for each subject registered for.
 - b) if the fee-paying students sign up for an exam-only course (CV), they shall pay an extra 0.8% of the tuition fee beyond the base fee.
 - c) students shall pay an extra 1% of the full tuition fee per credit if they sign up for extra credits (credits exceeding the number of credits of the recommended curriculum for the given semester),
 - d) if the student is granted credit transfer he/she may request the amount allotted for those granted subjects to be credited from the tuition fee in the relevant semesters,
 - e) the tuition fee allocated on the above mentioned criteria shall be rounded to the nearest thousand forints according to the rules for rounding numbers.
- (2) The tuition fee for students reclassified from state-financed to self-financed studies shall be equal to the tuition fee for those fee-paying students who started their studies at the same time.

Other Fees and Costs

Add Section 124 of HKR

Section 21

- (1) Every other procedural fee not specified in the Academic Requirements for Students is HUF 3,000.
- (2) Other certificates: HUF 3,000.

Late payment fees		
Category		amount, HUF
HU	EN	
Igazolatlan távolmaradás vizsgáról	No-show on exam	3000
Ugyanazon tárgyból a 2. és minden további aláírás és gyakorlati jegy pótlása a vizsgaidőszakban	Retaking exam for signature or practical	1500
Ugyanazon tárgy felvétele a 2. és minden további alkalommal	Enrolling into the same subject for the second and every other time	3000
Ugyanazon tárgyból letétre kerülő 3. vizsga	The 3rd exam in the same subject	1500
Ugyanazon tárgyból letétre kerülő 4. vizsga	The 4th exam in the same subject - Dean's permission is required additionally	2500
Ugyanazon tárgyból letétre kerülő 5. vizsga	The 5th exam in the same subject - Rector's permission is required additionally	3500
Ugyanazon tárgyból letétre kerülő 6. vizsga	The 6th exam in the same subject	4500
Sikeres vizsga, gyakorlati jegy javítása (egyszer lehetséges)	Retaking a successful exam (only once)	free of charge
Ismételt záróvizsga díja	Retaking the final exam	3000
Dékáni méltányosság	Dean's permission*	3000
Rektori méltányosság	Rector's permission**	3000
Oklevél másolat	Copy of the diploma	5000
Hagyományos, papír alapú leckekönyv pótlás	Replacing the original transcript	5000
Papír alapú és elektronikus leckekönyv másolat	Copy of the transcript	5000
Tanulmányokról egyéb igazolás	Other study related certificates	1000/page (max. 5000)
A Karral hallgatói jogviszonyban már nem állók részére tantárgyi tematika kiadása	Issuing course description for those who have no student status any more	1000/course description
Oklevél melléklet másolat	Duplicate of the Diploma Supplement	5000
Angol nyelvű igazolások kiadása	Other certificates in English	1500/page (max. 7500)
Angol nyelvű elektronikus index kiadása	Issuing an electronic index in English	5000

CHAPTER5 CLOSING PROVISIONS

Section 22

- (1) The present regulations are an appendix to Senate Resolution No. 302/2014 of Volume III (Academic Requirements for Students) of the Organisational and Operational Rules of the University of Miskolc regarding the Faculty of Mechanical Engineering and Informatics, which was approved by the Faculty Council Resolution No. 36/2014 on 14 October 2014 and by the Senate Resolution No. 359/2014 on 30 October 2014, effective as of 1 November 2014. The text of the regulations was modified and consolidated by the Faculty Council Resolutions No. 25/2016 on 10 May 2016 and 40/2017 on 2 May 2017. The regulations were approved by Senate Resolution No. 135/2017 and entered into force on 1 June 2017.

Miskolc, 25 June 2020

Prof.Dr. Zoltán Siménfalvi
Dean
Chairperson of the Faculty Council

REQUEST OF CHANGE OF INSTITUTE OR MAJOR

Name:
Mother's maiden name:
Date and place of birth:
Passport nr.
Permanent address:
Temporary address:
e-mail:
Phone number:

Current university and study program:

Name of University:
Address of university
Name of faculty:
Study program:
Number of completed semesters:
Number of credits completed:
Start date of study:

Change to:

Name of university:
Address of university
Name of faculty:
Study program:
Start date of study:
Financial status: SH Self-payee Other:
Reason of the request:

date: .././202.....

.....
student's signature

Documents to be enclosed:

- transcript
- student status proof
- letter of acceptance of the new host university/faculty
- approval of the sending university/faculty

Deadline: For Spring semester: January 15; for Fall semester: June 30

APPLICATION

Application's surname:

Application's firstname:

Major:

Specialization:

Grade:

Current address:

Neptun code:

Subject of application:

.....

Date: daymonthyear

.....
 student's signature

Department	Department	Department	Department
r e c o m m e n d a t i o n			
.....
20 Head of Department	20 Head of Department	20 Head of Department	20 Head of Department

Resolution:.....

Date:daymonthyear

.....
dean's signature

* underline the appropriate option

DECLARATION OF AUTHORSHIP

I,, Neptun code:, MSc student of the Faculty of Mechanical Engineering and Informatics, University of Miskolc, being acutely aware of my legal liability, hereby confirm, declare and certify with my signature, that the assignment, entitled

.....

.....

.....

..... - except where indicated by referencing - , is my own work, is not copied from any other person's work, and is not previously submitted for assessment at University of Miskolc or elsewhere, and all sources (both the electronic and printed literature, or any kind) referred to in it, have been used in accordance with the rules of copyright.

I understand that a thesis work may be considered to be plagiarised if it consists of

- Quoting word by word or referring to literature either with no quotation marks or no proper citation;
- Referring to content without indicating the source of reference;
- Representing previously published ideas as one's own.

I, hereby declare that I have been informed of the term of plagiarism, and I understand that in the case of plagiarism my thesis work is rejected.

Miskolc, (day)(month)(year)

Student's signature

REQUEST FOR CONFIDENTIALITY

The Faculty of Mechanical Engineering and Informatics
Head of Educational Organisational Unit

I, the undersigned, *(name)*.....on behalf of
(company).....,
request CONFIDENTIAL TREATMENT of the thesis work titled
“.....“ written by *(name)*
.....(Neptun code:
.....) due to its confidential organizational data content,
and is not to be used for external communication.
I request confidential treatment foryears*.

Stamp

name, position

Miskolc, (day)(month)(year)

Request is granted / refused**

Stamp

head of Educational
Organisational Unit

Miskolc, (day)(month)(year)

*: maximum five years

**: underline wanted option

TITOKTARTÁSI NYILATKOZAT CONFIDENTIALITY STATEMENT

Nyilatkozatra kötelezett adatai:

Név:
Születési hely, idő:
Anyja neve:

A szakdolgozat/diplomamunka adatai:

Készítőjének neve:
Intézmény: Miskolci Egyetem
Kar: Gépészmérnöki és Informatikai Kar
Szak:
Tagozat: nappali/levelező*
Cím:
Nyelv:

Az érintett szervezet adatai:

Név:
Székhely:
Cégjegyzékszám:
Adószám:

a továbbiakban: "érintett szervezet".

*Alulírott, mint Nyilatkozatra kötelezett, a fent említett (név) Hallgató **fentiek szerint megjelölt** szakdolgozatának/diplomamunkájának belső konzulense / külső konzulense / bírálója / záróvizsga-bizottsági tagja / egyéb* tudomásul veszem, hogy a dolgozat konzultációja / bírálata / védeése / megismerése / tárolása* során olyan információk birtokába jutok, melyek az érintett szervezet szellemi tulajdonát képezik, így bizalmasan kezelendők.*

Nyilatkozom továbbá, hogy a dolgozatról illetve annak részeiről másolatot nem készítek, annak részemre átadott példányát munkám végeztével visszajuttatom a Miskolci Egyetem részére. Nyilatkozom továbbá, hogy a dolgozattal kapcsolatos megbízásom körén kívül szóban és írásban nem adok át információt más személynek, intézménynek a Bizalmas Kezelési Megállapodásban meghatározott titoktartási időszak végéig.

Kelt.

.....
aláírás

* A megfelelő aláhúzendő

Appendix 4b

DECLARATION

Name of student:

Neptun code:

Faculty / program:

Date of thesis submission
(year):

Title of thesis:

My diploma work is **confidential, so I cannot upload it in the MIDRA system.** (*This can only be requested if the accepted „Confidentially treated” document is attached.*)
(Please underline the correct answer.)

Yes

No

I allow the university library to publish my diploma work with full text on the Internet.
(Please underline the correct answer.)

Yes

No*

I declare on my honor that the content of my digital diploma work (*in case it is not „Confidential” and it is uploaded in the Midra at the same time*) is the same in all as my diploma work submitted on paper.

....., 202... ..

.....
student's signature

Student's address:

E-mail:

Mobile phone number:

Appendix 5

* If “no” is selected, the dissertation only will be read in dedicated network of university, it will not be uploaded.

CERTIFICATE OF MERIT

The Council of the Faculty of Mechanical Engineering and
Informatics, University of Miskolc,
awards



Miskolc, 15th of March, 20.

«dekan»
dean