Etiquette

1. Dress Code 👔

- Wear clean and appropriate clothes for classes.
- Casual clothing is usually acceptable but avoid overly revealing or offensive outfits.
- For presentations, meetings, or formal events, dress smart casual or formal.
- Comfortable shoes are recommended (not slippers or flipflops), especially on large campuses like the University of Miskolc.
- Take off your pet/head wear unless your religion does not allow it

2. Arriving on Time ⏰

- Be punctual for lectures, seminars, and meetings.
- Arriving late can disturb the class and appear disrespectful.
- If you must leave early, inform the lecturer politely beforehand.

3. Classroom Behavior 📚

- Keep your phone on silent mode, and listen to the lecturer.
- Avoid talking while the professor or other students are speaking.
- Participate respectfully in discussions.
- Raise your hand or wait for your turn to speak.
- If you wish to take a picture of the blackboard, ask the professor’s permission.
- Do not eat in class. If you can not take it anymore, go outside and eat your food there.

4. Writing Emails to Professors

- Use a formal greeting: “Dear Professor Smith,” “Dear Dr. Johnson,”
- Introduce yourself briefly (name and course/program).
- Be polite and clear about your question or request.
- If you mention a subject in your e-mail, please write its Neptune code as well.
- Avoid slang, emojis, or very informal language.
- End with: “Kind regards,” or “Best regards,” + Name and Neptun code
- If the reply was received, write a short feed back to the sender: “ Thank you for your reply.”

Example Email

•Subject: Question About Assignment Deadline
•Dear Professor Smith,
•My name is Anna Brown, a first-year Mechanical Engineering student. I would like to ask about the deadline for the upcoming assignment.
•Thank you for your time.
•Kind regards,
Anna Brown, (NEPTUN CODE)

5. Respect for Professors and Staff 🤝

- Address professors formally unless they say otherwise.
- Be respectful to administrative staff and fellow students.
- Listen carefully during conversations and avoid interrupting.
- Do not speak overly loud, nowhere.

6. Group Work Etiquette 👥

- Contribute equally to projects.
- Respect different cultures and opinions.
- Communicate regularly with teammates.
- Complete your tasks on time.

7. Academic Honesty ✍️

- Do not copy other students' work.
- Avoid plagiarism — always cite your sources.
- Cheating during exams can lead to serious consequences.

8. Using University Facilities 🏫

- Keep classrooms and common areas clean: do not leave empty, full bottles or food in the desk and on the gound.
- Respect library silence rules.
- Return borrowed books and equipment on time.
- Only sit on furniture that are made for sitting.
- If you are on your phone, use a volume that does not disturbe the other people around you.

9. Online Communication 💻

- Use respectful language in online classes and group chats.
- Turn on your camera during meetings if requested.
- Avoid sending messages late at night unless necessary.

10. Cultural Awareness 🌍

- Our University is a multicultural environments.
- Be open-minded and respectful toward different traditions, religions, and backgrounds.
- Avoid stereotypes or offensive jokes.

11. Asking for Help 🙋

- It is completely normal to ask questions.
- Our University provides support services for international students, including academic advisors, counselling and mental health care.

12. Networking and Social Life 🎓

- Attend university events and student programs.
- Introduce yourself to classmates and professors.
- Building connections can help both academically and personally.
- Socialize with the Hungarian students.
- If you register to an event that your faculty organizes PLEASE ATTANDE or at least inform the organizer in time if for a good reason you can not attend.

Thank You for Your Attention! Good luck with your studies and welcome to university life!

You can always contact your faculty coordinator: Dr. Katalin Voith
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