

Credit summary submission

The **credit summary form** (duly completed, signed by the supervisors, at least one supervisor if you have co-supervisor) with the necessary attachments (see below) must be submitted electronically to **the topic group leader** by email.

The deadline is **14:00 on 11 September 2026**.

You will have one chance to correct it after the topic leader's evaluation until **14:00 on 23 September 2026!**

The finalized document, signed by the topic group leader, must be sent by **14:00 on 30 September 2026** to Dr. Judit Pap (judit.kovacs@uni-miskolc.hu), with a copy to Dr. Krisztián Hriczó (krisztian.hriczo@uni-miskolc.hu).

Necessary documents to attach

- Please write the number of the semester to the field entitled as 'Number of *Semester*' about which you prepared the credit summary. E.g. if you started your PhD studies in the **fall semester** in the academic year **2019/2020** this number should be **4**. in the summary submitted September 2021.

Certificate of the institutional research activity

- Please use [the templates for certificates of the institutional research activity](#).
- As can be seen in the above-mentioned templates, the certificates of the institutional research activity **have to be signed by the head of the institute. We will not accept the documents with any other signatures.**
- For the institutional research **the registration number and the title of the research project have to be added.** Without project participation the credit for institutional research cannot be accounted for.

Certificate of the educational activity

- Please use [the templates for certificates of the educational activity](#).
- As can be seen in the above-mentioned templates, the certificates of the educational activity **have to be signed by the head of the institute. We will not accept the documents with any other signatures.**
- For the educational activity **the NEPTUN code and the name of subject and the teaching hours per week have to be added.** Without this information the credit for educational activity cannot be accounted for.

Research report (semester 2, 4, 5, 6, and 7) if available

- The research reports will only be accepted with **the signature of the author and the signature of the supervisor** (at least one supervisor if you have co-supervisor).
The **signature of the topic field/group leader** will appear on the research report, when the leader evaluates the credit summary!

Publications published during the relevant semester

- The publications have to be listed on the credit summary form as shown in the [Publications.pdf](#) file!
- It is compulsory to attach to your credit summary the already published paper and **to include each publication** (i.e. conference papers, journal papers, etc.) **in the MTMT system.**

Presentations on your research results during the relevant semester

- Credits for oral presentations at conferences can be accounted for only by submitting the following documents:
 - the relevant pages of the conference program showing the date and place of the conference and the program showing your names as the presenter
 - your presentation; and
 - the certificate of attendance/participation from the conference organizers (if available).

Second language exam if available

- the exam certificate copy for languages listed in the Rules of the Doctoral School for Hungarian students
- the exam certificate copy for languages listed in the Rules of the Doctoral School except English and the Student's mother tongue for foreign students

Each student has to use the forms from the website (<https://geik.unimiskolc.hu/intezetek/SALYI/forms>), where all of them are available!

Each student must create a single Student_Name_2026_Sept.pdf file (Student_Name means your own name, which must be written in the file name) from their own documents, scan all of them, and stitch them together into a PDF file, in the order in which they appear on the Credit Summary form. The first document in the merged file should be the Credit Summary.