

Useful information

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CREDIT SYSTEM

Curricula based
on credits

semester
(=half year)
cca. 30 credits

credit
= class unit

credits
(time
and work load)

SUBJECT TYPES:

OBLIGATORY/MANDATORY („A”)

ELECTIVE („B”)

MANDATORY ELECTIVE („K”) - SPEC

OPTIONAL (6-11 credits shall be done) („C”)

Study period Exam period

Lectures in blocks

HE vocational trainings: 120 credits

BSc: 180 + 30 = 210 credits

MSc: 120 credits

One-tier master: 300 credits

Professional trainings,
internships

Rolling courses
„guest courses at another HEI”



- **student status: is created by enrolment**
- **enrolment/registration period: first year students / seniors**
- **full-time students class types: lectures, laboratory practices, field practices**
- **correspondent students class types: regularly consultations**
- **active semester: at least 1 subject shall be registered**
- **pasive semester (suspended semester): consecutively 2 semester is allowed, but by request 4**
- **termination of student status by unilateral declaration: :**
 - if there was no registration for 3rd consecutive semester
 - If all semester's number has exceeded the double of the program length (BSc: more than 14 semester, MSc more than 8 semesters)
 - If a subject was retaken 4 times without successful passing grade and no more equity request option is available (used up all 3)
 - Unpaid liabilities
- **Subject registration period: see academic calendar**

- **pre-requisit subjects, preliminary studies:** upper semester subjects in BSc programs may be registered if pre-requisit subjects were fulfilled, see curricula. In MSc programs there are no such inconveniences.
- **side subjects or extra credit subjects :** for MSc students, does not count in the average
- **subject recognition:** subjects fulfilled in other HEI, at least in 75% equivalent to MATE subjects, can be accepted and student is exempted from class or exam (<https://ed.uni-mate.hu/subject-recognition-request>)
- **up-grading exam (passed, but want better grade) and retaken exams (after fail):** from 3rd attempt is charged by exam fee (<https://ed.uni-mate.hu/special-procedure-fees>)
- **Final exam (graduation exam):** possible to take within 5 years after achievement of pre-degree certificate (<https://ed.uni-mate.hu/final-exam>)
- **online registration system: Neptun TR** (<https://ed.uni-mate.hu/neptun-login>)
- **online requests (E-requests):** most of the requests only available in Neptun (<https://ed.uni-mate.hu/e-requests-in-neptun>)
- **MATE Organizational and Operational Regulations:** <https://ed.uni-mate.hu/rules-regulation1>



Lectures

- for full-time students of BSc and one-tier programs mandatory to attend classes in the first 2 semesters (records of attendance)
- For seniors it is strongly recommended to attend lecture (motivating records of attendance)
- for correspondent students it is optional to attend consultation

- **Practices, laboratory practices, and field practices**
- mandatory to attend classes – records of attendance

- **Absence of classes in first 2 active semesters**
- for full-time students: 25% of classes is allowed, without fail
- for correspondent students: 33% of classes is allowed, without fail



Criteria subjects= mandatory although 0 credit

General and professional foreign language

▪ **general foreign language**

➤ **for full-time students of BSc and one-tier programs in first 2 semesters**

➤ **English language**

➤ **entry test**

▪ **professional language**

➤ **for full-time students of BSc and one-tier programs in 3rd and 4th semesters**

➤ **For Master students in first 2 semesters**

Physical Education

▪ **for full-time students of BSc and one-tier programs in first 4 semesters**

- **Subject registration:** mandatory to register subjects with courses in Neptun. After deadline, Neptun closes, late registration e-request shall be submitted. (2 weeks, charged by late fee, see: <https://ed.uni-mate.hu/subject-registration>)
 - **maximum 45 credits/semester are allowed** (for scholarship students minimum 18 credits/semester is mandatory, and 30 credits are the optimal)
 - one subject can be registered maximum **4 times** during the study program.
- **Exams:**
 - registration or dropping exam is possible until previous day noon (12:00) in Neptun (<https://ed.uni-mate.hu/exam-registration>)
 - identification and signing attendance sheet before exam
 - **maximum 3 exams** can be taken per subjects per semester (exam, up-grading exam, repeated up-grading exam - 3rd is charged by a fee)
- **Equity request: 3 times** during study program (eg. 4th exam in the semester or 5th subject re-taking)
- **What to do after exam period:**
 - check your grades in Neptun (recorded correctly)
 - within 14 days you may lodge an appeal in Neptun against any mistreatment.

TYPES OF SUBJECT EVALUATION

- **Semester signature (SS):** in these subjects the assessment is continuous during study period, exams and upgrading is not possible in exam period (eg. PE , foreign language)
- **Praktical grade (PG):** in these subjects the assessment is continuous during study period, exams and upgrading is only possible on the first week of exam period.
- **Exam grade (colloquium, EG):** at the end of semester in exam period students shall take an exam (oral or written). Condition for taking exam: achieve the signeture by fulfilling mid-term exams.
 - exams in exam period only or
 - combination of mid-term and exam period exams
- **Comprehensive exam (CE):** for mechanical engineer programs



- **Duty of disclosure** – 2 copies of the registration sheet, and whenever a data changed, it shall be reported to registrar's office (eg: address, bank account number, new passport, etc.)
- **Duty of graduation** – within the double of study program time (passive and active semesters counts)

- **Duties for scholarship holders**
 - **Duty of 36 credits:** 18 credits / semesters in average of 2 consecutive semester (32/year) are obligatory for keeping the scholarship
 - **Duty of Hungarian** language subjects fulfillment

- **Unit: academic year.**
- extension available: 2 times 1 semester (<https://en.uni-mate.hu/sh>)
- A student shall be reclassified from a scholarship to a self-financed training who on average in the last two semesters in which the student status was not interrupted and who did not study abroad as defined in Article 81§ (3) and (4) of the NHEL and has not acquired at least 18 credits or has not reached the the following weighted average of studies for the field of study:
 - in the field of agriculture: 2,25;
 - in the field of humanities: 3,0;
 - in the field of economics 2,25;
 - in the field of informatics 3,25;
 - in the field of technology 2,25;
 - art trainings: 2,75;
 - art mediation training area: 2,75;
 - teachers' training: 2,5.
- Exemption: if student has achieved all together 50 (in average 25) credits in 2 consecutive semester.

- Only enrolled/registered student can apply for it (active status)
- student shall apply for NEK datasheet at Governmental Offices (Kormányhivatal – Okmányiroda).
- NEK data sheet shall be uploaded into Neptun account either in pdf or in jpeg format
- The student ID application should be registered in your NEPTUN account under

Administration / Student card request / "Add new"

You shall type in the NEK code/identifier (NEK kód) that you can see on your NEK data sheet in the top right corner. Type without hyphens and click on SAVE.

- when your card is ready, you receive a Neptun message
- <https://ed.uni-mate.hu/student-id>

- **Students with special needs shall contact coordinator of EO**
- **Éder Zsófia** Campus Directorate, II. floor
E-mail: eder.zsofia.hajnalka@uni-mate.hu
- Request forms: <http://oig.uni-mate.hu/nyomtatvanyok>



<https://ed.uni-mate.hu/>

Study information

- **Curricula**
- **Academic calendar**
- **Thesis topics**
- **Contacts**

<https://ed.uni-mate.hu/neptun-login>

<https://en.uni-mate.hu/neptun-system>

<https://szic.uni-mate.hu/>

<https://telefonkonyv.uni-mate.hu/index.php?lang=en>

MATE ID

- <https://en.uni-mate.hu/mate-authentication-wifi-e-learning-email->
- Activation: <https://joker.uni-mate.hu>
- MATE ID/STUDENT ID is necessary for
 - uni-mate website contents
 - E-learning access
- NEPTUN inbox: important communication channel
- Office hours for Registrar's office: Monday, Wednesday, Thursday: 9-12



- 2 copies of Registration sheet filled in NEPTUN, signed
- For self-financed students 2 copies of training contract
- passport, address card, health insurance (if any)
- 1 piece of passport photo (name and neptun cod on the back)
- Graduation certificates, degrees, language exam certificates, etc.
- For master students: supplementary credit prescription (if any)



Thank you for your attention!

Do your best!