

University of Szeged

Institutional Study Guide





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1. Introduction

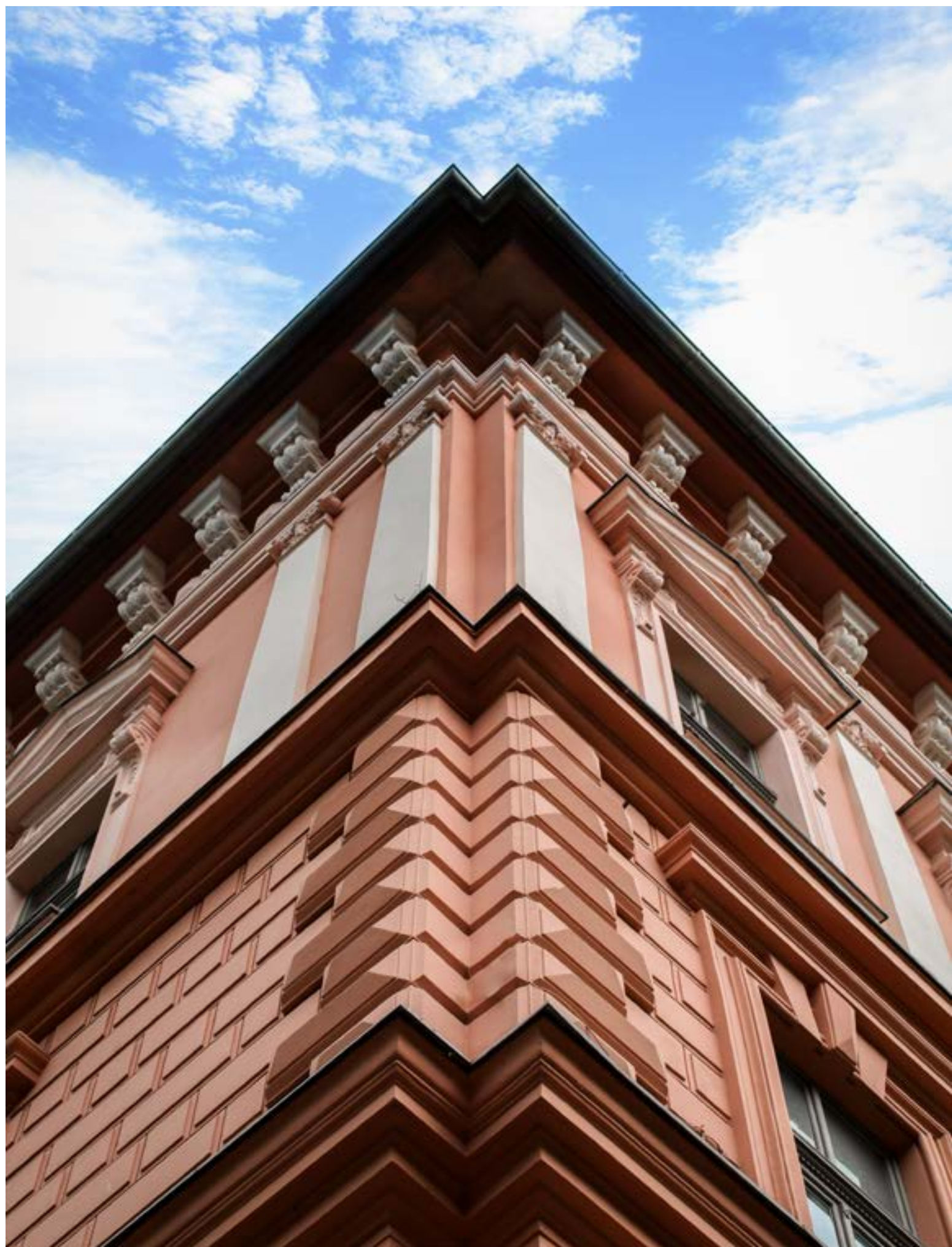
The University of Szeged (SZTE) is a highly prestigious higher education institution of the Hungarian higher education system, which considers its mission to provide quality education at the levels of bachelor and master studies, scientific (doctoral) training, higher education vocational training and postgraduate education. For years, it has been at the forefront in terms of enrolments, guaranteeing quality knowledge and marketable diplomas to some 21,000 students, including more than 4,000 foreign students.

SZTE offers higher education studies in 13 fields of study. The university's 12 faculties and its Teacher Training Centre offer hundreds of bachelor's, master's and doctoral programmes, higher education vocational training, postgraduate training programmes and adult education programmes, ranging from health, humanities, economics, law, natural sciences and teacher training to agriculture, engineering and arts.

Its research and creative activities span basic and applied research, artistic, product and service development. The research projects carried out here are crucial to our future.

All students, regardless of the form of their studies, are full citizens of the University and have the right to use all its services. The purpose of this institutional brochure is to give an overview of these services, to provide information on general academic matters and to provide guidance on the rights and obligations of students in relation to the relevant regulations. In addition to this brochure, the University's [website](#) and official [YouTube channel](#) can also provide information.

The institutional brochure is supplemented by the faculty brochures, which provide information on courses, the fees to be paid and other faculty specific information.



2. The University of Szeged (SZTE)

Basic information on SZTE

Name of the university:	University of Szeged
Short name:	SZTE
Headquarters:	6720 Szeged, Dugonics tér 13.
Central phone number:	(62) 544-000
Institutional identification number:	FI 62198

University management

Rector:

Prof. Dr. László Rovó

Rektorhelyettesek:

Prof. Dr. Márta Széll

Vice-Rector for Strategic Planning:

Prof. Dr. Klára Gellén

Vice-Rector for Education

Prof. Dr. Zoltán Kónya

Vice-Rector for Scientific Affairs and Innovation

Prof. Dr. Péter Zakar

Vice-Rector for International and Public Relations

The mission statement of SZTE

The University of Szeged is a prestigious higher education institution in Hungary with rich tradition, committed to **quality education**. In line with its tradition, education at the University of Szeged ensures the unity of **high-level theoretical foundation and practice**, the latter **based also on external partnerships**. The University is committed to the **continuous improvement of the content of education**, both in multilevel and multilingual education, in line with scientific progress, the development of information technologies and the needs of society. The purpose of the University of Szeged is to issue quality **degrees meeting labour market demands** and to make sure that its graduate students would be sought-after by both national and international employers.

Our university's mission is to conduct **internationally competitive research** and to ensure the character of a research university.

The University of Szeged, as one of the largest organisations in the South Great Plain region, feels a special responsibility to play an active role in shaping the social, economic and cultural development of the region, and to demonstrate solidarity with local actors and residents through its charitable activities. Read the mission statement in full here: <https://u-szeged.hu/about-us/mission-statement>



Faculties of SZTE and their contacts

Faculty	Address	Deans' Office phone number
<i>Faculty of Law and Political Sciences</i>	6720 Szeged, Tisza Lajos krt. 54.	(62) 544-197
<i>Bartók Béla Faculty of Arts</i>	6722 Szeged, Tisza Lajos krt. 79-81.	(62) 544-605
<i>Faculty of Humanities and Social Sciences</i>	6722 Szeged, Egyetem u. 2.	(62) 544-360
<i>Faculty of Health Sciences and Social Studies</i>	6726 Szeged, Temesvári krt. 31.	(62) 544-947
<i>Faculty of Dentistry</i>	6720 Szeged, Tisza L. krt. 64.	(62) 545-299
<i>Faculty of Economics and Business Administration</i>	6722 Szeged, Kálvária sgt. 1.	(62) 544-485
<i>Faculty of Pharmacy</i>	6720 Szeged, Zrínyi u. 9.	(62) 545-022
<i>Juhász Gyula Faculty of Education</i>	6725 Szeged, Boldogasszony sgt. 6.	(62) 546-050
<i>Faculty of Engineering</i>	6724 Szeged, Mars tér 7.	(62) 546-000
<i>Faculty of Agriculture</i>	6800 Hódmezővásárhely, Andrásy út 15.	(62) 532-990
<i>Albert Szent-Györgyi Medical School</i>	6725 Szeged, Tisza Lajos krt. 109.	(62) 545-016
<i>Faculty of Science and Informatics</i>	6720 Szeged, Aradi vértanúk tere 1.	(62) 544-168

Other units

Students' Service Office (HSZI):

The Students' Service Office of the University of Szeged is responsible for all administrative and service activities related to student finances (payments and withdrawals) and student cards within the University, as well as for the planning, implementation and operation of student services.

Scope of activities:

- managing payments (calculating, invoicing and transferring scholarships),
- managing payments (preparing levies, student loans),
- preparing and issuing invoices for student payments
- issuing financial certificates (scholarship and tuition fee certificates),
- student card management (complete administration, electronic records management),
- operation of an electronic library support system
- dormitory records
- administration of benefits in kind (rent) and applications (collection, filing),
- development and operation of the Modulo electronic administration system
- providing customer service for student services.

Contact information:

Address: 6722 Szeged, Ady tér 10.

Mailing Address: 6701 Szeged, Pf. 1212

Phone number: +36 62 544 794

Email: hszi@hszi.u-szeged.hu

Website: <https://u-szeged.hu/hszi/english/main-page>

Foreign Language Centre (IKI)

The IKI offers general language, skills development, language exam preparation and credit-bearing specialised language courses for university students. The Centre also acts as an exam centre for a number of accredited and non-accredited language examinations.

Further information: <http://www.lingo.u-szeged.hu/welcome>

International Mobility Office

The office is responsible for coordinating the various mobility programmes at institutional level. The University of Szeged is in contact with more than 500 partner universities around the world thanks to the various mobility programmes. These exchange programmes allow mobility of students, teachers and administrative staff in various forms.

Further information: <http://www.kulugy.u-szeged.hu>

SZTE Junior Academy

The SZTE Junior Academy also supports SZTE students with various scholarships (e.g. START scholarships, company scholarships), workshops (e.g. workshops on communication, self-awareness or presentation techniques, development training), competitions (e.g. Presentation Techniques).

Further information: <https://juniorakademia.szte.hu/>

SZTE Career Office

The SZTE Career Office acts as an intermediary between students and the labour market. Through its training and counselling services, students can develop their skills, thus helping students to prepare for entering the labour market. Student services: alternative apprenticeships, online and in-class courses, skills training, counselling. In addition to these, the SZTE Career Office helps students by organising SZTE Career Days, mandatory internships, dual and co-operative training.

Further information: <https://u-szeged.hu/sztekarrer>

SZTE Alma Mater Office

SZTE Alma Mater is the alumni organisation of the university. It is worth to joining them as a student, as they offer professional support to former students through their Alumni Mentoring Programme.

Further information: <http://uniszegedalumni.com>

SZTE Students' Union

It represents the interests of students at university level.

Address: Szeged, Szentháromság u. 34.

Phone: 62/ 343-094

Website: <http://new.sztehap.hu/>







3. Study information

Calendar of the academic year

The academic year consists of a study period and an examination period. The order of the academic year (the exact start and end dates, the period of breaks) is approved by the Senate of the University of Szeged. The order of the academic year shall be established taking into account the opinion of the University Student Union. The calendar for the academic year is published on the University of Szeged's website. The calendar for the academic year 2024/2025 can be found at the following link: <https://u-szeged.hu/egyetemi-faliujsg/tanev-idorendi-beosztasa/2024-2025-tanev-idorendi>

The detailed university calendar can be found here: <http://web5.etr.u-szeged.hu:8080/naptar/>

The faculties publish other important information in the faculty calendar (e.g. dates of faculty events, dean's applications, deadlines for credit transfer applications), so it is necessary to keep track of the faculty calendar in addition to the university calendar. Information on the faculty calendar is available in the Faculty brochures.

Student card

You can apply for a student card at the Student Services Office (HSZI). In addition to the university registration (i.e. enrolment and the conclusion of the relevant contracts), the student must have a National Unified Card System (NEC) form with his/her photo and signature. If you do not have one, you will have to visit the document office beforehand.

The validation of the student card is subject to the registration of the active student status in the NEPTUN Unified Study System (in short, and hereinafter referred to as NEPTUN).

The enrolment and registration procedure

Student status is established upon enrolment at the University. The enrolment is organised jointly by the Student Services Office (HSZI) and the Directorate of Academic Affairs, and is held centrally for the students of the SZTE at the Student Services Office. The purpose of the central enrolment is to ensure that

the data reconciliation, contracting, declaration and other mandatory administrative activities necessary for the establishment of the student status are carried out as quickly as possible, in one place and at one time.

For the academic year 2024/2025, registration will be possible between 30-31 August 2024 and 2-6 September 2024.

*For information on the exact enrolment period, process and steps to take, please visit: <https://u-szeged.hu/informaciok/beiratkozas>
International students can find further information on the orientation days and enrolment procedure on this website: <https://u-szeged.hu/enrolment>*

International mobility

The International Mobility Office is responsible for coordinating the various mobility programmes at institutional level. The University of Szeged is in contact with more than 500 partner universities in the Americas, Europe and Asia through various mobility programmes. The exchange programmes offer the opportunity to study abroad for one semester and to do a professional internship.

For current student mobility opportunities, application information and deadlines, please visit <http://www.kulugy.u-szeged.hu/>

*The Erasmus **coordinators of the faculties** and their contact details can be found at the following link:
http://www2.u-szeged.hu/erasmus/tanszeki_koordinatorok.html*

Student Evaluation of Teaching Work (OMHV)

As part of quality assurance, we operate a student review of teaching work. Each semester, students can anonymously share their opinions on the courses they have taken and the work of their lecturers.

The central OMHV policy is available at: <https://u-szeged.hu/szabalyzatok>

The OMHV regulations of the faculties can be downloaded from the faculties' websites.

How to apply for the final exam, the parts of the final exam

Registration for the final exam is done through the study system. The faculties are in charge of overseeing the final examination registrations of students and of checking the conditions for the final certificate. If the conditions are not fulfilled or if the student so requests, the final examination will be cancelled.



Removal may only take place before the start of the final examination. The provisions relating to the pre-degree certificate, thesis and dissertation, the final examination and the diploma are set out in Chapters 17 to 20 of the Academic and Examination Regulations, which are available on the following website: <https://u-szeged.hu/szabalyzatok>

Arrangements for the management of students' academic affairsstudent service time

The contact details of the faculties' study departments are listed in the table below:

Faculty	Study department	
	Phone number	Student service time
Faculty of Law and Political Sciences	(62) 544-189	www.juris.u-szeged.hu/to
Bartók Béla Faculty of Arts	(62) 544-603	www.music.u-szeged.hu/to
Faculty of Humanities and Social Sciences	(62) 544-819, (62) 544-363, (62) 544-364	www.arts.u-szeged.hu/to
Faculty of Health Sciences and Social Studies	(62) 341-831	www.etszk.u-szeged.hu/ti
Faculty of Dentistry	(62) 545-300	www.stoma.u-szeged.hu/to
Faculty of Economics and Business Administration	(62) 546-912	www.eco.u-szeged.hu/ti
Faculty of Pharmacy	(62) 343-070	www.pharm.u-szeged.hu/to
Juhász Gyula Faculty of Education	(62) 546-066	www.jgypk.u-szeged.hu/to
Faculty of Engineering	(62) 546-014	www.mk.u-szeged.hu/to
Faculty of Agriculture	(62) 532-990	www.mgk.u-szeged.hu/tto
Albert Szent-Györgyi Medical School	(62) 545-019	www.med.u-szeged.hu/to
Faculty of Science and Informatics	(62) 544-507	https://sci.u-szeged.hu/to

4. The system of student requirements

The credit system

The credit system is the modern way of organising higher education worldwide. A credit is a score used to measure a student's workload. By default, a semester's work (the sum of class hours and other hours spent on the course) is worth 30 credits, and accordingly, in some courses, the final certificate is awarded for 30 times the number of semesters set out in the training requirements.

The recommended study path is a distribution of the subjects in the curriculum into semesters which a student wishing to progress at an average pace can follow by meeting the pre-study requirements for each subject, completing approximately 30 credits in each semester and finishing his studies within the time limit for training set in the qualification requirements. However, the credit system allows for flexibility, as students can tailor their programme of study and deviate from the recommended study path within certain limits. A registered student may take courses of 1-45 credits per semester, and the active semester requires the enrolment of at least 1 credit of professional courses from the courses of the degree programme. Accordingly, the total period of study may differ from the number of semesters indicated in the recommended study path.

For those who have already attended a university or college course, it may be important to note that the credits for the courses required by the curricula may be obtained by transferring credits, provided that the student can provide credible documentation that they has already completed the requirements of the course at another higher education institution. The procedure is detailed in Chapter 10 and Annex 3 of the Academic and Examination Regulations.



The descriptions of each course are available on the CooSpace platform for the courses taken. The detailed course descriptions include the name of the course, the number of hours, the credit value, the code, the prerequisites, the timetable of the course, the person responsible for the course and the lecturer, the purpose of the course, the purpose of learning the professional content of the course, a description of the course that includes the knowledge to be acquired, the description of the subject, the (sub)skills and (sub)competences to be acquired, the mid-year learning requirements, the assessment methods and timetable for the knowledge, (sub)skills and (sub)competences acquired, the learning aids available for the acquisition of the knowledge, skills and competences, and the recommended literature.

Specific conditions for supported training

Students admitted with a state scholarship must declare at the time of enrolment that they accept the conditions of the (part-)scholarship supported training and that they are aware of these conditions (they must obtain a degree within one and a half times the duration of the training; they must maintain a domestic employment relationship for the same number of semesters as the Hungarian state scholarship within 20 years after obtaining the degree). You can make this declaration by signing the enrolment form.

Detailed information on state scholarships and the relevant application forms are available from the Education Office on the following page:

in Hungarian: <https://www.oktatas.hu/magyar-allami-osztondij>

in English: https://www.oktatas.hu/pub_bin/dload/felsooktatas/hosz/hungarian-state-grant-onepager_200529.pdf

Fees and charges collected by SZTE

The University of Szeged Student Allowance and Reimbursement Rules (hereinafter referred to as HJTSZ):

- Fees and reimbursements to be paid by students
- Fees, charges and fees
- The allocation and use of institutional student appropriations
- Regular and exceptional social grants
- Professional, academic and public scholarships
- Grants for vocational training, sports and cultural activities
- Bursa Hungarica scholarships for higher education
- Doctoral scholarships
- Dormitory accommodation
- Funding conditions for students of foreign nationality to study in Hungary
- Fees and reimbursements to be paid by students
- Tuition fees
- Dormitory fees
- Payment discounts, exemptions
- Rules on the use of fees paid and the bodies involved

The Annex to the Regulations sets out the detailed costs of the fees for all types of training. It includes the payment obligations for students and the rules for transferring between state-subsidised and fee-based training. The fees for physical education courses at the Sports Centre are also set out here, along with the rules for the payment of subsistence and reimbursement fees, and the conditions and arrangements for externally funded academic scholarships.

The ad hoc and periodic allowances are set out in the Regulations on the conditions and rules for ad hoc student allowances.

*The regulations can also be downloaded from the HSZI website:
<https://u-szeged.hu/hszi/szabalyzatok-220719>*

The amount of the co-costs for each course is available in the Faculty brochures.



The student redress procedure

The student may appeal against a decision or action taken or not taken by the University (except for the assessment of studies). The procedures for the consideration of student appeals are set out in the Regulations for the submission and consideration of student appeals.

*The Rules are available at the following website:
<https://u-szeged.hu/szabalyzatok>*

Important regulations

University studies are regulated by the National Act on Higher Education and other documents:

- *The regulations of the SZTE related to the admission procedure for higher education*
- *Academic and Examination Regulations*
- *Regulations on the Fees and Reimbursements to be Paid by Students of the University of Szeged and on Certain Grants and Grants to be Provided to Students*
- *Ad hoc student benefit regulations*
- *Disciplinary and Compensation Regulations for Students of the University of Szeged*

*These regulations are available on the following website:
<https://u-szeged.hu/hszi/szabalyzatok-220719>*

5. Advice, support

Academic guidance, career guidance

The University of Szeged University Life Counselling Centre supports the life management and mental health of university students, helps students to solve problems in their everyday life and supports them during their studies. Face-to-face and online life coaching is also available for students. The Centre focuses on developing students' learning strategies and regularly organises learning support courses.

The website of the SZTE Centre for Life Guidance:

<https://u-szeged.hu/eletvezetes>

Address: can be reached via Szeged, Vitéz u. 17. (room: 11)

Student services: in person, working days except Friday between 9.00 - 15.00

Phone: 62/544-029

E-mail (psychological counselling): tanacsado@szte.hu

E-mail (administration of students with special educational needs): eselyiroda@szte.hu

Support for students with disabilities

As a central service unit of the University Life Guidance Centre, the SANSZ Office supports students with special educational needs studying at the University of Szeged. Its aim is to ensure equal access to education and university services.

Students with any disability (visually impaired, hearing impaired, mobility impaired, speech impaired, or with a learning disability - dyslexia, dysgraphia, dyscalculia; attention or behavioural disorder; or autism spectrum disorder) can contact the SANSZ.

Students with a serious chronic illness that affects their learning opportunities can also seek assistance.

The website of the SZTE SANSZ Office:

<https://u-szeged.hu/sansz/udvozoljuk>

Address: Szeged, Honvéd tér 6.

Phone: 62/544-611

E-mail (administration of students with special educational needs): eselyiroda@szte.hu

Pre-registration required.



Specific information for international students

Those who decide to study at the University of Szeged as international citizens may face many challenges as they arrive in a foreign country. The staff of the Office of International Cooperation and Enrolment and the International Training Office of the University of Szeged have compiled a detailed list of things to consider regarding travel, health insurance and accommodation. The checklist is available in English at: <https://u-szeged.hu/prepareforarrival>

If necessary, a visa may be required, but a residence permit may also be needed to stay here. To obtain a residence permit, you will need a photo (passport size), an application form, payment of the application fee, proof of payment of tuition fees (for self-financed students), proof of student status, proof of academic progress for upper year students, proof of scholarship if you have one (which also proves health insurance), proof of living expenses for students paying tuition fee, proof of accommodation.

Renewal of residence permit. The procedure requires the presentation of documents proving your student status, housing and financial situation. You must start the procedure at least 30 days before the expiry of your residence permit and submit the necessary documents before the deadline. If you cannot submit them in time, an extension may be requested. Extensions may be granted once during the procedure and the total time allowed to complete the application may not exceed 45 days. The Authority must take a decision within 70 days of the date of submission of the application. A change of residence must also be notified. In several cases, personal appearance is required by law, so the use of the electronic system does not exempt you from this, so you must be present in Hungary during the procedure.

Further information on visas and residence permits in English is available at the following link:

<https://u-szeged.hu/enteringhungary>

For information on arrival in Szeged, accommodation, living costs, enrolment, orientation days, health insurance, health care and life at the SZTE, please visit the following link in English:

<https://u-szeged.hu/english/arrival>

6. Accommodation, library

Accommodation in dormitories, student halls

The University of Szeged offers accommodation in five residential halls and six faculty halls of residence. In addition, the various departmental colleges also provide accommodation.

More information about the dormitories can be found on the following website:

<https://u-szeged.hu/kollegiumok-szakkollegiumok>

<https://u-szeged.hu/accommodation>

For more information on the dormitory regulations, please visit the website:

<https://u-szeged.hu/hszi/szabalyzatok-220719>

Library and IT services

The Attila József Centre for Studies and Information (TIK) (6722 Szeged, Ady tér 10; Phone: 62/546-600) offers both learning and recreational opportunities for teachers, students and visitors. The University Library, the Computer Cabinet, the various service units (Student Services Office, University Student Union, Gift Shop, etc.), the Congress Centre all serve the needs of visitors.

The SZTE University Library (TIK, 6722 Szeged, Ady tér 10) is located in the TIK building. The University Library offers students and teachers of the University a wide range of periodicals and other documents, a modern service and a collection of about 1.2 million volumes.

Further information: <https://www.ek.szte.hu/en/>

7. University life

Opportunities for sports

At the University of Szeged, the Sports Centre provides students with a wide range of sporting opportunities in addition to their studies, with 150 courses offered as part of the Criteria Physical Education. The sports covered include, among others, kite-surfing, tennis, yoga, ball sports, wall climbing, aerial yoga and self-defence sports.

Further information: <https://u-szeged.hu/sportkozpont>



Botanical Garden

The Botanical Garden, as a university unit, plays a major role in promoting environmental awareness and education. Visitors are welcome with various nature and extra-curricular activities, family programmes and temporary exhibitions.

Further information: <https://www.fuveszkert.u-szeged.hu/en/about-ourselves/>

Further opportunities

Further information can be found on the university website:

- *Student life: <https://u-szeged.hu/egyetemi-elet/hallgatoi-elet/hallgatoi-elet-szegedi>*
- *Free time, entertainment: <https://u-szeged.hu/egyetemi-elet/szorakozas-kikapcsolodas/szorakozas-kikapcsolodas>*
- *Culture, sport:*
- *<https://u-szeged.hu/egyetemi-elet/kultura-sport-szabadido/kultura-sport-szabadido>*
- *Journals:*
- *<https://u-szeged.hu/kiadvanyok/ujzagok?folderID=26623&objectParentFolderId=26411>*

8. Availability of the Faculty study guides

Faculty
<i>Faculty of Law and Political Sciences</i>
<i>Bartók Béla Faculty of Arts</i>
<i>Faculty of Humanities and Social Sciences</i>
<i>Faculty of Health Sciences and Social Studies</i>
<i>Faculty of Dentistry</i>
<i>Faculty of Economics and Business Administration</i>
<i>Faculty of Pharmacy</i>
<i>Juhász Gyula Faculty of Education</i>
<i>Faculty of Engineering</i>
<i>Faculty of Agriculture</i>
<i>Albert Szent-Györgyi Medical School</i>
<i>Faculty of Science and Informatics</i>



