

FERENC RÁKÓCZI II TRANSCARPATHIAN HUNGARIAN UNIVERSITY

Approved by
the Academic Council
of Ferenc Rákóczi II
Transcarpathian Hungarian University
Minutes No. 6, September 2, 2022
István Csernicskó
Chair of the Academic Council



**Regulations Governing the Operation of the Study Administration and Counselling
Office/ Division of Students' Contingent**

Berehove
2022

General Provisions

The Study Administration and Counselling Office is an organisational unit of Ferenc Rákóczi II Transcarpathian Hungarian University (hereinafter referred to as the University). In carrying out its responsibilities, the Office works closely with the University's management, academic departments, other organisational units, and the Student Self-Government.

The Office ensures the efficient administration of the University's full-time and part-time study programmes. In accordance with the applicable legislation and the University's internal regulations, it supports the organisation of the educational process, provides comprehensive academic administrative services, and administers all matters related to admissions, student applications and examinations.

Responsibilities of the Study Administration and Counselling Office

1 Admissions

The Study Administration and Counselling Office:

- a) participates in the work of the Admissions Committee and provides information to prospective applicants;
- b) registers applicants holding a complete secondary education qualification, including graduates from previous years, for the National Multi-Test (NMT) required for admission to the University's Bachelor's degree programmes;
- c) registers applicants to the University's Master's degree programmes for the Unified Entrance Examination in a foreign language and the Unified Professional Entrance Examination;
- d) prepares and coordinates the admissions process and organises the application procedure in accordance with the applicable legislation and the University's internal regulations;
- e) coordinates the enrolment of students admitted to the first and second years of study.

2 Academic Administration

The Study Administration and Counselling Office:

- a) provides information and advice on academic and examination matters;
- b) coordinates student enrolment at the beginning of each semester and administers Student Education Agreements;
- c) prepares submissions for consideration by the Academic Council and the Academic and Credit Transfer Committee, and communicates the decisions adopted by these organizations to students;
- d) keeps students informed about academic regulations, examination procedures, their rights and responsibilities, administrative procedures, and other matters related to their studies;
- e) collects and analyses statistical data on admissions, enrolment, student numbers, and student attrition across all study programmes;

- f) maintains records of changes in student enrolment and prepares statistical reports;
- g) fulfils all statutory and institutional reporting requirements in both paper-based and electronic formats;
- h) maintains student records, manages student documentation, administers student databases, and ensures the proper archiving of academic records;
- i) prepares institutional regulations and internal documents related to academic administration and ensures that the relevant information is communicated to the parties concerned;
- j) maintains the Unified State Electronic Database on Education (ЕДЕБО) by entering and updating institutional and student data;
- k) prepares and issues certificates confirming the commencement, continuation, or termination of student status, maintains the relevant records, and issues academic certificates;
- l) prepares, issues, and maintains records of student record books and student ID cards;
- m) organises the elective course registration process, forms student groups based on students' course selections, and informs the Rector's Office, Programme Coordinators, and the departments offering elective courses about the student groups established;
- n) maintains records of examination results, coordinates and monitors the payment of resit examination fees, and completes the administration of student record books;
- o) organises appeal and exceptional consideration procedures related to academic and social scholarships and prepares the relevant documentation for decision-making;
- p) administers all procedures related to final examinations;
- q) processes requests for state-recognised diplomas, prepares, registers, and issues diploma documents and Diploma Supplements and, where required, arranges for the issue of duplicate diplomas and their accompanying documentation;
- r) manages the University's academic records archive;
- s) prepares responses to official correspondence received from public authorities concerning students and undertakes the necessary administrative action;
- t) participates, where appropriate, in the work of the Academic Council, the Academic and Credit Transfer Committee, the Educational and Methodological Council, the Admissions Committee, and other University Committees.

Organisation of the Study Administration and Counselling Office

- (1). The Head of the Study Administration and Counselling Office is appointed by the Rector and the President of the University.

(2). Above the the Head of the Study Administration and Counselling Office , the employer's rights are exerted by the Rector and the President, as well as by the Vice-Rector for science and quality and the Vice-Rector for education and methodology.

(3). Responsibilities of the Head of the Study Administration and Counselling Office:

- a) supervise and coordinates the work of the Office;
- b) provides professional advice and submits a proposal on matters related to the activities of the Office;
- c) ensures that the responsibilities assigned to the staff of the Office are carried out effectively and monitors their implementation;
- d) ensures compliance with these Regulations and proposes amendments whenever necessary;
- e) consults, as appropriate, with the Rector (President), the Vice-Rector for science and quality, the Vice-Rector for education and methodology, or another person authorised by the Rector on matters within the Office's remit;
- f) submits regular reports on the activities of the Office to the Rector (President), Vice-Rector for science and quality and the Vice-Rector for education and methodology, or another person authorised by the Rector.

(4) The Head of the Study Administration and Counselling Office works closely with the Rector's Office and, within the organisational framework of the University's study programmes, with Programme Coordinators, Heads of Department, Departmental Coordinators, and other organisational units of the University. The Head also cooperates with the Student Self-Government, the Alumni Association, and the Career Tracking Office in matters related to student services and academic administration.

(5). The Head of the Study Administration and Counselling Office may require members of staff to comply with the applicable legislation, the University's internal regulations, and the requirements governing the operation of the Office, and monitors the performance of their duties.

(6). The Head of the Study Administration and Counselling Office is supported by Study Administration and Counselling Officers and Administrative Assistants in carrying out the responsibilities of the Office.