**UNIVERSITY OF PANNONIA**

**THE ORGANIZATIONAL AND**

**OPERATIONAL RULES**

**OF**

**THE UNIVERSITY OF PANNONIA**

**Section III.**

**ACADEMIC REGULATIONS FOR STUDENTS**

**in a unified framework with amendments**

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Responsible for the maintenance of the regulations: **director of academic affairs**

# GENERAL PROVISIONS

## **§1 Scope of the Regulations**

1. The effect of the Academic Regulations for Students (henceforth: Regulations or ARS) extends to every Student who pursues his/her studies at the University Of Pannonia (henceforth: University) in a bachelor, master or doctoral programme, in single-cycle long, specialist postgraduate, or vocational higher education training, in all types of training and funding. The regulations may pertain to those who apply to the programmes delivered by the University, as well as to those whose student status has for some reason been terminated.
2. The effect of the Regulations extends to all educational units (henceforth EU), all instructors, and all employees involved in educational organisation irrespective of the nature of their legal relationship with the University.
3. The provisions of the Regulations are to be applied in view of Act CCIV of 2011 on National Higher Education, (henceforth **ANHE**), of Act CXXXIX of 2005 on Higher Education (henceforth **AHE**), of Act CXL of 2004 on the general rules of administrative proceedings and services (henceforth **APS**), of the 423/2012. (XII. 29.) government decree on admission procedure into higher education (henceforth **DAP**), of the 87/2015. (IV. 9.) government decree on the provisos necessary for the enforcement of Act CCIV of 2011 on ANHE (henceforth **DPE**.), the 51/2007. (III. 26.) government decree on the regulations concerning fees and grants of students partaking in higher education (henceforth **RFG**), and finally, of any other rules and regulations in effect pertaining to the above.
4. (1)
5. Programmes commenced under the 1993 AHE are to be completed, in a continuous manner, without any change in the applicable professional requirements, examination rules or the diploma awarded.
6. (1**) ANHE §112 (1) Before 1 September 2016, programmes commenced under Act LXXX of 1993 on Higher Education (henceforth referred to as “1993 Act on Higher Education”) may be completed, in a continuous manner, without any change in the applicable professional requirements, examination rules or the diploma awarded. The student status of those who fail to obtain a final certificate by this deadline shall be terminated as from this date. Former students who obtained a final certificate before 1 September 2016 may take a final examination before 1 September 2018.**
7. Programmes registered on the basis of AHE (1993) but modified because of the ANHE’s entry into force (2011) are possible to complete under constant conditions in a phasing-out system with the proviso that students in the said programmes finish their studies in the 2015 / 2016 academic year the latest.
8. The rules defined in paragraph 5 of §57 of the Regulations will be phased in progressively from the 2010/2011 academic year onwards with the proviso that if a student has already taken at least three re-sits in a subject until the beginning of the second semester of the 2012/2013 academic year, he is allowed to take no more than another three re-sits in the same subject, and the number of all the re-sits taken in that subject cannot be more than nine.
9. The rules defined in paragraph 9 of §44 of the Regulations will be applied before the curricular revision due as defined in paragraph 3 of § 37.
10. (1)The requirement defined in point a) of paragraph 9 of §39 of the Regulations pertains to students who commence their studies before the first semester of the 2016/2017 academic year, whereas that defined in point b) pertains to those who commence their studies in the first semester of the 2016/2017 academic year, or later.
11. (1) The requirements defined in paragraphs 1 and 10-11 of § 83 of the Regulations will be applied first in the case of students who commence their studies in the 2016/2017 academic year, and afterwards progressively.
12. (1) Point b) of paragraph 2a of §84 will be applied for the first time in the case of students who establish a student status in a doctoral programme in the 2016/2017 academic year.
13. (1) **[ANHE § 112. (9)] As from 1 September 2016, student allowances shall be determined pursuant to this Act for eligible students who commenced their studies before 1 September 2008 under the 2005 Act on Higher Education and hold student status after 1 September 2016.**
14. **[ANHE § 112. (10)] Student allowances shall be determined pursuant to this Act**

**a) as from 1 September 2017, for eligible students who commenced their studies after 31 August 2008 under the 2005 Act on Higher Education and hold student status after 1 September 2017,**

**b) as from 1 September 2018, for eligible students who commenced their studies after 31 August 2009 under the 2005 Act on Higher Education and hold student status after 1 September**

# Chapter 1: REGULATION OF ADMISSIONS

## **§2 Scope of the admission regulations**

(1) All the programmes delivered at all the faculties of the university fall within the scope of the admission regulations.

(2) The admission procedure to the PhD programmes of the university is controlled by in the regulations of the doctoral training.

**§3 Advertising of the programmes and trainings delivered at the university**

(1) In accordance with § 39 of the ANHE and § 3-7 of the DAP the Educational Authority (henceforth: **Authority**) publishes a guide to the admission procedure with information about all the programmes to be delivered on bachelor, master or doctoral level, in single-cycle long, specialist postgraduate, or vocational higher education training at the university in the upcoming academic year (henceforth **Guide**). The rules relative to the contents and publication of the Guide are included in § 3-7 of the DAP. The information published in the Guide (and in its supplement) is also to be posted on the faculty homepages.

(2) Faculties are responsible for giving and updating relevant information and data concerning the programmes they advertise in the Guide.

***(3)*** (1) ***[AP § 7. (4)] The Guide does not include information about joint international programmes and programmes designed and open to foreign citizens (in a foreign language). The University shall post information about such programmes on the University homepage and provide information of them to the Authority.***

(4) Programmes delivered abroad (but inside the Carpathian Basin) will be advertised in accordance with paragraph 3 of § of the DAP.

***(5)*** (1) ***[DAP § 42 (1)] Entering the procedure of admission applicants shall pay a supplementary fee, and an administrative fee, and / or specific administrative fee.*** Amount of the fees (relative to the programmes) is to be indicated in the Guide. The faculties are responsible for providing information to the applicants about the mode of paying the fees, and relevant budget accounts.

## **§4 Components and dates of the entrance, and career aptitude assessment**

***(1)*** (1) ***[DAP § 18. 1)]*** ***In the course of the admission procedure to bachelor and single cycle long trainings the faculties are entitled to organize the following assessments and examinations (according to the first supplement of the DAP)***

***a) medical***

***b) career aptitude,***

***c) practical competence,***

***d) command of the Hungarian language (for foreign applicants),***

***e) oral competence,***

***f) vocational (for applicants to vocational higher education training)***

As part of the admission procedure the University shall organize entrance and vocational examinations for those applying for admission to master programmes, to programmes open to foreign students, and to specialist postgraduate trainings. Requirements of admission to master and specialist postgradutae trainings will be defined by the faculties with the proviso that they are liable to apply the same requirements to every applicant irrespective of which institution of higher education they graduated from.

(2) Applicants applying for admission to single-cycle long trainings can only be admitted with the proviso that they pass the career aptitude assessment.

(2a) (1) Practical competence will be assessed in the case of the programmes included in the first supplement of the DAP. The practical exam will be organized by the faculty responsible for the delivery of the programme.

(3) Examination dates will be published in the Guide, and posted on faculty homepages.

(4) Apart from the established and announced examination dates the faculties are under no obligation to offer further ones.

## **§5 Committes and boards involved in the admissions procedure**

(1) (1) Organization, conduct, and performance of further duties in relation to the exams defined in § 4 of the Regulations will be carried out by specific selection boards (henceforth **Boards**) in each faculty. The boards conducting the vocational entrance, and career aptitude practical assessments and examinations are appointed by the dean.

(2) A person who (in accord with § 8:1 of the Civil Code) is in any way related to the applicant (spouse, lineal relative, adopted, step- or nurse-child, adopting, step- or nursing parent, and sibling), who cannot be expected to give unbiased evaluation of the applicant’s performance, or who is the applicants superior or inferior can by no means be appointed to be member of a selection board.

(3) The Board is considered responsible for checking whether the applicant meets the requirements of admission. The Board shall apply a diversified evaluation system. When the examination is over the chair of the Board announces the applicants’ results.

(4) Applicants have the right to submit written complaints about any malpractice influencing the result of the professional examination to the rector of the University within three working days after the announcement of the results / number of points collected. The rector of the University shall examine the complaints and notify the applicant about the decision in writing. No complaints whatsoever are possible to submit after the said deadline.

(5) If the applicant should not, for some force majeure, be in the position to participate in any of the examinations he / she is liable to inform the dean’s office of the competent faculty about it until the day before the exam the latest. (It is up to the decision of the dean to offer and designate another examination date.)

(6) Members and assignments of the Board:

members: chair, questioner(s), a student delegated in accordance with the Constitution of the Students’ Union

assignments: evaluation and ranking of the applicants’ competence and professional aptitude

(7) Examinations assessing professional competence and organized for foreign students who apply for admission into self-financed programmes delivered in a foreign language include, besides the checking of the documents required in the admission procedure, one of the oral procedures of admission listed below:

a) a personal interview at a given University venue;

b) a personal interview in the applicant’s country (if organized there);

c) long distance (skype, viber, etc.,) interview performed by using a webcam system

The exact form of the oral examination procedure will be defined by the Board after the registration of the applications.

(8) The evaluation of the career aptitude assessment necessary in the admission procedure of the single-cycle long teacher training will be, according to paragraph 2 of § 18 of the DAP, either ’Pass’ or ’Fail’. If the evaluation of the assessment is a ’Fail’, the applicant’s total score will be 0 (zero).

(9) Assignments due in every admission procedure will be completed by the admission committees (henceforth Admission Committee) established by the faculties. The Committee will control the admission procedure at the faculty, define the minimum achievement for admission while considering the capacity of the various disciplines and trade groups, and also define the minimum number of students necessary for a programme to commence. The Admission Committee is headed by either the dean or the deputy dean for academic affairs, its members are the heads of the programmes involved in the procedure.

## **§6 Calculation of the total score achieved in the procedure**

(1) Admission of the applicant will be decided on the basis of a unified ranking /selection system. Ranking takes place in a 500-point system in the case of vocational higher education training, and bachelor programmes, and in a 100-point system in the case of master programmes. The total score achieved in the procedure is to be determined in accordance with the DAP.

(2) Total score of applicants applying for admission to a master programme will be calculated on the basis of the faculty calculation method indicated in the Guide. Applicants entitled to enjoy positive discrimination according to the DAP will be able to collect an extra amount of maximum 10 points.

(3) Those applying for admission to postgradute specialized trainings will be ranked according to the method indicated in the Guide, on faculty homepages and admission brochures.

(4) Foreign applicants applying for admission to self-financed, foreign language-programmes will be ranked according to the method indicated on the faculty homepage and admission brochures. If the applicant applies from outside of the European Economic Area and has no established residence in Hungary he /she can matriculate only on proviso that he /she obtains a visa and residence permit as defined by particular regulations.

***(5) [DAP §15. (6)]*** As indicated in the Guide, ranking for those who apply for admission to bachelor programmes, single-cycle long, or vocational higher education training and already own a higher education degree will be based on the qualification of their degree, and not on the results of their GCE (advanced level). In this case their total score in the admission procedure will be defined according to the rules in paragraph 6 of § 6 of the Regulations, adding to it extra points where applicable.

(6) According to paragraph 5 of § 6 of the regulations:

if the qualification of the higher education degree is sufficient the applicant receives 310 points

if the qualification of the higher education degree is average the applicant receives 360 points

if the qualification of the higher education degree is good the applicant receives 380 points

if the qualification of the higher education degree is excellent the applicant receives 400 points

***(7)*** (1) ***[DAP §12 (5)] It is possible to submit the simple copy of the necessary documents in the admission procedure, but students are allowed to matriculate into an institution of higher education only on condition that they provide the original of the documents***

(8) (1) ***[DAP §17 (8)] Applicants are entitled to fulfil the advanced level GCE requirements of admission in a given subject determined in the central admission procedure by completing a professional higher educational admission examination (organized by the institution) if they***

***a) took their school leaving exams before the introduction of the two-level GCE exams in Hungary, and possess an exam qualification in the given subject in their secondary school leaving certificate,***

***b) posssess an exam qualification in the given subject in a secondary school leaving certificate issued in a country of the European Economic Area,***

***c) possess a Diploma of the International Baccalaureate, or***

***d) possess an exam qualification in the given subject in a European secondary school leaving certificate issued pursuant to the 322/2004. (XII. 6.) government decree on the Proclamation of the Agreement on the Statute of European Schools (signed in Luxemburg, June 21st, 1994).***

## **§7 Decision concerning the admisssion**

***(1) [DAP § 28 (1)] Applicants will be notified about the decision of the University concerning their admission***

***a) within eight days after the rating decision in the mid-academic year admission procedure;***

***b) until August 8, in the general admission procedure,***

***c) until August 31 in the supplementary admission procedure***

***The Authority notifies the University about those applicants who have been classified to its programmes .***

The decision concerning the admission of foreign students is to be made by a deadline that allows students enough time to meet the requirements of matriculation as defined by the semester and academic year schedules.

***(1a)*** (1) ***[DAP § 28 (1a)] If the appeal against the decision concerning the allocation of the applicant as defined in Articles 25-27 of the DAP serves as a basis for the modification of the admission decision, the institution making the very decision will make provisions for the modification of the decision. If, on the basis of a legal remedy following an appeal against the decision concerning the classification of the applicant, he is transferred to another institution, both institutions will have to make provisions for making an admission decision.***

***(2) [DAP § 28 (2)]*** The rector with the contribution of the Directorate of Academic Affairs (henceforth DAA) will make a declaration of the admission in a ruling.

***The ruling will include:***

***- the name and identification code of the institution of higher education***

***- the accurate name of the programme chosen by the applicant,***

***- the applicant’s name, residency, and educational identification code (if he /she has one),***

***- information concerning possible legal remedy,***

***- the call for the establishment of a student status, admonishment concerning the possible consequences of neglecting matriculation duties,***

***- indication of the whereabouts of the legal regulations which served as the basis of the decision of the higher education institution,***

***- location and date of the decision, the name and position of maker of the decision.***

***(2a)*** (1) ***[DAP § 28 (3)] The ruling may include:***

***a) further information concerning the establishment of student status;***

***b) information concenring an opportunity for foreign applicants to join a preparatory course.***

**(3) [ANHE § 39(7)] Admitted applicants may acquire student status in the semester for which they were admitted during the admission procedure.**

(4) Admission decisions of the applicants applying to postgraduate specialized training are made by the faculty in accordance with the conditions posted on its homepage within a month following the deadline of the application as indicated in the Guide.

(5) (1) After checking the documents registered in the foreign language admission procedure for foreign applicants, and conducting the oral entrance exam interview the Board makes a proposal on the admission (or rejection) of the applicants carefully considering the differences occurring in the educational systems of various countries. Rejections are justified in a short explanation given in English. After taking into account the proposals made by the Board the Committee makes the decision on admissions.

***(6) [DAP § 28 (4)] It is possible to send the ruling as an electronic mail if the applicant has an e-mail address.***

## **§8 Publication of the admission decisions**

(1) In the ruling on admission applicants are informed by the DAA about the minimum score necessary for admission and their own total score.

(2) Applicants may appeal against the admission decisions made at first instance. Appeals are to be submitted to the rector of the University in the way and at the time indicated in the ruling.

(3) Applicants may submit their appeals against the admission decision within 15 days of its notification. Once the appeal is submitted the procedure related to its examination is to be completed within 15 days. The amended decision becomes final after it is communicated to the applicant. Upon receiving the amended decision at second instance the applicant may, within 30 days, ask for its judicial review by reference to infringement of the law.

# Chapter I : RULES FOR EXERCISING STUDENT RIGHTS AND FULFILLING OBLIGATIONS, REGULATION OF THE SUBMISSION, CONSIDERATION, AND LEGAL REMEDY OF PETITIONS CONCERNING STUDENT STATUS

## **§9 Students’ rights**

* + 1. **[ANHE §43 (1)]** **Students shall have the right to receive complete, accurate and accessible information, provided as set out in law and the rules of the institution, for commencing and pursuing their studies, creating their study schedules and using the educational opportunities and resources available at the higher education institution; and to receive services that correspond to their condition, personal abilities and disabilities.**
    2. Students have the right to respect for human dignitiy, with specific respect to:
       1. personal rights, rights for self-determination, freedom of action, rights for family life provided that their exercising these rights does not restrict that of others’, or it proves to be no risk to their own, to their fellow students’, or the University employees’ health and physical integrity,
       2. with due respect to human dignity deliver their opinion freely, or make suggestions about all types of isssues, and about operational questions of the University
       3. respect for their religious, ideological or other beliefs, for their nationality, or ethnicity, and to be able to express and exercise them unless it conflicts with the law, infringes others’ rights to the same, or restricts their peers’ right to study,
       4. respect for their rights to correspondence, and for housing provided by the university unless it infringes others’ rights to the same, or restricts their peers’ right to housing and study
       5. to suffer from no gender discrimination.
       6. Students have the right to pursue their studies at the University in a secure and healthy environment, and, depending on their talents, personal abilities, or disabilities, receive assistance for the successful completion of their studies, or launching their career, with specific respect to:
       7. the right to use the facilities, resources and services available at the University and the student hostels (library, laboratories, computers, sports and entertainment facilities, healthcare etc.,),
       8. to develop their study schedule according to the rules laid down in the educational progamme, sign up for courses, and make use of educational opportunities available at the university,
       9. to attend lectures and seminars arranged by the university,
       10. to select from parallel courses,
       11. to receive complete and objective information,
       12. to receive benefits appropriate to his personal abilities, or disabilities,
       13. get help to find their place in university communal life, to be able to preserve their physical integrity, and to lead a healthy life free from harmful addictions,
       14. to become members of scientific students’ associations, participate in their work, and contribute to the research and innovative activities performed at the University,
       15. to receive study and career counselling services,
       16. suspend their student status under a legal framework,
       17. to apply for guest student status, or for transfer to another higher education institution.
    3. Students have the right to familiarize themselves with international practice, and for this reason they have the opportunity to pursue periods of study at the higher education institutes of the countries belonging in the EEA, for the completion of the said study they are entitled to receive a student loan, or if they participate in a state-funded training they are entitled to receive a grant.
    4. Students are entitled to receive financial support, or other benefits with respect to his financial status, income, and learning outcomes; in specific cases they are entitled to
       1. receive accommodation in a hostel, or housing allowance / assistance
       2. receive social assistance, or other forms of benefit
       3. in order to enable the fulfilment of their payment obligations toward the higher education

institution, students shall be entitled to payment in instalments, deferment and exemption

d) receive a student card, and use services and benefits associated with it

e) be employed at the University and receive remuneration for their work

f) enter into study, or student contract in accordance with the legal provisions; is students study while employed in a full-time job they are entitled to have study (training) leave

* + 1. Rules pertaining to student allowances and payment obligations are included in the 4th chapter of the Regulations.
    2. further rights ensuing from students’ status as residents of the hostel are included in the first supplement of the Regulations
    3. Students are entitled to evaluate the work performance of tutors. The detailed rules of the evaluation process are included in the regulations entitled „Rules of student evaluation of tutorial work”.

## **§10 Students’community rights**

* + 1. Students indirectly participate in the decision-making processes that affect all students through the work of the bodies representing their interests. Student interests are represented by the students’ / doctoral students’ union. The Students’ Union (henceforth: SU) is the subject of students’ collective rights. Every student is member of the SU. The scope of the SU activity encompasses all questions relating to students.
    2. Rules for the exercise of students’ community rights, that is to say, the rights and obligations of the SU are included in their Constitution.

## **§11 Students’ obligations**

**[ANHE § 43 (2)]**

1. **Students shall be obliged to:**

**a) observe the rules of the higher education institution,**

**b) respect the traditions of the higher education institution, as well as the human dignity of staff members and other students, or peers whose application for admission or transfer to the higher education institution has been accepted**

(2) Students shall

1. keep the rules relating the use of University sites and spaces,
2. observe the rules of practical training,
3. properly handle and preserve the assets they are entrusted with,
4. preserve the facilities and apparatuses belonging to the University
5. safeguard their own and their peers’ health and physical integrity, acquires knowledge concerning the protection of their health and safety,
6. respects the human dignity of their peers and staff members,
7. keep their personal and other data in the University Register up to date (e..g. social security number, person making the payment of the tuition fee etc., ), report any change in their personal and other data within 8 working days.

(3) further obligations ensuing from students’ status as residents of the hostel are included in the first supplement of the Regulations

# Persons and COMMITTES DEALING WITH MATTERS CONCERNING STUDENTS

## **§12**

**[ANHE §12 (5)] If a committee or council set up by the senate also acts in matters that concern students, it shall be ensured that student representatives have an opportunity to participate in the work of such committee, except for the credit transfer committee. The senate shall set up a permanent committee for dealing with the studies, examinations and social affairs of students. Student participation shall be ensured in committees acting in matters that concern students, with the stipulation that the number of members delegated by students to the permanent committee set up for dealing with the studies, examinations and social affairs of students shall not be less than twenty-five percent of all members of the committee.**

## **§12/A. Studies and Credit Transfer Committee**

* + 1. In order to deal with students’ studies and exam issues faculty councils establish standing committees. The faculty committee responsible for acting in studies and exam matters is the Faculty Studies and Credit Transfer Committee (henceforth: SCTC).
    2. The chair and tutor members of the SCTC are nominated in accordance with the Organizational and Operational Regulations (OOR) of the faculty, student members are nominated in accordance with the Constitution of the Students’ Union. The committee shall meet at least twice in an academic year. The committee shall make a decision within two weeks after the deadline for the submission of applications. In the case of electronically submitted applications the decisions shall be posted in the electronic studies system (ESS). In cases of credit transfer the final decision is made by the chair of the committee after consulting the tutors in charge of subjects and the tutor members of the committee. The decision is posted in the electronic studies system.

## **§12/B Student Welfare Committee**

* + 1. To assess matters related to student grants and support, Student Welfare Committees (SWC) are set up in each faculty. The ways of establishing the SWC, its composition and regulations are laid down in the of the faculty. In university level matters, the faculty SWC’s cooperate to make a decision. The tasks of the SWC according to the ARS include the following:
       1. working out the distribution of students’ grant allowances every semester (with a joint decision at university level),
       2. working out the distribution of the housing grant allowances every semester (with a joint decision at university level),
       3. working out the distribution of the book grant allowances every semester (with a joint decision at university level),
       4. determine the lowest credit index required for a study grant every semester (separate decision for each faculty) (ARS §85 (8)),
       5. determine the lowest amount of the study grant every semester (separate decision for each faculty) (ARS §85 (8)),
       6. determine the budget for the special social welfare grant (with a joint decision at university level) (ARS §89. (12)),
       7. determine the monthly amount of the internship grants every semester (separate decision for each faculty) (ARS §90 (4)),
       8. determine the lower grant index for the support for self-funding students every semester (separate decision for each faculty) (ARS §91 (6)),
       9. determine the budget for other grants every semester (with a joint decision at university level) (ARS §92. (9)).

## **§12/C Committee to Assist Students with Special Needs**

* + 1. **[NHEA, §11 (1) c)] The University with its information and advisory system supports the inclusion and integration of students with disabilities; facilitates their academic career during their tertiary education studies and also offers help in career planning following graduation.** The University founds and operates the Committee to Assist Students with Special Needs (hereinafter referred to as “CASSN”).
    2. CASSN creates an equal educational opportunity environment for “students ”) students (hereinafter: SEN students) who apply for admission to the University and also for current SEN students at the University. The operation of CASSN is monitored by a university coordinator entrusted by the Rector. Permanent members of CASSN are delegated by the several Faculties; whereas student members of the Committee are delegated by the Student Self-Government and by the community of SEN students.

Permanent members of CASSN:

1 person – university coordinator

persons – faculty coordinators from each Faculty

3 persons – delegated by the Student Self-Government

* + 1. Responsibilities of CASSN:
    2. Members of CASSN monitor the preparations of university entrance examinations designed for SEN applicants and supervise the actual admission process in order to ensure that the necessary special requirements are met.
    3. Passes a resolution specifying possible accommodations and treatments that may be offered to SEN students considering §59 of the Academic Regulations for Students.
    4. Surveys the special requirements associated with the teaching of SEN students (considering both student and instructor perspectives) and coordinates efforts designed to meet the necessary requirements.
    5. Examines, decides on, and looks after requests for assistance, exemption or special treatment handed in by SEN students. In case of rejection, CASSN attempts to offer alternative solutions.
    6. Faculty-level academic affairs committees shall consult the faculty CASSN coordinator in every single case which involves decisions on a request made by a SEN student .
    7. CASSN—in collaboration with the Student Self-Government and other student groups involved in mentoring—facilitates the inclusion and involvement of SEN students into cultural, sports and other free-time activities.
    8. ***[ER, §64 (3)] Duties of the institutional coordinator:***

***a) To participate in the decision making and record-keeping processes as well as in the remedy process concerning the requests (filed according to the specifications of*** §59 (17) of the Academic Regulations for SEN Students) ***by SEN students , with the caveat that the coordinator involved in the decision making regarding a request is excluded from the remedy process.***

***b) To liaise students and their helpers,***

***c) To provide possible assistance, aid, and accommodations during the studies, tests and examinations involving SEN students ; as well as to organise consultation opportunities with instructors if requested,***

***d) To draft proposals concerning the spending of normative (per capita) government support (including the procurement of tangible assets) intended to assist the studies of SEN students.***

e) To direct the work of; to convene and organise its meetings; to notify those involved; and to provide a memorandum after each meeting, which is to be forwarded to the Rector’s Commissioner,

f) To liaise with CASSN membership, the director of the Office of Academic Affairs, the financial manager of the University and the Rector’s Commissioner,

g) To draft a report at the end of each academic year summarising the work of the Committee and reviewing the experiences of the previous period.

* + 1. ***[ER, §64 (4)] The institutional-level coordinator shall possess a tertiary education degree besides proven competences or professional practice related to disabled persons.***
    2. ***[ER, §64 (5)] Access to data required for the processing of requests concerning the special treatment guaranteed for SEN students shall be provided by the University for the institutional-level coordinator.***

## **§12/D Remedy Committee for Students**

* + 1. Cases at the second instance go to the 3-member Remedy Committee for SEN Students (hereinafter referred to as “RCS”), whose members also belong to the Remedy Panel for SEN Students (hereinafter: “Panel”). The Chair of the Panel is a legal expert (entrusted by the Chancellor) who has passed the state examination in law and is either a public sector or a contractual employee at the University. Members of the Panel: two instructors and one student from each Faculty. The instructor members of the Panel are delegated by the respective Faculties while SEN student members are delegated by the Student Self-Government. The Chair of the RCS is the Chair of the Panel; the members are one instructor and one student from the membership of the Panel. If there are grounds for refusal against the Chair according to the Academic Regulations for Students (§12/D (16)), and, consequently, cannot participate in the procedure, the Chancellor commissions an eligible person to discharge the duties of the RCS Chair. The RCS Chair invites the members of RCS.
    2. **[NHEA, §57 (4)] The adjudicator of a remedy request cannot be a person**

**a) who has made the decision being challenged or has failed to make a decision altogether,**

**b) who is a close relative of the person defined in point a),**

**c) who cannot be reasonably expected to be an impartial adjudicator of the case.**

Members of the RCS shall report the disqualifying criteria defined in points b) and c) without delay.

## **§12/E Mobility Committee**

* + 1. Membership of the Student Mobility Committee (hereinafter referred to as “SMC” include the Vice-Deans for Academic Affairs at the Faculties, Faculty-level Student Mobility Coordinators and one SEN student member from each Faculty delegated by the SEN Student Self-Government. The SMC makes decisions about the announcement of mobility grants and the evaluation criteria of the applications. The work of the SMC is assisted by the institutional-level mobility coordinator.
    2. The institutional-level mobility coordinator shall

a) register the SEN student mobility applications and prepares them for the evaluation procedure,

b) issue and manage the following documents:

Letter of Acceptance

Learning Agreement

Transcript of Records

Confirmation of Exchange

c) register and publicise the foreign-language courses by the various Departments,

d) sign the SEN students’ learning agreements,

e) liaise with partner institutions and supervises the renewal of existing bilateral contracts,

f) liaise with the European Commission and the National Bureau,

g) liaise with the SEN students, instructors and other personnel involved in the mobility program,

h) liaise with Faculty and Department-level mobility coordinators,

i) provide information to mobility coordinators, instructors and students,

j) supply information as required by the duties related to the operation of the Erasmus program,

k) ensure that the relevant homepage of the University is regularly updated.

* + 1. The Faculty-level mobility coordinator shall:

1. help the work of the Office of Academic Affairs (OAA) in close cooperation with the Institutional-level mobility coordinator and the OAA,
2. coordinate the mobility-related activities of the Faculty and facilitates the fulfilment of Faculty-level responsibilities,
3. provide the instructors and the SEN students of the Faculty with relevant information,
4. transfer the finalized course list of the SEN students to the OAA (until the fourth week of the academic term at the latest); and mediates between students, instructors, the department and the OAA in problematic cases,
5. coordinate and prepare the bilateral treaties,
6. collect the foreign-language courses to be advertised by the Faculty.

## **§12/F Disciplinary and Damage Compensation Committee**

* + 1. Handling disciplinary and damage compensation cases involving SEN students are the responsibility of the Faculty Disciplinary and Damage Compensation Committee (hereinafter referred to as “DDCC”) at the first instance. The DDCC consists of the instructor and student members of the Faculty Disciplinary and Damage Compensation Panel. The membership of the Panel and the appointment of the members are determined by the Faculty Organisational and Operational Regulations. The DDCC consists of two instructors and one SEN student in all cases. One of the instructors functions as the Chair of DDCC.
    2. Dormitory-related disciplinary and damage compensation cases are heard by the Dormitory Disciplinary Committee according to Dormitory Organisational and Operational Regulations (Academic Regulations for Students, Appendix 1).
    3. Disciplinary authority at the second instance is exercised by the University Disciplinary and Damage Compensation Committee (hereinafter referred to as “UDDCC”), whose membership consist of the members of the University Disciplinary and Damage Compensation Panel. The Chair and the instructor members of the University Disciplinary and Damage Compensation Committee are invited by the Rector, whereas the SEN student member is delegated by the student Self-Government.
    4. Excluded from the Disciplinary and Damage Compensation Committee are those whose impartiality cannot be trusted, and also those who are close relatives of the person under investigation as defined by the Civil Code. Exclusion procedures are initiated by the person concerned or by the SEN student under investigation. Disciplinary procedures are to be suspended until the conclusion of the exclusion procedure. Exclusion issues are decided by the Dean at the first instance and by the Rector at the second.

## **§12/G Academic and Credit Transfer Committee**

* + 1. The Academic and Credit Transfer Committee (hereinafter referred to as “ACTC”) shall
       1. deliver an opinion on academic affairs discussed by the Senate,
       2. have new study programs authorised according to §26 (7).
    2. The ACTC consists of the Academic Affairs Coordinators of the respective Faculties, instructors delegated by the Dean, the SSG Chair and the Faculty-level SSG Chairs, the Director of OAA, and one delegate from the Public Sector Employee Council and the Trade Union, respectively. The Chair of the ACTC is entrusted by the Rector.

## **§13 Definition of a “Student Issue”**

* + 1. Student Issues are cases connected to SEN student status, related to student rights and responsibilities, in which persons or panels designated by the Academic Regulations have decisionmaking authority.
    2. For SEN student disciplinary and damage compensation issues the rules and regulations to be applied are in Chapter V of the Academic Regulations.

## **§14 The Scope of Procedural Provisions**

* + 1. Persons, bodies, committees or panels shall function according to the rules laid down in the Academic Regulations.
    2. Committees whose procedural rules are determined by the Faculty Organisational and Operational Regulations also take into consideration the present procedural provisions for their operation.
    3. The OAA shall be notified of every single student issue.

## **§15 Competence**

* + 1. The Faculty in which the SEN student is officially enrolled shall have competence in student issues at the first instance unless the relevant legislation, Organisational and Operational Regulations (OOR) or the Student Academic Regulations (SAR) determine otherwise.
    2. In the case of several involved Faculties the one that offers the training program relevant to the request of the student shall have competence in the case.
    3. If the student’s request is not related to a training program, then the Faculty considered relevant for statistical purposes shall have competence.
    4. In lieu of other regulations by the relevant legislation, OAA, OOR, or the SAR, it is the RCS that shall act at the second instance.

## **§16 Scope of Authority**

* + 1. With respect to student issues at the first instance it is the
    2. Dean of Faculty or the Vice-Dean for Academic Affairs together with the OAA,
    3. the University- or Faculty-level committee, designated person or panel,
    4. a committee convened according to the Faculty OOR has the authority to act.
    5. With respect to student issues at the second instance the RCS has the authority to act.

## **§17 Examining Scope of Authority and Competence**

* + 1. The person, panel, committee or body acting with respect to an SEN student issue (hereinafter referred to as “Acting Body”) shall, in every stage of the proceedings examine its scope of authority and competence. If it determines a lack of scope or competence then the Acting Body shall immediately transfer the case to a person or committee with appropriate authority, and shall simultaneously notify the Student of this decision.

## **§18 Appointing the Acting Body**

* + 1. If a person with authority and competence cannot be determined then the Rector is empowered to appoint the Acting Body.
    2. The appointment of the Acting Body may happen in every stage of the proceedings.
    3. The Rector of the University shall appoint the Acting Body within 5 days following the receipt of a request or information to that effect.

## **§19 Equity**

* + 1. SEN Student issues may be decided on the basis of equity according to the SAR.

## **§20 Initiating the Proceedings**

(1) Proceedings related to SEN student issues may be started on an ex officio basis or at the request of the student.

(2) Proceedings are started ex officio if the University is obliged to do so by relevant legislation or by university regulations.

(3) Proceedings are started at student request if the student is authorized to initiate such proceedings on the basis of relevant legislation or by the SAR.

## **§21 Submitting a Request**

(1) As a general rule, SEN student requests must be submitted electronically via the Uniform Academic System (UAS) using the appropriate form downloadable from the home page of the OAA.

(2) Request submission deadlines are publicized by the OAA via the UAS before the beginning of the academic year.

(3) Those issues and collections of cases whose related requests can only be submitted electronically shall be made public among the rules of proceedings on the home page of the OAA.

(4) Paper-based requests must be submitted to the OAA at the location of the relevant training program, using the appropriate form downloadable from the home page of the OAA.

(5) Those requests for which there are no standardized forms available must contain the following data:

1. the name of the SEN student and
2. the UAS-generated code of the student.

(6) (1) If the request (as defined in §21 of the SAR) is submitted by another person (due to the impediment of the student), the request must further contain:

1. the student’s address, place and time of birth, mother’s name, as well as
2. a short explanation concerning the causes of the impediment.

## **§22 Administrative Deadlines**

(1) Unless relevant legislation, the OOR or the SAR state otherwise, student requests shall be processed within 15 days following registration of the request. If the request is submitted on a cut off date then the 15-day deadline begins from the cut off date.

(2) Processing deadlines may be set by relevant legislation, the SAR, projects, or, in the absence of those, by the Acting Body.

(3) Processing deadlines may be extended by the Rector once by a maximum of 30 days in justified cases at the request of the Acting Body.

(4) The Student and the Acting Body shall be notified of deadline extensions.

## **§23 Rectification**

(1) The SEN Student shall be required to put the request in order if necessary (as specified by legislation, the OOR or in other University Regulations) within a maximum of 8 days.

(2) In the rectification request the Student shall be warned that if the rectification is not completed within the given deadline then the Acting Body will process the incomplete request.

## **§24 Calculating Deadlines**

(1) Deadlines must be calculated in days, months or in years.

(2) Deadlines calculated in days or working days may not include the act or circumstance responsible for the starting of the deadline. The day of communication, delivery, announcement, the publication (or withdrawal) of notice is also excluded.

(3) Deadlines calculated in months or years expire on the day which (by virtue of its number) corresponds to the starting day. If this particular day is missing in the month of expiry then it happens on the last day of that month.

(4) The deadline of the requests submittable via the UAS is the day exactly indicated at the request itself.

(5) If the last day of the deadline is a holiday or a day off then the deadline expires on the next working day.

(6) The submission date of a document sent by post is the date of registration at the post office.

(7) The submission date of an electronically submitted document is the day of postage of the document but the processing deadline starts on the next working day.

(8) The acquisition of rights related to a definite date happens at the beginning of the specific day. Sanctions associated with delay or missing the deadline take effect after the passing of the last day of the deadline.

(9) In doubtful cases the deadline shall be considered as having been met.

(10) For want of relevant legislative guidelines the duration of technical malfunctions shall not be considered for the calculation of deadlines.

(11) The following cases are not included in the deadline:

1. the deadline for transfer, appointment, rectification and
2. the duration of suspension or temporary cessation.

## **§25 Omission**

(1) One who misses the deadline cannot effectively meet it unless the relevant legislation or the SAR specifies otherwise.

(2) It is not considered to be an omission if the cause is a publicly known natural event, disaster or other extraordinary circumstance.

## **§26 Justification of Absence**

(1) If one has missed a key date or deadline through no fault of their own, may file a justification of absence petition.

(2) Decision on the petition is made by the person, panel or body during whose proceedings the omission occured.

(3) The petition may be filed within eight days after realizing that a) an omission has been made, b) the hindrance has disappeared. The ultimate deadline to file a petition of absence is 30 days following the missed date or the last day of the missed deadline..

(5) In the cases of a missed deadline, simultaneously with the filing of the petition of absence the missed act shall also be completed if the circumstances make it possible.

(6) If the Acting Body approves the justification of absence petition, then the person filing the petition shall procedurally be regarded as if the omission had not been made. In order to achieve this, the Acting Body may modify or withdraw its decision, and in the case of withdrawing the decision to annul the proceedings the said proceedings will be continued and/or particular procedural steps may be repeated.

## **§27 Representation**

(1) The Student may authorize a Representative to act on his/her behalf in Student Issues.

(2) The fact of representation shall be drawn up and certified in due legal form as an authentic instrument or an authentic private document.

(3) The formal requirements of authentic instruments and authentic private documents are regulated by the Code of Civil Procedure (III/1952).

(4) The Acting Body shall in every case examine the legality of the procedure involving a representative and that of the representation itself. If the person concerned will not provide a valid authorisation despite a requirement to that effect, then the procedural steps taken by the representative shall be considered invalid and the Acting Body shall reject the procedure of the representative.

## **§28 Minutes**

(1) Public discussion, or committee meetings preceding the decision making, or the independently-conducted personal hearings (or anything mandated by the SAR) shall be recorded in the minutes.

(2) If voice recordings are made during the public discussions or committee meetings, then the written minutes shall be produced within three days.

(3) The minutes shall contain the proper name of the Acting Body, the place, date and time of producing the minutes, the name and mother’s name of the person heard, the ID card number and address of the person heard. In the case of SENstudents the minutes shall also contain the UAS-generated code, his/her legal status (e.g. whether subject to the procedure, representative, witness, expert, etc.), the reminder about rights and responsibilities, the important declarations and findings related to the case, and the signatures of the Acting Body and the rapporteur.

## **§29 Summons, notification**

(1) A summons shall be issued to the person whom the panel, person, body or committee legally authorised to hear in person in relation to Student Issues.

(2) The designation of the Acting Body, the case number, the subject of the case, the time, date and place of the hearing must be indicated in the summons besides the clarification concerning the capacity and the questions in which the summonsed person is to be heard.

(3) For the delivery of the summons the regulations of §34 of the SAR are to be applied with the caveat that those appearing in person once may be summoned orally for the other occasions, and in urgent cases the summons may be issued via telephone.

(4) The oral summons shall be recorded in the minutes about the personal hearing, while the fact of the summons by telephone shall be recorded in a separate memorandum.

(5) If the party has a representative then the summons for the hearing shall be delivered to him/her and to the representative as well.

(6) If the Acting Body deems it unnecessary to summon the student it nevertheless shall notify him/her of other persons’ hearings and offer him/her the possibility of being present at the hearing.

## **§30 Rejection without Examination**

(1) A student’s request shall be rejected without examination within 5 days if

1. the Acting Body has no authority or competence, and the request cannot be transferred,
2. the aim of the request is obviously impossible,
3. the regulations determine a deadline or time limit for the submission of the request, and the request is late or untimely,
4. the Acting Body has already made a decision on the request, and with no changes in the circumstances and regulations a new request was submitted with the same aim, and the rejection of the request is not forbidden by relevant legislation, the OOR by other University regulations,
5. the request obviously does not come from the person entitled to submit such a request, or
6. from the contents of the request it can be determined that the request is not An SEN Student Issue.

## **§31 Termination**

(1) The Acting Body terminates the proceedings if

a) the request should have been rejected without an examination but the reason for rejection became known to the Acting Body only following the onset of the proceedings,

b) the proceedings become devoid of purpose,

c) the proceedings have been started at a request and the Student has withdrawn his/her request, with the exception if the proceedings may be started ex officio and the Acting Body decides to continue the proceedings ex officio, or if there are several Parties in the proceedings and not all of them have withdrawn their request,

d) due to the death of the Student the proceedings become devoid of purpose and no procedural succession takes place,

e) the circumstance justifying the continuation of the proceedings does not exist any longer,

f) the Student in a procedure which was initiated by him/her does not provide for the authorisation of another Representative even after being ordered to do so by the Acting Body after a refusal by the original Representative; or the Student does not act in person, except when the proceedings may be initiated ex officio and the Acting Body decides to continue the proceedings ex officio, or if there are several Parties in the proceedings and they decide to act in person or their Representative has not been rejected by the authorities,

g) due to changes in the relevant legislation the case does not belong to the authority of the Acting Body any longer,

h) the procedure entails the payment of a duty or a fee (hereinafter: “fee”) or the Acting Body compels the Student to pay the procedural fee in advance, and the Student fails to pay the required amount until the expiration of the relevant deadline despite the official request by the Acting Body.

(2) The Acting Body may terminate the proceedings if (despite the official request by the Acting Body) the Student fails to complete the required rectification in a procedure requested by him/her and he/she has not asked for the extension of the deadline, or the absence of his/her declaration prevented the clarification of the circumstances.

(3) If the Student withdraws his/her request which initiated the proceedings before the decision takes legal effect, then the Acting Body withdraws its decision.

## **§32 Suspension**

(1) If decision making in the case requires the examination of a question in which another Body has authority to proceed, or the case cannot reasonably be decided without making another decision by the same Acting Body or by another authority closely related to the case in question, then the Acting Body will suspend the proceedings. If the client is entitled to initiate another proceeding with a different Body, then he/she shall be reminded of this option within an appropriate deadline. If the Student ignores the reminder, then the Acting Body will either suspend the proceedings or will make a decision on the basis of the available data.

(2) With the suspension of the proceedings every deadline will be temporarily stopped and they will be resumed (with the exception of the procedural deadline) with the termination of suspension. Every procedural step taken during suspension is void, with the exception of those that try to eliminate the cause of the original suspension.

**§33 Decision**

* + 1. The Acting Body passes a resolution on the substance of the case, while in every other question the Acting Body issues an order.
    2. The resolution shall contain

1. the designation of the Acting Body and the number of the case,
2. the name, permanent or temporary address, and the UAS-generated code of the (entitled or obligated) student,
3. the subject of the case,
4. in the operative part

(i) the decision and information on the possibility of legal remedy or judicial review,

(ii) the time limit or deadline to fulfil the obligations, the legal consequences of voluntarily not fulfilling the obligations (including the information on the obligation to pay an extra fee on the arrears and the method of calculating the amount),

(iii) the calculation of procedural fees and the decision on paying the fees if the Acting Body has not decided about that separately,

1. in the statement of reasons

(i) the findings,

(ii) the pieces of legislation and regulations upon which the resolution was made, and the reasons why and to what extent the decision described in the operative part follows from these particular pieces,

(iii) references to the fact whether the Student offered any evidence, and if he/she did, to what extent was it been taken into consideration or rejected by the decision maker,

(iv) if the cause of rejection was the incomplete nature of the request – including the lack of evidence attached – then the proof and date of the rectification request as well as inaction on the part of the Student,

(v) if the resolution was made within discretionary powers or after equity considerations then the facts and factors that influenced the exercise of these powers,

1. the relevant legislation, the SAR, the OOR or other University regulations that specify the scope and authority of the Acting Body,
2. the date and venue of decision making, the name and official position of the decision maker,
3. in the case of a paper-based document the signature of the issuer.
   * 1. If the forum of first instance approves the request then a simplified resolution may be issued from which the statement of reasons and the rectification information may be omitted. The statement of reasons may be omitted from a resolution specifying merely the time and date of a procedural step.
     2. If an SEN Student request is rejected then the decision shall be justified.
     3. Unless the relevant legislation, the OOR or the SAR or other University regulations specify further requirements, the order shall contain
4. the designation of the Acting Body, the number of the case and the name of the contact person,
5. the name, permanent or temporary address, and the UAS-generated code of the SEN Student,
6. the subject of the case,
7. the decision of the Acting Body and information on the possibility of legal remedy or judicial review, and information about the manner, deadline and venue of requesting such remedy or review,
8. the time limit or deadline to fulfil the obligations, the legal consequences of voluntarily not fulfilling the obligations (including the information on the obligation to pay an extra fee on the arrears and the method of calculating the amount),
9. information concerning the obligation to pay the relevant fees (including the appeal fee), and the methods of paying the required amounts,
10. if the resolution was made within discretionary powers or after equity considerations then the facts and factors that influenced the exercise of these powers,
11. the legislative stipulations on the basis of which the Acting Body made its decision,
12. the relevant legislation, the SAR, the OOR or other University regulations that specify the scope and authority of the Acting Body,
13. the date and venue of decision making, the name and official position of the issuer,
14. in the case of a paper-based document the signature of the issuer.

**§34 Communication of the Decision**

**(1) [NHEA Article 57 (2)] The acting body shall issue a written notification to the student about the decision taken pertaining to the student. The decision shall be binding if the student fails to submit a request for legal redress within the deadline period specified, or has opted to refrain from submitting such a request.**

(2) The Acting Body empowered to pass the decision shall communicate the decision (in writing by post, or in writing by advertisement, or electronically) to the students and all parties under effect of the decision.

(3) DAA primarily communicates decisions electronically via ETR, which qualifies as an authoritative electronic document. Assumption of delivery is 24 hours following message dispatch.

(4) Any changes pertaining to student status shall be communicated to the student via recorded delivery postal letter.

## **§35 Second Instance Proceedings**

* + 1. **[NHEA Article 57 (5)] The higher education institution may adopt the following decisions in respect of the appeal:**

**a) the appeal is dismissed,**

**b) the person who failed to adopt a decision is ordered to adopt a decision,**

**c) the decision must be amended,**

**d) the decision must be annulled, and the decision-maker is ordered to carry out a new procedure.**

* + 1. **[NHEA Article 57 (6)****] During the appeal process, the clarification of the facts, the calculation of time limits, failure to meet the deadline without fault on the part of the appellant, the form, content and notification of the decision, and the correction, replacement, supplement, amendment or revocation of the decision upon request shall be governed appropriate, by the provisions of the Act on Administrative Procedure.**
    2. All other rules of second instance proceedings are identical with applicable first instance proceedings rules.

## **§36 Right of Appeal**

* + 1. **[NHEA Article 57 (1)] In the event of the infringement of their rights, students may**

**a) seek legal assistance from the students’ union,**

**b) lodge an appeal, which shall be examined by the higher education institution,**

**c) initiate proceedings by the Commissioner for Educational Rights, provided that all remedies under this Act, except for juducual proceedings, have been exhausted.**

* + 1. **[NHEA Article 57 (3)] With the exception of decisions relating to the assessment of academic achievements, any decision or measure, or failure to act, of the higher education institution (hereinfollowing referred to jointly as “decision”) shall be subject to appeal within fifteen days following notification or, in the absence of notification, the student’s becoming aware of it. Students may also initiate proceedings against a decision relating to the assessment of academic achievements if it was not based on the requirements adopted by the higher education institution, or conflicts with the higher education institution’s rules for organisation and operation or any provision applicable to the organisation of examinations has been violated.**

(1) **[NHEA Article 58 (3)] Article 57 and paragraphs (1) and (2) shall apply mutatis mutandis to decisions and failure to act concerning**

***a)* applicants to higher education institutions,**

***b)***

* + 1. ***c)* students whose student status no longer exists.**
    2. **[NHEA Article 57 (7)] The second instance decision is effective and executable from the time of disclosure, except if the student applied for judicial review.**
    3. **[NHEA Article 58 (1)] The student may apply for the judicial review of the decision adopted in respect of the appeal within thirty days following notification, on the grounds that it violates the law or the provisions applicable to student status. For the purposes of these provisions, the provisions applicable to student status shall include provisions on the rights and obligations of students laid down in legislation and the institutional documents.**

# Chapter III

# STUDY AND EXAMINATION REGULATIONS

## **§37 The Effect of Regulations**

* + 1. The Study and Examination Regulations (hereinfollowing: TVSZ) are effective for the study and examination matters of the University’s students of all faculties, Bachelor’s and Master’s programmes, double major one-tier degree programmes, postgraduate specialisation programmes and higher education VET programmes. TVSZ is equally applicable for full-time and correspondent students, Hungarian and (in the absence of particular regulations under an Act or an international treaty) foreign nationals, registered to state-financed, state grant, partial state grant or fee-paying or fee-paying programmes.
    2. Special regulations applicable at individual training programmes are set out in their respective curricula; study and examination regulations for students registered on doctoral (PhD) programmes are set out in the University’s Doctoral Regulations.
    3. **[NHEA Article 15 (1)] Curricula shall be revised every five years. New and amended study and examination requirements shall be phased in progressively.**

## **§38 Calendar of the Academic Year**

* + 1. ***[IR Article 56 (1)] In the event of professional practicum, examinations, or any other instruction activity (hereinfollowing generally: student activity) is organised outside the regular academic year, the higher education institution shall determine which immediately preceding or succeeding semester the student activity is applicable to.***
    2. (1) ***[IR Article 56 (2)] In the last semester, following the study period, an examination period and a successive final examination period shall be provided. Examinations shall be organised in such a manner that all students these requirements are applicable to are allowed an opportunity to register and sit the examination, and, furthermore, that students are able to resit failed examinations within the same training period***
    3. (1)Each academic year consists of two training periods, named semesters. These periods consist of a registration period, a study period, and an examination period. Students’ progress is assessed within the study and the examination periods. The calendar of the academic year – the initial and final dates of registration, study, and examination periods, as well as the initial and final dates of the final examination period – is set by the Rector every academic year in consultation with the Public Servants’ Council and the faculties, in agreement with the Students’ Union, with the following considerations:
       1. The length of the study period is fourteen weeks. The schedules of the practicum/dual training semesters may differ from this, under the rules set forth in the curriculum.
       2. The curriculum of the given major (study programme) determines the schedule of the practicum/dual training semester.
       3. Prior to the study period, a registration period shall be provided, in the course of which the student finalises his/her study schedule, and fulfils his/her registration and enrolment obligations. All OE (educational organisation) unit leaders shall ensure undisturbed administrative operation, complete information provision for students, and give replies to all students’ enquiries. With respect to postgraduate training programmes, the registration period shall be set according to the particular demands of the programme; nevertheless, registration periods shall be completed by 1st October in the autumn semester and by 1st March in the spring semester.
       4. The length of the examination period is six weeks, and a minimum of 28 working days.
       5. The first week of the examination period is make-up week; it is only within this period that missed study period assignments may be made up for, or make corrections for subjects of termination rules according to ARS Article 55 (3).
       6. The Rector may allow instruction days off to be held during the academic year. The schedule of these may vary for individual campuses.
    4. One timetabled period of instruction unit lasts 45 minutes.
    5. No obligatory sessions may be held extra to timetable-scheduled activities. In cases where the lecturer arranges for an in-class test to be written outside timetable-scheduled periods, an equal number of study units to the duration of the test shall be vacated. This does not apply to make-up test times.
    6. Any changes to the timetabled scheduled courses following the onset of the study period shall exclusively be made by the Dean’s permission and in preliminary agreement settled with the students. The fact of the change shall be recorded in the UAS. The lecturer shall hold the course at the time and venue set in the UAS.
    7. **[NHEA Article 17 (1)] [t]ertiary programmes may be offered as full-time, part-time or distance education programmes.** **Full-time programmes shall comprise at least three hundred contact hours per semester.**
    8. (1) **[NHEA Article 17 (2)] Full-time programmes shall be delivered through full-time daytime delivery, based on a five-day working week, on working days. Full-time programmes may also be organised as dual study programmes.**
    9. **[N**HEA Article **17(3** **)] Part-time programmes may use the evening or correspondence delivery mode. With the exception of postgraduate specialisation programmes, the number of contact hours comprised by part-time programmes shall not be less than thirty percent and not more than fifty percent of that of full-time programmes. The number of contact hours comprised by postgraduate specialisation programmes shall be not less than twenty percent and not more than fifty percent of that of full-time programmes.**
    10. REGULATIONS PERTAINING TO STUDIES

## **§39 Student Status**

* + 1. **[NHEA Article 39 (3)]** **Student status shall be acquired on the basis of a decision on admission or transfer, upon enrolment. Hungarian (partial) state scholarship supported students are obliged to fulfil special conditions prescribed in the NHEA. Self-funding students participating in the programmes shall sign a student contract.**
    2. **[NHEA Article 39 (7)] Admitted applicants may acquire student status in the semester for which they were admitted during the admission procedure.**
    3. (1) **[NHEA Article 42 (4)-(5)] If the application for admission or transfer to a higher education institution has been accepted, student status may be acquired by enrolment following the decision on admission or transfer has become final. As long as student status exists, no further enrolment is needed.**
    4. **[NHEA Article 45 (1)] Student status shall be suspended when a student gives notice of not wishing to meet obligations in the coming academic term or fails to register for the next academic term. The period of suspension shall not be longer than two consecutive semesters.** Students may suspend their student status for no longer than four semesters.
    5. **[NHEA Article 45 (2)] The Dean of the higher education institution may allow the suspension of student status upon the student’s request** 
       1. **for a continuous period that is longer than what is specified in paragraph (4),**
       2. **or before the completion of the first semester,**

**provided that the student is unable to meet obligations arising from student status due to childbirth, accident, illness or any other unexpected cause, without any fault on the part of the student.**

* + 1. **[NHEA Article 45 (3)] Student status shall be suspended if the disciplinary sanction of prohibition from the continuation of studies is imposed on a student.**

**(6a)** (1) **[NHEA Article 45 (4)] Student status shall be suspended for the period of actual service performed by members of the voluntary military reserve force, during which period students shall be exempted from the obligations defined in the study and examination rules of the higher education institution.**

* + 1. **[NHEA Article 59 (1) ] Student status shall be terminated**

**a) in the event of transfer to another higher education institution, on the day of the completion of transfer,**

**b*)* if a student gives notice of termination of student status, on the day that the notice is given,**

***c)* if a student who cannot continue a programme funded through a full or partial Hungarian state scholarship does not wish to continue it in self-funded form,**

**d*)* on the last day of the first final examination period following the completion of a given cycle of higher education or, in the case of postgraduate specialisation programmes and tertiary vocational programmes, the last academic term,**

**e)if a student participating in a tertiary vocational programme becomes medically unfit to continue studies, and the higher education institution cannot offer another suitable tertiary vocational programme, or the student does not wish to continue studies, or is unable to continue studies because the necessary conditions do not exist, on the day that the decision on the termination of student status becomes final,**

**f) if the Rector terminates the student status of a student who remains in arrears of payment following an unsuccessful demand for payment and examining the social situation of the student, on the day that the decision on the termination of student status becomes final,**

**g)on the day that the disciplinary decision on expulsion becomes final,**

**h)if a condition for student status defined in this Act is no longer met, on the day that the decision on the termination of student status for that reason becomes final,**

**i)if a student participating in a programme funded through a full or partial Hungarian state scholarship withdraws the declaration referred to in Article 48/D(2) and does not undertake to participate in a self-funded programme.**

* + 1. **[NHEA Article 59 (3)] Higher education institutions may terminate the student status unilaterally if a student fails to**
  1. **fulfil the obligations relating to academic progress,** which means
  + that the student does not complete the obligatory first-semester courses prescribed in the model curriculum by the end of the third semester of studies (ARS Article 44 (19)),
  + obtain the minimal number of credits prescribed (ARS Article 44 (20)-(21)),
  + if the student exploits all examination opportunities given for a particular subject (ARS Article 57 (5)),
  1. **register for the next semester for the third consecutive time,**
  2. **resume studies following the suspension of student status, provided that the student has been called on to meet this obligation within a specified time limit and has been informed of the legal consequences of the failure to comply.**
  3. The faculties may prescribe further conditions in their curricula with agreement from the Students’ Union.

**(8a)** (1) **[NHEA Article 59 (4)] Higher education institutions shall terminate the student status unilaterally in cases where the total number of unsuccessful and repeated retake examinations in a given unit of study has reached five.**

(8b) A failed examination within a specific subject is a fail mark for any form of assessment specified in the particular study unit’s specifications: thus, in the case of five-grade marking the examination marks (K, E), the in-semester and continuous assessment marks (I, C); in case of a three-grade assessment system, the entry “not satisfactory”; in the case of a subject end-assessed exclusively with a signature, the entry “denied”, regardless of the fact whether the student acquired it within the study period or the examination period. The denial of the signature does not count towards the six fail marks in total (one first examination attempt, and the subsequent five in total correction examinations or retakes), if there is also a three-garde or a five-grade assessmant system for the given study unit.

* + 1. Studies may not be continued in a (partially) state-financed scheme for students who

a) (1) fail to gather at least thirty credits for the previous two active semesters, and whose cumulative study average does not reach 2.0-t, or

b) (1) must be transferred to self-financed study schemes according to ARS Article 83 (1) and (10)-(11).

* + 1. **[NHEA Article 59 (2)] According to** ARS Article 39 (7) d) **student status shall not be terminated in the case of those students participating in bachelor programmes who have been admitted to a master programme commencing in the next semester, following the award of the bachelor degree.**
    2. ***[IR Article 56 (3)] If the student fulfils the requirements for the acquisition of the final certificate by the end of the final examination period as set out in*** ARS Article 38 (3), ***the higher education institution designates the last day of the final examination period of the semester determined in paragraph (2) as the final day of the student status. In the case of these students of the given higher education institution – with the exception of those enrolled in parallel training schemes - the date of termination of student status is the same as the final day of training, as set out in*** ARS Article 39 (7) d).
    3. (1)The leaving student may not obtain study-related documents until he/she surrenders all university possessions temporarily held by him/her (books on loan, sports equipment etc) and any further items/sums owed to the university by handing in his/her completed demob sheet. All previous payments by the student may be returned only following the distraction of all outstanding payment obligations.
    4. (1) **[NHEA Article 59 (5)] This Article shall apply to students who participate in more than one programme at the same higher education institution with the exception that termination of student status shall be understood as termination of a given programme.**

**§40 Guest Student Status**

* + 1. **[NHEA Article 42 (1) a)] Students may apply for guest student status at another higher education institution in order to take courses related to the programme pursued at the home institution.**
    2. Guest student status may be acquired at the University in case the higher education unit where the student has permanent student status consents to this.
    3. Students wishing to acquire guest student status at the University must submit their application by 30th June – in the event that the student wishes to commence his/her studies in the autumn semester, or by 31st December in case of the spring semester – on the form found on the DAAhomepage. Decision on the application is passed by the Dean(s) of the receiving faculty/faculties.
    4. Detailed study management regulations pertaining to guest students arriving at our University are laid out in a separate rulebook.

**§41 Student Status for Specific Study Field Modules**

* + 1. **[NHEA Article 42 (2)] Higher education institutions may, without carrying out an admission procedure, admit persons who are not students of the higher education institution and hold a tertiary degree to any course or module of a programme offered, for the purpose of completing only that part of the programme, and may grant student status to such persons, who shall finance their studies themselves. The completed course or module may be validated in accordance with the rules of credit transfer.**
    2. Based on this status, the student may not conduct any further studies, whether vocational or professional, or request transfer, establish any further (parallel) student or guest student statuses, or suspend student status, or request funding period use.
    3. Applications of students wishing to establish student status at the University for specific modules must be submitted by 31st August in cases where the student wishes to commence his/her studies in the autumn semester, and by 31st January in cases where the student wishes to commence his/her studies in the spring semester, by filling in the form found on the DAA homepage , and submitting it to the DAA. Decision of acceptance is passed by the Dean of the receiving faculty. A pererquisite for enrolment is the signing of an adult education study contract. .

## **§42 Transfer**

* + 1. **[Nftv. 42. § (1) b)] Students** **may apply for transfer to another programme within the same field of study, offered by the same or another higher education institution.**
    2. ***[IR Article 52 (1)] Transfer, or change of major, subprogramme, training site, training language, or training system may take place from the end of the previous study period until 15th September with respect to the autumn semester, and 15th February with respect to the spring semester.***
    3. ***[IR Article 52 (2)] If new student status is created, transfer is effective by enrolment following the decision of the receiving higher education institution, as set out in (1). If no new student status is created, transfer is effective by registration following the decision passed by the receiving higher education institution. Upon transfer and enrolment or registration by the student, the University shall send the transfer decision and the date of enrolment/registration to the dispatching higher education institution and the student. The receiving higher education institution shall enter the date of transfer and the name of the dispatching institution into the Higher Education Information System (hereinfollowing: FIR); at the dispatching institution, the student designates the cause of termination of student status, and the dispatching institution enters transfer as the cause of termination of training in the FIR.***
    4. (1) ***[IR Article 52 (3)] During the transfer process the student must have uninterrupted student status following the transfer decision date to subsequent enrolment/registration, or else the higher education institution shall revoke its transfer decision according to NHEA Article 57 (6).***
    5. ***[IR Article 52 (4)] Transfer may only be requested between training programmes of the same level, except transfer***

***a) according to Article 8 of Government Decree 283/2012 (4th October) on the system of teacher training, the order of specialisation, and the register of teaching majors,***

***b) from double-major one-tier programmes into Bachelor’s programmes,***

***c) from Bachelor’s or double-major one-tier programmes into higher education professional trainings.***

(6) Students may be transferred from other higher education institutions, faculties, or training systems if they possess a minimum of 25 transferrable credits to the receiving programme.

(7)The receiving faculty’s Dean passes decision on transfer, or enrolment to a minor, or specialisation, and the termination thereof.

(8)Upon transfer previously completed courses are evaluated by the Study and Credit Committee (hereinfollowing: TKB. The document declaring the transfer must contain regulation of which major the transferred student may commence his/her studies on, and of which semester he/she may continue his/her studies with. Regulations must be laid out about the credit points of accepted subjects and about the mode of financing. Transfer applications must be submitted to the DAA by filling in the form found on the DAA homepage, no later than 15th July in cases of the autumn semester, and 15th January in cases of the spring semester. The decision on transfer must be passed within five calendar days of the receipt of application.

(9)Students shall be given the opportunity of registration to courses built on those accepted under the transfer process in the semester of the transfer.

(10)Students who are obliged to fulfil fewer credits than the number of prescribed institutional credits for the gaining of the final certificate may not be transferred. (See: ARS Article 62 (2))

## **§43 Enrolment, Study Shedule Setting and Registration Obligations for Students**

## Enrolment takes place at the initial date of the student status by completing the enrolment form. Upon enrolment the higher education institution creates a registry sheet for the student.

* + 1. **[NHEA Article 42 (5)] As long as student status exists, no further enrolment is required.** Students are required to register for academic terms, before the start thereof, in accordance with the rules of the higher education institution. **Students who have failed to fulfil their payment obligations in due time shall not be allowed to register.**
    2. ***[IR Article 51] With the exception of conditions set out in*** ARS Article 39 (5) ***students may revoke their enrolment effected according to*** ARS Article 43 (2) ***no later than a month from the commencement of their studies, or may request the suspension of their studies to the aforementioned deadline. If the student does not revoke his/her enrolment or does not request suspension of their studies by the aforementioned deadline, the semester qualifies as an active semester and generates obligations resulting from the rules of (partial) Hungarian state grant-supported studies or according to the terms and conditions of the study contract, regardless of the fulfilment of study requirements. If the student suspends his/her studies or fails to register by the deadline, this does not result in termination of student status; the given semester shall be recorded as a passive semester.***
    3. (1) By the end of the registration period, the student must record in the UAS if he/she intends to continue his/her studies, or if he/she is obliged to report suspension of student status. The student is obliged to register for subjects no later than 8:00 a.m. on the first working day following the end of the registration period each semester, or else the semester qualifies as passive. All students are considered as registered to an active semester who have registered for at least one subject in the given semester, and who have no expired financial debts.
    4. With the exception of the semester of enrolment, the student shall compile a preliminary study schedule. No course cancelling or course registration revocal is possible following 12:00 a.m. on the last working day of the registration period. The student shall finalise his/her study schedule no later than 8:00 a.m. on the first working day following registration week.
    5. In cases when the placement on a course is based upon the result of a test, the result of the placement shall be made public no later than 12:00 a.m. on the last working day of the registration period, with results sent to the Students’ Union.
    6. In order to facilitate the compilation of the study schedule, the DAA shall create the list of course names and codes to be run in the given semester; their respective requirements, the minimum number of students required for launching the course, and the maximum number of students allowed to register. This wiil be completed no later than the end of the previous semester, and in the case of professional further training, no later than the end of the week preceding the registration period. In order to comply with these regulations, instruction units shall provide the required information to the DAA by a set deadline, according to the curricula in effect. In cases where a new subject is offered the instruction unit shall previously send the topics of the new subject to the DAA along with the judgement of the OKB no later than the end of week 12 of the previous semester’s study period. Following this, the DAA is responsible for entering the subject into the UAS.
    7. **NHEA Article 49 (2), (2a)] In the course of their studies, students shall have the opportunity to collect up to five percent of the total number of credits required for obtaining a diploma, by taking optional courses, or by participating in voluntary activities in substitution for those courses, pursuant to the higher education institution’s rules for organisation and operation. In addition to this students shall also be given the opportunity to choose from courses with a total credit value that exceeds the total number of credits required by at least twenty percent. It shall be ensured that students may be includeds in their individual study schedules, without having to pay any addsitional cost or fee,**

**a)** (1)**[ courses with a total credit value that exceeds the total number of credits required by at least ten percent, and**

**b)** (1)**[ courses taught in a language other than Hungarian up to ten percent of the total number of credits required.**

* + 1. Taking all options into consideration, students are free to choose between parallel-run courses of the same subject

**(9a)** (1)**[NHEA Article 49 (3)] Students may take courses offered under other programmes at the higher education institution with which they have student status or at other higher education institutions, as guest students, provided that such courses relate to their programmes of study,** with consideration of institutional capacities**.**

* + 1. Obligatory subjects shall be offered in the semester set in the curriculum. In cases of elective subjects, minimum student numbers must be made public when the course is offered. If the number of students reaches the minimum, the course for the subject shall be launched.
    2. Registration to obligatory subjects in the model curriculum semester may not be denied for students who have completed the prerequisite course(s) to the subject. The institutional unit responsible for education may have the option to open waiting lists or pool courses, but in such cases students’ actual placement in courses shall be provided; if no further capacities are found, registration shall be waived.
    3. In cases of subjects where assessment types make it possible, examination courses may be offered, on condition that the student has fulfilled the requirements for the signature for the respective subject in a previous semester. In cases of an examination course, there are no timetable-scheduled contact sessions. In a phase-out programme if the number of applicants of the subject does not reach the minimum required to launch the course, the education unit may offer an examination course of the subject by allowing the completion of other, non-equivalent subjects under unchanged examination requirements. In this event the previous obtaining of a signature is no prerequisite for registration.
    4. Finalised study schedules may consist exclusively of courses of fulfilled prerequisites by the student.
    5. No subject may be registered for or no registrations may be cancelled following the finalisation of the study schedule.
    6. The student may file a complaint about information provided on the course within five days following the end of the registration period. The Head of DAA shall investigate the student’s complaints regarding course registration within three working days. The student shall receive an electronic message about the results connected to course registration no later than the end of the third week following course registration.
    7. Upon registration the student shall check his/her personal data in the UAS and report any changes. Any event resulting from the student’s failure to comply is considered as arising from the student’s conduct.

## 

## **§44 Rules of Credit Accummulation**

* + 1. **[NHEA Article 49 (1)] In the course of studies at a higher education institution, the fulfilment of academic requirements shall be expressed in academic credit points (hereinfollowing referred to as “credit”), assigned to specific courses and curriculum units, and shall be assessed by marking. The total of the credits accumulated shall express progress toward the completion of a given programme, while the mark received shall express the quality of performance.**
    2. **[NHEA Article 49 (4)]** The faculty responsible for the programme **shall provide recommended curricula in order to help students create their own study schedules.**
    3. ***IR Article 54 (1)] In determining the credit value, the sum total of student study time contains the total number of classroom sessions as well as individual study time required of students. In the model curriculum offered by the higher education unit, with the exception of professional further training modules, the credit values of individual semesters – with consideration of the training duration prescribed by the institution – may diverge from thirty credits with a maximum of three.***
    4. ***[IR Article 54 (2)] The curriculum based on competences (attitudes, views, independence, and responsibility) consists of obligatory, obligatory elective, and elective subjects, subject units, and criterial requirements. In the case of elective subjects,*** the University ***may not limit the student’s choice among the subjects offered by higher education institutions.***
    5. ***[IR Article 54 (3)] Classroom sessions and credits shall be assigned to subjects and curricular units. The credit value expresses the amount of study work required to fulfil requirements, and furthermore, how many credits the student may attain by registering for the study unit and fulfilling study requirements. Credits may exclusively be assigned to such subjects or curricular units the accreditation of which is done according to***  ARS 55 Article (23)***. Only a non-decimal number of credits may be assigned to a subject.***
    6. ***[IR Article 54 (4)] The average number of individual student work hours for the whole programme period may not exceed the triple of the number of classroom sessions on full-time programmes, and sevenfold an a part-time or evening programme, twelvefold on a correspondence programme, and twenty-fivefold on a distance-learning programme.***
    7. ***[IR Article 54 (5)] On part-time programmes, the number of credits required for a specific training unit shall be identical to the number of respective credits assigned on a full-time programme.***
    8. ***[IR Article 54 (6)] The curriculum determines which subjects shall be previously completed by the student in order to register for specific subjects (study prerequisites order). A subject may have as prerequisite(s) no more than three other subjects, or, depending on the training goal, one subject module of no higher than 15 credits in value. For specific subjects determined in the curriculum, parallel registration for other subjects may be set as a prerequisite.***
    9. (1) The model curriculum shall be compiled in such a way that it contains maximum six examination-assessed subjects per semester, as set out in the assessment type directives in ARS Article 55 (3) c) and d). (Exception: double-major one-tier teacher training programmes.)
    10. ***[IR Article 57 (1)] The student may accummulate the credits sufficient for the attainment of the final certificate in a shorter or longer time period than set out in the training and exit requirements.***
    11. The curriculum of the major shall contain in Hungarian and English:

1. the training aim of the major, the duration of training, the designation of qualifications;
2. all obligatory and obligatory elective subject broken down to periods of education; the name of the responsible education unit;
3. *classroom session* numbers by week (or semester) (broken down to lecture + classroom practice +laboratory practice) and the assigned *credit* points;
4. assessment types for subjects;
5. *criteria requirements* and their fulfilment dates;
6. assessment levels;
7. conditions and rules for choosing *subprogrammes* or specialisations, and the conditions and rules for choosing a minor, and their respective *modules*;
8. time of the practicum and fulfilment requirements thereof;
9. the prerequisite studies schedule;
10. assessment forms, or other assessment types as enlisted in Article 38 (22);
11. prescriptions the *thesis* (*dissertation*) requirement fulfilment;
12. prerequisites for final examination registration;
13. the type and subjects of the *final examination,* and the rules of the selection thereof;
14. calculation rules for degree class.
    * 1. The course description determines the aim of the subject within the general training programme targets, prerequisites to registration to the subject, the limits of course registration in cases of identical content course fulfilment, classroom sessions number within the training period, credit point value, responsible lecturer, and the weekly topics. The respective educational unit is responsible for the compilation and publishing of course descriptions.
      2. (1) The course requirements section contains: the type of study-period assignments, conditions of attaining the course signature, examination requirements, the formulation of the course final mark and options for its betterment, and the option and conditions of attaining a mark offered by the lecturer.
      3. The course requirements are determined by the responsible education unit. The Students’ Union has the right to give its opinion on requirements and conditions.
      4. If the mark received for a subject counts toward the class of the degree, students shall be specifically advised on this before the start of the subject’s instruction; such information shall also be published in the written course requirements.
      5. (1) The system of course requirements shall be finalised no later than 12:00 a.m. on the last working day before the end of the registration period. Any changes in the finalised course requirements may be initiated by the lecturer under the agreement of minimum 50% of students registered for the course and exclusively with the cooperation of the DAA. Minutes must be taken of the change, with all course participants informed.
      6. Signature of the course may only be denied due to absence from classroom sessions if the student’s absence exceeds 35% of the semester’s classroom session number for full-time students, and 50% for correspondence students.
      7. It does not qualify as absence if the student participates in non-timetable obligatory university activities (study field trip, sports and study competitions under the permission of the University, school teaching practice, study farm practice, university committee or council sessions, etc.).
      8. Obligatory subjects of the model curriculum shall be completed in the three initial active semesters.
      9. Curricula of majors shall contain minimal credit point values to be attained by the student during a specific study phase.
      10. All requirements for the attainment of the degree certificate shall be fulfilled within double of the model training duration.
      11. For filter levels determining the minimum credit point value in specific training programme phases, credit point values for subjects accepted from previous studies may not be taken into account.
      12. Full-time students are obliged to participate in two 45-minute PE sessions weekly for two semesters in professional further training programmes, four semesters in Bachelor’s programmes if not otherwise determined in the model curriculum, but at least for two semesters, and in Master’s programmes, in the set semester. With consideration of limits on participant numbers, students may participate in any sessions offered, but may only fulfil one PE subject per semester. With the consent of the educational unit head, in certain exceptional cases, more PE sessions may be fulfilled. PE fulfilment is recorded with a signature for the course. Course fulfilment requirements for signature shall be published as determined in ARS Article 53 (1). No exemption may be given on the grounds of PE completed during previous studies, but if the time period until the attainment of th epre-degree certificate (absolutorium) is shorter than the period required for all PE courses, the maximum number of PE courses shall be limited to the number of semesters in the training programme. Fulfilment of PE courses is a pre-requisite of the issue of the pre-degree certificate (absolutorium).
      13. The range of voluntary activities to substitute elective courses is determined by the OKB along with principles of evaluation.

## **§45** **Partial training**

* + 1. Students may get permission to continue their studies for a certain period of time in other institutions of higher education (abroad) if they submit a request for it in advance.
    2. Students participating in such partial training programmes are still obliged to enroll for the given semester according to 26.§.
    3. Partial training is endorsed by the Dean. Endorsement can be rejected if the credits obtained as a guest student cannot be accounted for in the student’s studies.
    4. Endorsement of student performance on organised partial training abroad is done according to relevant contractual terms.

**§46 Terms of participation in student mobility programs**

## Support is offered to students of the university for international educational, cultural and professional mobility through the framework of scholarship programmes. Allocation of scholarship is administered through an application system. Calls for application are made by the intitute’s mobility coordinator following a MOB decision. Scope of eligibility of applicants has to be described in the call for application. Applicants are to be enrolled students of the university with relevance to the semester when they hand in their application as well as for the duration of the scholarship.

* + 1. Application is to be submitted via the form with the content relevant to the description defined in the call.
    2. If the student cannot justify their required language level (B2 or C1) with a language examination certificate, they shall be submitted to an interview in the foreign language. A detailed description of the interview is included in the call for applications
    3. In cases where the total amount of support has been transferred to the student but has not been used up, the student is obliged to repay the entire sum.
    4. Credits obtained abroad shall be accounted for in the student’s studies back home in accordance with the rules and regulations of ARS 55. §..
    5. Students going abroad but having a valid student relationship/ contract with the university shall still receive their grants and student loans at home.

## **§47 The Order of Procedures Pertaining to Mobility**

* + 1. Current application deadlines are published on the university homepage by the institutional mobility coordinator.
    2. Guest students may be accepted on condition of a completed bidding process.
    3. Bids are evaluated by the MOB. Guest student status may only be extended within one academic year. Extension does not qualify as new bid submission.
    4. Fifteen days prior to the commencement of the academic year the DAA registers students’ personal data and course selections in the UAS. Data of guest candidates who are not granted guest student status shall be deleted from the UAS by day 30 after the commencement of the given semester at the latest.
    5. The guest student shall establish contact with the institutional mobility coordinator not later than one week after arrival.
    6. The student has the option to register for subjects offered by the faculty which are not published in the course list of the institution or not specified in the student’s Learning Agreement. The guest student is informed of this by the faculty coordinator.
    7. The guest student shall finalise their elected subject registration with the help of the faculty coordinator no later than two weeks following arrival,
    8. The faculty coordinator shall send the list of courses selected by students to the DAA not later than the end of week four of the study period. The DAA is responsible for registering students for their respective courses.
    9. Lecturers shall enter attained marks for courses registered in the UAS according to the regulations specified in ARS Article 55.
    10. The DAA shall be responsible for issuing the credits certificate attesting to study results and for closing the student’s study record in the UAS.

(11)The institutional mobility coordinator shall send the credits certificate of completed courses and results to the student and the residence certificate following the termination of residence.

**§48 (1)The Duties and Obligations of Foreign Guest Students**

* + 1. It is a duty of the guest student to:

a) sign the residence contract in the case of student hostel placement and adhere to student hostel house rules;

b) establish contact with the institutional mobility coordinator within one week after arrival;

c) finalise course registration and send it to the institutional mobility coordinator no later than two weeks after arrival.

* + 1. If the guest student is found guilty of a serious breach of mobility and institutional rules and regulations, the institutional coordinator shall terminate the Learning Agreement upon prior consent of the Rector.

**§49****(1) Mentoring Foreign Students**

* + 1. Tasks within the responsibility of the students’ Union
    2. a) the promotion of guest student social accommodation and well-being,

b) forging ties between Hungarian and foreign students,

c) assisting foreign guest students in Hungary in the new cultural environment,

d) the provision of assistance to arriving students in the organisation and execution of Orientation Days held at the beginning of every semester, in cooperation with the institutional coordinator,

e) the creation of a mentoring system,

f) task definition for mentors and the coordination of their work.

* + 1. Mentors’ tasks may be the following:
  1. reception of foreign students on arrival and escorting them on leaving,
  2. assistance provided in administrative matters (e.g.: registration, student card issue, residence permit administration),
  3. presentation of the institution, the student hostel, the town and the area to foreign students and escorting them in general,
  4. participation in organising a range of cultural and social events, free-time activities for incoming students (e.g.: museum visits, sightseeing trip, excursions).

## **§50 Rules and Regulations for Subject/Course Recognition**

* + 1. **[NHEA Article 49 (5)] Credits shall not be awarded for a given learning outcome more than once. Credits shall be recognised only after a comparison of the learning outcomes forming the basis of the credits gained, based on the outcome requirements of the courses (modules) concerned. Credits shall be recognised if there is a seventy-five percent or closer match between the learning outcomes compared.** **The comparison of learning outcomes shall be carried out by** the faculty TKB**.**
    2. **[NHEA Article 49 (6)] The credit transfer committee may recognise prior non-formal and informal learning, as well as work experience, for the purpose of the fulfilment of academic requirements.**
    3. ***[IR Article 54 (7)] Requirements set in the curriculum need not be fulfilled if the student mastered them earlier and produces veritable evidence thereof. According to*** ARS Article 50 (1) ***credits accumulated in a training programme – if prerequisites are fulfilled – shall be recognised on the grounds of studies conducted at any higher education institution, regardless of which higher education institution or at what training level the student completed those. Recognition – based on the study programme – is executed exclusively by comparing competences[knowledge, (partial) application skills and further (partial) competences, especially attitudes, views, independence and responsibility] surveyed for the calculation of credit point value.***
    4. ***[IR Article 54 (8)] The study output credit value recognised according to*** ARS Article 50 (1) ***equal the credit value of the curricular requirement deemed fulfilled; the attained mark, however, may not be modified under the credit recognition process.***
    5. ***IR Article 54 (9)] Previously attained competences in a non-formal (extra-academic but organised) or an informal (extra-academic, experience-based) learning schemes or the recognition of gained experience may result in credit-value recognition of a competence (knowledge, achievement, results, skills, or further competences) on specific majors, or they may provide grounds for exemption from specific subjects. The credit transfer committee shall ascertain the existence of such knowledge within the credit recognition process based on the student’s documents – in the course of an appropriate evaluation procedure.***
    6. ***[IR Article 57 (2)] If the student’s study performance is accepted, the credit value shall be independent of the mark received by the student for his/her performance.***
    7. ***[IR Article 57 (5)] Under the credit system, the preliminary declaration made by the*** University ***during a student’s partial education period about the recognition of study results may not be revoked with retrospective effect. Preliminary declarations shall be issued upon decision passed by the credit transfer committee.***
    8. ***[IR Article 57 (6)]*** The University ***shall, upon request, complete the preliminary credit transfer process. Within the preliminary credit transfer process, the*** faculty TKB ***passes decision on the existence of (fulfilment-dependent) credit as well as credits already attained by the applicant, or to be reasonably attained on fulfilment of study requirement s by the end of the semester during which the application was filed (dependent on the fulfilment of requirements). Credits recognised by the*** faculty TKB ***shall be deemed recognised on actual studies commencement without the submission of any further application.***
    9. For the recognition of requirements based on work experience the lecturer responsible for the course shall gain proof of the skills mastered in the form of an oral, written or practical assessment.
    10. Revision of subject recognition may be requested no later than the end of the registration period. The decision passed as the result of the inspection shall be published within fifteen working days. A procedures fee shall be paid upon submission of the request according to ARS Article 97 (4) if the student did not complete the subject course at our University.
    11. If there is an existing course recognition decision, the student is required to electronically submit the credit recognition request via the UAS within the registration period or no later than the second working day following the last working day of the examination period. The recognised subject shall count towards the study result average of the given semester.
    12. If the student requests recognition of the subject credits gained at another institution/programme within the semester of course completion, the recognised subject will count towards the study result average and grant index of the given semester

**§51 The Concessional Study Schedule**

* + 1. A concessional study schedule option may be granted in a well-justified case, with the permission of the faculty’s TKB. The electronic application for a concessional study schedule may be submitted by the end of the registration period.
    2. The application for a concessional study schedule is evaluated by the TKB within fifteen days of submission. Permission may be granted for one semester at a time, for subjects designated by the student.
    3. Based on the permission, the student may be granted full or partial exemption from participation in classroom session, or may close the study period earlier, or may be granted similar concessions. Under a concessional study schedule, no exemptions contradicting curricular requirements may be granted, especially not exemptions from course prerequisites
    4. Students with concessional study schedules shall fulfil course-related requirements individually set by the relevan lecturer/the educational unit.
    5. The President of the Students’ Union shall be granted a concessional study schedule for the period of his/her office mandate in order to be able to fulfil office-related tasks, on individual agreements with lecturers.

## **§52 Information Provision for Students**

* + 1. ***[IR Article 53 (1)] The higher education institution shall compile the institutional guide in Hungarian and at least one foreign language (preferably English). The institutional guide shall contain general information about the higher education institution and – broken down into training periods – information pertaining to training programmes.***
    2. ***[IR Article 53 (2)] The general information section on the higher education institution shall be compiled in a manner which ensures that relevant information may be gained from it prior to the commencement of training on the following:***

***a) name, address, and institutional ID number of the higher education institution;***

***b) general characteristics of the higher education institution, and specific conditions of (partial) Hungarian state-funded training programmes;***

***c) the full system of requirements for students, or electronic access thereto;***

***d) the schedule of the academic year and the instruction periods with the most important dates for students;***

***e) the order of procedures for students’ study matters, and office hours;***

***f) the order of procedure for final examination application, and the parts of the final examination;***

***g) names and contact information for institutional mobility and challenged student coordinators, with a short introduction of their activities;***

***h) the order of procedure for student legal remedy seeking;***

***i)study or career counselling access;***

***j) enrolment and registration procedures;***

***k) specific information for foreign students (especially pertaining to the acquisition of a residence permit, admission requirements, costs of living, healthcare and insurance);***

***l) sums of fees and tuition collected by the higher education institution, and general terms and conditions of study programme contracts;***

***m) student hostel facilities;***

***n) library and IT services;***

***o) sports facilities and opportunities, and free-time activities.***

* + 1. ***[IR Article 53 (3)] The programme information section of the institutional guide shall be compiled in a manner which enables the student to gain full knowledge of the following prior to the end of the study period preceding the course registration for the given semester:***

***a) the recommended curriculum applicable to students of active status for the given instruction period, which shall contain the subject- and module-specific realisation of knowledge fields set in the training and exit requirements with respect to the breakdown of training duration to instruction periods, the system of study prerequisites, credits assigned to subjects or curriculum modules, requirement criteria, modes of requirement fulfilment for students, assessment types, and conditions for entry to the final examination,***

***b) pertaining to all subjects***

***ba) the name of the subject, number of contact sessions, credit value, course code, model curriculum recommended semester number, the frequency of the course being offered,***

***bb) the language of instruction if other than Hungarian,***

***bc) study prerequisites,***

***bd) classification of the subject as obligatory, obligatory elective, or elective,***

***be) the timetable of the course,***

***bf) the subject’s responsible lecturer,***

***bg) the instruction aim of the subject content,***

***bh) a description of the subject to facilitate decision making according to NHEA Article 49 (5), and contains the description of attainable knowledge, (partial) skills and (partial) competences (attitudes, views, independence. and responsibility),***

***bi) requirements to be fulfilled during the study period,***

***bj) assessment modes and the pacing thereof for acquired knowledge and (partial) skills and (partial) competences (attitudes, views, independence, and responsibility),***

***bk) study materials at disposal to aid the acquisition of knowledge, skills, and competences (attitudes, views, independence, and responsibility), and***

***bl) the recommended literature.***

* + 1. (1) ***[IR Article. 53 (4)] The institutional guide shall be published in print or electronically on the institution’s website according to the rules and regulations of the institution, in a manner which allows students to clearly follow and keep pace with all modifications and the coming into effect thereof in the time period of their active student status.***
    2. ***[IR Article 58 (1)] Three weeks prior to the end of the study period,*** the University shall publish in the ETR

***a) the dates of specific examinations,***

***b) the persons contributing to administering the examination,***

***c) the time and manner of application,***

***d) the publication date of examination results, and***

***e) resit options.***

**RULES AND REGULATIONS PERTAINING TO ASSESSMENT**

**§53 Course signature**

* + 1. The list of requirements for course signature shall include the following:
       1. requirements for examination registration,
       2. requirements for participation in classroom sessions,
       3. number, requirements, make-up and betterment options of study period assessment (in-class test) occasions),
       4. make-up options for absences.
    2. Signature for the course certifies the student’s fulfilment of set requirements of theoretical and practical classes in the curriculum. If a signature is denied, communication of the denial shall be communicated in the UAS as soon as the reason for this is clear, but no later than the commencement of the examination period.
    3. In cases where the student fails to fulfil requirements for the attainment of a subscription which are by nature remediable, an opportunity to fulfil, requirements may exclusively be provided during the first two weeks of the examination period.
    4. The student may not sit examinations if he/she owes payment to the University. In this case the student’s application to the examination shall be barred in the electronic registration system. This barring should be complied with by the lecturer.
    5. If the DAA does not publish course requirements by the set date, signature to the course may not be denied, except for denial due to absence (ARS Article 44 (17)). Requirements for signature attainment shall be published no later than 12:00 a.m. the day preceding the last of the examination period; failure to comply shall result in dean’s action, with the information of the Students’ Union.

## **§54 The Examination Period**

* + 1. **[NHEA Article 49 (4)] Higher education institutions shall provide recommended curricula in order to help students create their own study schedules. Higher education institutions shall ensure for all students the opportunity to participate in assessments and to repeat successful or unsuccessful assessments, guaranteeing that such repeated assessments are carried out in an unbiased manner.**
    2. The semester’s examinations shall be scheduled in the examination period based on the Rector’s decision according to ARS Article 38 (3).
    3. The lecturer of the course shall inform students of set examination dates at least three weeks prior to the commencement of the examination period; likewise, examination dates shall be published by thr DAA on the ETR, and electronically sent to the Students’ Union.
    4. The examination shall be organised in such a manner which allows all involved students to register to and sit for examination; an opportunity shall be provided to all students to resit examinations within the given instruction period (hereinafter: betterment examination). With respect to this, the educational unit shall schedule examination dates at an even distribution over the examination period.
       1. Once published, an examination date may not be cancelled; the provision of an examination date may not be dependent on a minimum number of registered students.
       2. For subjects with assessment forms specified in ARS Article 55 (3) (c) and (d) the number of examination dates shall relate ≥ (subject registered student / maximum student number per occasion [=limit]) +3 dates, which means a minimum of four examinations in total. For calculations for a given subject, all examination occasions for the same calendar day shall be considered the same; in this case, the limits will add up. In case limits differ for specific examination dates of the same subject, calculation shall be based on the arithmetical average thereof. This calculation method does not need to apply to examination courses if there are examination dates only within the registration period.
    5. The number of examination dates is set by the educational unit with the – retrospective - agreement of student representatives. In full knowledge of examination days, the student may decide which examination date he/she wishes to register for among those provided by the educational unit.
    6. A pre-examination is possible to sit with permission from the lecturer: the result shall become valid after fulfilment of examination registration requirements. As part of examination courses, pre-examinations may be sat during registration week. Pre-examinations sat during registration week shall count towards the study average of the given semester. If the student sits for a pre-examination, the given semester may not be taken as passive.
    7. The pre-examination may not be calculated among examination dates specified in paragraph (4). An examination sat during the study period may not infringe study duties.
    8. In case of professional field further studies the examination schedule may conform to the study schedule, but students shall be informed of this fact in writing at the commencement of the semester. Semester closing may not deviate from set academic year schedule.
    9. The departments shall enter all exam grades into UAS within three work days after the exam. In case of an exam on the last two days of the exam period, exam grades shall be entered into UAS before noon of the first work day following the exam period. Should the department fail to do so, the dean of the faculty is to see about the matter.

## **§55 Assessment Procedures**

* + 1. ***[IR Article 56 (6)] Students’ performance is subject to assessment over the entire duration of the training period. Student performance may be assessed by a variety of methods: they may be diagnostic, supportive (formative), or summative; assessment may be realised continuously or on a single occasion. Assessment methods and occasions may be applied in combination. Closures of subjects may be realised with in-semester or examination marks. An in-semester mark is based on the continuous assessment of subject requirement fulfilment within the semester. The examination mark is based on the result of an oral or written examination sat during the examination period.***
    2. A valid mark may only be attained for courses registered and accepted during the course registration period.
    3. With respect to the type of mark to be attained, courses may be classified in the groups below:

1. (1) *continuous assessment (F): continuous assessment-*based mark within the examination period, exclusively on make-up week, *with an opportunity for betterment.*
2. *in-semester mark (É): continuous assessment-based* mark *without a betterment opportunity* within the examination period (when the opportunity for betterment would mean make-ups for laboratory practice, semester practical tasks, or a make-up for teaching practice). In cases of a fail mark the course must be retaken.
3. *oral (colloquial) examination (K): examination period assessment-derived* mark – may be written, oral or the two combined.
4. *examination (V): a combination of in-semester and examination period assessment –* in-semester performance is part of the final mark derived after the examination.
   * 1. assessment specified in (3) a) and b) (hereinafter: practical mark) shall be completed by the end of the last working day of the semester; the mark shall be produced and published within three working days of the assessment date. If this does not happen, in the event specified in (3) a) the lecturer is obliged to provide an extra occasion for betterment in addition to the ones set out in the course description.
     2. In the case of points (3) c) and d) (hereinafter together: examination) no in-class test may be administered during the last study period week; the result of the in-semester task shall be published by the beginning of the examination period.
     3. On arrival to the examination the student is obliged to prove his/her identity with picture ID upon request from the lecturer.
     4. Oral examinations – among them, the defence of the diploma dissertation or degree thesis – are open to the public, except for defences of classified theses. If a student requests it, he/she may obtain a certificate sheet from the DAA. At an oral examination, the lecturer will immediately enter the result on the examination sheet and the certificate sheet and sign it. In the absence of a certificate sheet the lecturer may register and certify the examination result on the examination sheet with his/her signature. The certificate sheet is kept by the student; in cases of erroneous UAS result entry, the student may request an investigation based on the certificate sheet. The certificate sheet may not be used as a substitute for a study book extract.
     5. *A rigorosum* is a closing assessment type for a group of subjects crucial and fundamental to the training goal. The curriculum may prescribe the combined assessment of multiple subjects at the rigorosum. A rigorosum contains an oral assessment component, as well. Marking is carried out using a five-grade scale. No rigorosum may be prescribed for a final examination subject. Prerequisites to the rigorosum shall be checked by the rigorosum examination board.
     6. A rigorosum shall be sat before a board of at least two lecturers with minutes taken.
     7. The exact time and venue shall be made public at least five days prior to an in-class assessment.
     8. In case of a written in-class assessment the involved student is entitled to receive access to the corrected and assessed paper at the time and place made public by the education unit. Documents of written assessment are obligatory to be submitted as study documents and be archived for five years by the education unit according to the rules and regulations of document management.
     9. The student is obliged to appear at the time chosen by him/her at the examination, and stand by from the commencement of the examination to ensure a smooth examining routine. The student shall record a postponed examination no later than 12:00 a.m. the day preceding the examination in the ETR; he/she may also delete previous registration. If the examination does not start within 30 minutes of the published time, students shall report this to the educational unit, or the DAA, or the Students’ Union. If the examination cannot be started within 60 minutes of the published time, steps shall be taken according to ARS Article 37 (19). Minutes shall be taken of the event, which shall be sent to the Dean of Faculty responsible for the subject, or to the rector of the university if there is case for his/her involvement.
     10. Examining lecturers are obliged to enter examination results after each examination onto the examination sheet printed out from UAS in numbers and letters, sign it in his/her own hand, and enter results electronically into the system. At the end of the examination period the cumulative examination sheet shall be printed from the electronic system and compared to examination results. The lecturer certifies with his/her signature the validity of results printed from the electronic system entered on the cumulative examination sheet. All examination sheets must be kept for five years at the education unit. The head of DAA may control examination sheets and modify marks in the electronic study system in case of divergence with printed result sheets upon request from the lecturer or well-grounded complaint from the student.
     11. The student shall certify proper reasons for absence from an examination to the DAA five working days after the termination of his/her state aof hindrance.
     12. ***[IR Article 58 (3)] In case of absence from an examination, the student’s performance may not be assessed.***
     13. In absence of a certificate for non-appearance at an examination, the student shall be fined according to ARS Article 97 (2.
     14. An opportunity for short preparation shall be provided to the examinee before the examination presentation. Upon request from the student, the examination may commence without preparation time, immediately after the disclosure of the examination question.
     15. The examining lecturer, or in the event of his/her hindrance, the education unit chair or the examination board chair is responsible with a right of action for the calm and undisturbed administration of examinations.
     16. If the examiner is unable to hold or finish the examination, a new date shall be set in consultation with students.
     17. Students who use aids not allowed at the examination shall fail the examination and may not resit the given examination within the same semester. Disciplinary action may also be launched against him/her.
     18. Board chairs for rigorosa or examination resits are invited by the education unit chair, or, in cases of involvement, a person appointed by the Dean.
     19. Appropriate assessment forms – in harmony with the training aim and built on one another – are specified in the curriculum, the contents thereof, in the course programme.
     20. ***[IR Article 56 (7)] The evaluation of Student performance may be:***

***a) five-grade: excellent (5), good (4), average (3), satisfactory (2), unsatisfactory/fail (1),***

***b) three-grade: highly satisfactory (5), satisfactory (3), unsatisfactory/fail (1),***

***c) any other evaluation system*** set in the curriculum***, if it provides proper comparability with other assessmant systems.***

* + 1. In the case of five-grade evaluation:
       1. *excellent (5)* is a mark given to the student who is familiar with the entire material in-depth and in its context, and is able to apply it appropriately,
       2. *good (4)* is a mark given to the student who is well familiarised with the entire material and is able to apply his/her knowledge appropriately,
       3. *average (3)* is a mark given to the student who is familiar with the key elements of the material and is able to apply his/her knowledge with sufficient skill,
       4. *satisfactory (2)* is a mark given to the student who is acceptably familiar with key elements of the material and shows sufficient skill in the application of this knowledge,
       5. *unsatisfactory/fail (1)* is a mark given to the student who does not possess the theoretical and practical knowledge essential for his/her further studies or the practice of the chosen profession.

## **§56 Offered Marks**

* + 1. The lecturer may offer a mark to the student based on in-semester or students’ scientific circle performance.
    2. The offered assessment (mark) shall be communicated to the students by the lecturer not later than the last classroom session of the subject; these shall be immediately recorded on UAS. The student is under no obligation to accept the offered assessment; he/she may ask to sit an examination. The student has to accept the offered mark within the examination period in UAS. The offered mark not accepted by the end of the examination period becomes invalid. The student shall be informed about this three working days prior to expiry by the DAA.

## **§57 Resits of Failed examinations and Re-registration to Subjects/Courses**

* + 1. In case of a failed examination, the examiner shall enter the fail mark and the fact ″not satisfactory” on the examination sheet and in the UAS.
    2. The student may attempt to better the fail mark at a betterment resit within the examination period. A maximum of two examinations per subject may be sat within one examination period. A third examination in two subjects may be awarded to the student upon request.
    3. The student may apply to any outstanding examination day without a time limit for the betterment examination, by 12:00 a.m. the working day preceding the eaxmination day, if there are vacancies for the examination.
    4. If a subject is not passed within the given examination period, the numbers of exams uopn subject re-registration shall be counted successively.
    5. **[NHEA Article 59 (4)]** **Higher education institutions shall terminate the student status unilaterally in cases where the total number of unsuccessful and repeated retake examinations in a given unit of study has reached five.**
    6. A failed examination in the given study unit is an unsatisfactory mark for all assessment modes set in the requirements of the given study unit:: thus, in a five-grade assessment mode the examination marks (K, V), the semester-closing in-semester and continuous assessment marks (É, F); in the case of a three-grade marking system the assessment ″not satisfactory”; for an exclusively signature-exit subject ″denied” , regardless of whether the assessment was obtained within the study or the examination period.. The denied signature does not count towards the six fail marks (one first-attempt and a total of five resat examinations and betterment resits), if there is also a three- or five-grade assessment system for the given subject.
    7. The regulations for the betterment of a failed final examination are contained in ARS Article 65
    8. ***[IR Article 58 (2)] If the rexamination resit after a failed examination is not successful, an opportunity shall be provided to the student upon request to take the repeated resit before a different lecturer or an examination board.***
    9. The student has the right set out in ARS Article 57 (7) even if the resit takes place in a new training period. An examination before a board shall be requested in the first instance from the education unit chair, in any other cases, from the faculty’s Dean in writing three working days prior to the date chosen by the student. Regulations for the invitation of the board are set out in ARS Article 55 (21). the chair of the board may not be the lecturer in question. The board shall comprise a Students’ Union delegate as observer.

## §58 **Improvement of a successful exam**

* + 1. If students want to improve the given grade and evaluation, they can retake the exam in the same examination period. Retaken exam grades can be debased.
    2. The improvement of a successful exam is only possible within the examination period and only once per subject. Retaken exams can be taken twice in two different subjects. The evaluation of the newest exam - if it is not unclassified - is permanent.
    3. The previous grade of the retaken exam lapses as soon as it is registered in the Electronic Registration System.
    4. Regulations referring to final exam improvement are included in ARS 65. § (3)
    5. These regulations must also be used for the improvement of successful grades, except for ARS 55. § (3)

**§59 Benefits provided for students with special needs**

* + 1. **[Nftv. 49. § (8)] Students with disabilities shall be given the opportunity to prepare for and take examinations in a manner adapted to their disabilities, and shall receive assistance for meeting the obligations arising from student status. In justified cases, disabled students shall be exempt from learning certain subjects, or parts thereof, or the obligation to participate in an assessment. Where necessary, exemption shall be granted in respect of a language examination, or a part or level thereof. Disabled students shall be allowed a longer preparation period when taking an examination, the use of aids, such as a typewriter or computer, for written examinations and, where appropriate, the option of taking a written examination instead of an oral one. The exemptions pursuant to this paragraph shall be granted only in respect of the grounds thereof and shall not entail exemption from the basic academic requirements to be fulfilled for obtaining the qualification attested by the diploma.** These benefits must be determined rightfully by the committee which helps students with special needs.
    2. ***[Vhr. 62. § (1)] At the request of a student with a disability the higher education institution shall set requirements partially or completely different from the curriculum, and – taking into account*** paragraph (1) ***– shall grant the student exemption from the requirements by granting at least one of the allowances listed in*** paragraphs (3)-(8) ***to the student if the expert opinion on the student’s disability warrants a benefit or exemption to the student.***
    3. ***[Vhr. 62. § (2)] Allowances given to students with physical disability/ies***

***a) Partial or full exemption from practical requirements, including any other ways of accomplishment, shall be provided,***

***b) Replacement of written examination with oral examination and vice versa,***

***c) Exemption from the entire or part of the language examination or its level,***

***d) Exemption from exercises calling for manual skills, however, theoretical knowledge may be required,***

***e) Provision of necessary special devices and appointments in order to complete written assignments,***

***f) Preparation time determined for non-disabled students shall be extended for students with disabilities,***

***e) Appointment of a personal helper during the study period of students.***

* + 1. ***[Vhr. 62. § (3)] Allowances given to students with hearing impairment (deafness and hardness of hearing)***

***a) Partial or full exemption from practical requirements, fulfilment shall happen by providing different forms.***

***b) Replacement of oral examination with written examination. In cases of oral examination – if it is needed - a sign or oral interpreter must be appointed.***

***c) Exemption from the entire or part of the language examination or its level,***

***d) For the sake of intelligibility and understanding, all information and instructions shall be immediately presented to the student in writing,***

***e) Provision of the necessary tools and visual presentation is required at all exam occasions,***

***f) Preparation time determined for non-disabled students shall be extended for students with disabilities,***

***g) Appointment of a personal helper, scribe and sign interpreter during the study period of students.***

* + 1. ***[Vhr. 62. § (4)] Allowances given to students with visual impairment (blindness and difficulties with vision)***

***a) Partial or full exemption from practical requirements, fulfilment shall happen by providing different forms.***

***b) Replacement of written examination with oral examination. In cases of written examinations the use of special technical devices are necessary.***

***c) Exemption from the entire or part of the language examination or its level,***

***d) Exemption from exercises calling for manual skills, however, theoretical knowledge may be required,***

***e) The university shall provide access to the questions, subjects of the exam on audio tapes, discs, in Braille writing or in a magnified form,***

***f) Preparation time determined for non-disabled students shall be extended for students with disabilities,***

***g) Appointment of a personal helper during the study period of students.***

* + 1. ***[Vhr. 62. § (5)] Allowances given to students with speech and other types of impediments (dysphasia, dyslalia, dysphonia, stuttering, gabble, aphasia, nasality, dysarthria, mutism, severe speech perception and speech comprehension disorder, central lisping, delayed speech development):***

***a) Replacement of oral examination with written examination. Use of special technical devices are necessary during exams.***

***b) Exemption from the entire or part of the language examination or its level,***

***c) Preparation time determined for non-disabled students shall be extended for students with disabilities,***

***d) Appointment of a personal helper during the study period of students.***

* + 1. ***[Vhr. 62. § (6)] Allowances given to students with development disorders***

***a) Allowances given to students with dyslexia, dysgraphia, dysorthografia***

***aa) Replacement of written examination with oral examination and vice versa,***

***ab) Preparation time determined for non-disabled students shall be extended for students with disabilities in cases of written examination,***

***ac) In the case of written exams, the student shall be provided with the necessary tools (e.g. computers, typewriters, dictionaries, synonym dictionaries),***

***ad) Exemption from the entire or part of the language examination or its level,***

***b) Exemptions given to students with dyscalculia***

***ba) Exemption from exercises including calculations, but theoretical knowledge shall be required.***

***bb) Students are allowed to use all the aids during the examinations that they previously used during their studies (charts, calculators, configurations, mechanical and manipulative tools), and are eligible to a longer preparation time.***

***c) Allowances given to students with attention deficit hyperactivity disorder***

***ca) Replacement of written examination with oral examination and vice versa,***

***cb) Preparation time determined for non-disabled students shall be extended for students with disabilities,***

***cc) Minimal waiting time when taking an exam,***

***cd) Permission of necessary special devices and appointments,***

***ce) Longer exams shall be split into multiple parts, the student is allowed to take breaks without leaving the location of the exam, permission to move around and expressions of emotions are tolerated,***

***cf) Students can take the exam in isolation from the others***

***cg) Depending on certain unique characteristics, if the student requires, oral questions may be written down or repeated, complex questions may be broken down into multiple questions and the student may receive clarification about the questions and requirements.***

***ch) Digital and audible availability of questions and lots heard at lectures, seminars and exams.***

***ci) Appointment of a personal helper during the study period of students.***

***d) Allowances for students with behaviour disorders (adjustment disorder, impulse control disorder, aggression towards oneself or others, behavioural traits demonstrating symptoms of anxiety or weak self-control, abnormal development in adjustment, goal-directed behaviour, self-organisation or metacognition)***

***da) Replacement of written examination with oral examination and vice versa,***

***db) Longer exams shall be split into multiple parts, the student is allowed to take breaks without leaving the location of the exam, permission to move around and expressions of emotions are tolerated,***

***dc) Students can take the exam in isolation from the others***

***dd) If the student so requires, during an oral exam, questions may be written down or repeated, complex questions may be broken down into multiple questions and the exam questions and requirements may be simplified.***

***de) Preparation time determined for non-disabled students shall be extended for students with disabilities,***

***df) Appointment of a personal helper during the study period of students.***

* + 1. ***[Vhr. 62. § (7)] Allowances given to students with autism***

***a) Testing may be tailored to the student’s needs with the replacement of written examination with oral examination and vice versa***

***b) Exam questions and requirements may be clarified, questions for oral exams and instructions may be written down and/or simplified***

***c) Preparation time determined for non-disabled students shall be extended for students with disabilities,***

***d) Permission to use special tools (audio recorders, computers, dictionaries, other communication tools to facilitate learning) during lectures and exams,***

***e) Exemption from the entire or part of the language examination or its level,***

***f) Exemption from certain practical requirements that may be hard to meet for students with autism as a result of their development disorder; such requirements may be replaced with non-practical requirements,***

***g) Appointment of a personal helper during the study period of students.***

* + 1. ***[Vhr. 62. § (8)] The extended preparation time shall be determined by at least + 30% compared to the time given for non-disabled students.***
    2. ***[Vhr. 62. § (9)] In cases of agglomerated disability, while paying attention to the individual needs of students, any allowances mentioned in paragraphs (3) – (8) shall be provided.***
    3. ***[Vhr. 62. § (10)] In cases of a reasonable request of the student, based on expert opinion, the CASSN Committee shall provide further or different allowances than the ones mentioned in paragraphs (3) – (8).***
    4. ***[Vhr. 62. § (12)] Former students with disabilities who have passed the final examination and whose student status has expired but have not fulfilled the exit requirement for obtaining a language certificate may be exempt from the entire or part of the language examination or its level.***
    5. ***[Vhr. 63. § (1)] The type and level of student’s disability as well as its final or temporary being is acknowledged by the expert opinion determined in paragraphs (14) – (15).***

***(14)*** ***[Vhr. 63. § (2)] If the student’s (applicant’s) disability was present during the student’s secondary education studies and the student was eligible for exemptions during their studies and final examination, the student’s special needs can be proven by specialist opinion from county (capital) pedagogical institutions, their relevant county-level or national member institutions functioning as expert committees (or their legal predecessors in the form of expert or rehabilitation committees assessing learning abilities or national expert or rehabilitation committees).***

***(15)*** ***[Vhr. 63. § (3)] If the student’s (applicant’s) disability was not present during the student’s secondary education studies and if the student was not eligible for exemptions during their studies and final examination, the disability can be proven via a report from the rehabilitation expert body or any of its legal predecessors.***

***(16)*** ***[Vhr. 64. § (1)] The student may request under Section 13 based on expert opinion, partial or full exemption from fulfilling academic obligations or a different set of academic criteria.***

***(17)*** Students must submit documents proving their disability or a copy of them certified by the DAA, attached to their applications via the UAS. DAA will electronically forward the request towards the CASSN Committee.

**§60 Calculation of the GPA**

(1) Students' academic entries in the e-learning registration system are closed at the end of the academic period by the study administrator. The student may object within 14 days, following the last day of the examination period by submitting an online request against the data contained in the record. The Head of the educational unit shall investigate the objection and inform the student of the outcome of the examination.

***(2) [Vhr. 57. § (3)] In credit-based system training, the student's performance is monitored by means of a (cumulative) weighted average learning outcomes for a given study period. For the calculation of the weighted average of the study, the amount of credits and grades of the subjects completed in the given period shall be divided by the sum of the credits of the completed subjects.***

***(3) [Vhr. 57. § (4)] In a semester, the credit index and the adjusted credit index are suitable for the qualitative and quantitative evaluation of the performance of the students. In the calculation of the credit index, the amount of the credit value and grade of the subjects completed in the semester should be divided by thirty credits in the course of one semester, if average progress is made. The adjusted credit index can be calculated from the credit index by a multiplication factor that corresponds to the ratio of credits taken during the semester and taken into account in the individual curriculum. The cumulative adjusted credit index serves to evaluate the student's performance over several six months quantitative and qualitative. The calculation of the cumulative adjusted credit index is equal to the calculation of the corrected credit index by the fact that thirty credits are completed each semester and credits taken and completed during the whole period are taken into account.***

(4) The average of students’ scholastic records must be determined by the 4th week of the following semester.

(5) The subject from which the student has not obtained a semester signature or has not passed the exam is ineligible (1) or has failed to qualify, or the grade previously acquired in the course of the corrective examination does not count towards the average. The calculation of the half-year average does not equal the calculation of the scholarship index, which is the basis of the scholarship defined in Section 85 of the ARS.

(6) The grade of credits passed during pass-through or accredited subjects based on previous studies is counted in the average result. Students who have completed missing credits in the master's degree will be included in the study results of the given semester.

(7) The curriculum provides for the calculation of the results of the counting forms provided for in Section 55 (3) of the ARS to the average.

(8) During the exam period, the final grade obtained from the given subject shall be considered.

(9) The result of an exam that is not recognized as a credit point cannot be calculated in the average of the GPA.

(10) The average result at the end of the semester shall be calculated to two decimal places, having taken into account the grades and paragraphs (2) to (7)

(11) Academic average:

* + distinction, if the average is 5,00
  + excellent, if the average is 4,51-4,99
  + good, if the average is 3,51-4,50
  + average, if the average is 2,51-3,50
  + satisfactory, if the average is less than 2,51

(12) The grade obtained during the examination shall be counted in the average of the relevant semester.

**§61 Practicing equity in a study case**

(1) At the student's request, in a special case, during the course of their studies equity may be practiced once. A fairness claim can only be filed in academic matters if the student has not been able to complete an academic obligation beyond their fault. The justification to be accepted as a basis for equity must be duly documented.

(2) The exercise of fairness falls within the competence of the Dean. The application must be submitted electronically up to 12 hours following the last day of the exam period. The request shall be evaluated by the beginning of the following semester.

(3) The Dean may not grant exemption from the performance of studies by reason of equity.

(4) There is no place for equity if the student has come to an extraordinary position owing to his own perjury or omission.

PROVISIONS CONCERNING TERMINATION OF TRAINING

**§62 Conditions for obtaining the final certificate**

**(1) [Nftv. 50. § (1)] The higher education institution shall issue a final certificate (absolutorium) to students who have fulfilled the study and examination requirements prescribed in the curriculum, except for those related to the language examination and the bachelor or master thesis, completed the required practice period and acquired the required number of credits.**

(2) The condition of the issuance of the final certificate is the completion of sixty per cent of the required amount of credit at the University.

**(3)** (1) **[Nftv. 108. § 47] *final certificate (absolutorium):* evidence of the successful completion of all examinations prescribed in the curriculum, except for passing a language examination and delivering a (bachelor or master) thesis, the fulfilment of other academic requirements and the acquisition of the credit points specified in the programme and outcome requirements, attesting without any qualification or assessment that the student fulfilled the academic and examination requirements set in the curriculum in every respect;**

**§63 Bachelor and Master theses**

(1) (1) According to the curriculum, students must prepare a major paper or diploma thesis or a final paper.

(2) The regulations concerning the topic description and subject selection are given by the faculty.

(3) The content and form requirements of the dissertation and the diploma thesis, the general aspects of the evaluation, the deadline for submission must be specified in the subject requirements by the DAA. The thesis is helped by the supervisor appointed by the head of the OE.

(4) (1) The curriculum shall provide the time needed to complete the thesis and the diploma work. Major paper or diploma work must be submitted in a faculty-controlled manner.

(5) Evaluation of the dissertation (criticism and the drafting of the supervisor's opinion) shall be carried out by the responsible OE. It must be ensured that the candidate receives the written opinion of the examiner and the supervisor at least one week before the final exam, if not the Dean is obliged to act so. The dissertation can be issued for defense only if neither the supervisor nor the assessor suggests, or if the dissertation is dismissed due to plagiarism determined by the faculty. In the case of rejection, the candidate must submit a new thesis as soon as the next final exam period, and is not allowed to take the final exam. This student must be notified no later than the day before the final exam.

(6) A thesis or diploma dissertation will take place during the final exam period. The qualification of the dissertation (with grade) is determined by the final examination committee.

**§64 The final exam**

**(1) [Nftv. 50. § (2)] Students participating in tertiary vocational, bachelor, master and postgraduate specialisation programmes shall take a final examination upon the completion of their studies.**

(2) Registry at the UAS must be completed no later than 4 weeks before the closing examination period. The final deadline for the submission of the thesis / thesis / portfolio is determined by the responsible OE.

(3) Eligibility for final exam is subject to the issue of a final certificate and the submission and acceptance of the diploma work / major paper / portfolio at a given deadline.

**(4) [Nftv. 50. § (4)] The final examination is the verification and assessment of the knowledge, skills and competences necessary for obtaining a diploma, in the course of which students are also required to demonstrate their ability to apply the acquired knowledge. As defined in the curriculum, the final examination may comprise several parts, such as the bachelor or master thesis defence and oral, written and practical components.**

(5) The requirements of the final examination: the themes to be accredited (together with the technical literature), shall be published by the responsible expert within the UAS no later than the 3rd week of the study period.

(6) The final exam can be taken during the final exam period defined by the Rector and published in the decision on the timetable of the school year. The conditions for eligibility for a final exam must be fulfilled by the student before the final examination within 3 working days

**(7) [Nftv. 50. § (3)] The final examination shall be taken following the receipt of a final certificate (absolutorium). Students may complete the final examination during the examination period following the award of the final certificate, before the termination of student status, or in any other examination period within two years following termination of student status, in accordance with the prevailing programme requirements.** The study and examination rules may impose conditions on the completion of a final examination following the expiry of the two-year period following the award of the final certificate. **If more than five years have passed since the termination of the student status, it shall not be possible to take a final examination.** Final exam and vocational examination is fee paying for those without student status, as determined by the Faculty Council.

**(8) [Nftv. 50. § (5)] Students who have failed to meet any of their payment obligations toward the higher education institution shall not be allowed to take a final examination.**

***(9) [Vhr.59 (1)] The final examination shall be held before a final examination committee, consisting of a chair and at least two additional members. The final examination committee shall be composed of at least one member of a university or college professor or university or college professor, and at least one member of the college shall not be employed in the employment relationship with the relevant higher education institution or an instructor of another profession in the higher education institution. Minutes should be taken of the final exam.***

(10) The Chairman and the members of the Final Exam Committee, and the colleague charged with keeping the minutes are appointed by the Dean. The minutes shall be kept of the Final Exam, in the UAS the bookkeeper administrates the Final Exam.

**§65 Results of the Final Examination**

* + 1. The method of calculating the Final Examination’s results is contained in the curriculum.
    2. The Final Examination’s results are announced by the Final Examination Committee’s chairman on the day of the exam, after the examination is finished.
    3. Provided that the student wishes to improve their successful exam, this intention must be declared at the announcement of results, or the first workday following the Final Examination at the Education Directorate, and this must be introduced into the Final Examination protocol. Subsequently, the completed Final Examination loses its validity.
    4. Should the student be absent from any part of the Final Examination, the exam will be considered unsuccessful.
    5. In the case of an unsuccessful Final Examination at the end of the academic program, the candidate may retake the exam up to two additional times. This exam will contain only the missing or the failed parts.
    6. Repeated and corrective Final Exams may only be taken in the following Final Exam period.

## REGULATION OF REGISTRATION OF STUDY DATA AND PROVISIONS CONCERNING EDUCATION

## **§66 General rules regarding the registry**

* + 1. ***[Vhr.60.§] The University shall keep a record of the completion of studies in credits for students, guest students, alongside student interested in the acquisition of partial knowledge. As per annex 3., subtitle I/B., point 1., subsection b) of the Nftv, the registered data consists of:***
       1. ***the budget form of the student;***
       2. ***the specifications of the training: denotation of the major, higher educational vocational training, designation of the qualification, the training cycle, the organizational unit responsible for the training, the work schedule, language, location, and chosen specialization;***
       3. ***data concerning courses taken by the student in their custom curriculum: the course’s name, code, credit value, number of lessons, course leader’s name, course teacher’s name, the course’s obligatory, mandatory or free choice quality;***
       4. ***additional data on the inclusion and completion of a given subject or curriculum unit: number of course registrations, exam attempts in light of the given semester and the course’s overall semesters, in courses with mid-year marks the number of course registrations, and the number of attempts to obtain a mark, the given mark and credit value based on the demands, the exam’s result and time;***
       5. ***chosen courses for the given semester in the custom curriculum, completed courses in the given semester, overall credit values of curricular units, credit index;***
       6. ***overall credits achieved in the given training period, weighted and cumulative averages for the given overall duration of the studies, the rate of taken and completed credits in the given semester, the adjusted credit index for the semester;***
       7. ***the number of active and passive semesters used for the completion of the given semester during the course of studies; information concerning the completion of the minimal number of credits for the given semester, stated in the university’s regulation;***
       8. ***in cases of part-time training abroad, the part-time training’s location, all credits relevant for the given training for the semester;***
       9. ***freely chosen credit framework, eligible based on the training’s recommended curriculum; the number of completed and required credits based on the student’s freely chosen courses for the given semester;***
       10. ***the credit values of courses and curriculum units acknowledged based on previous studies, alongside parallel, extramural studies or work related experiences;***
       11. ***duration of professional practice, time of completion, credit value and mark;***
       12. ***the fact of completing language requirements;***
       13. ***completion of other criteria requirements stated in the training and output requirements; as well as***
       14. ***the mark of the thesis, subjects and grades of the Final Examination, if the qualification of the Final Exam and diploma differ, the diploma’s qualification, furthermore the diploma’s release date.***
    2. The purpose of the study register is the accurate and full handling of data stated in the law, which serves as a basis for the mandatory data service. The student records are handled digitally in the UAS.
    3. All users with access to the data handled in the ETR, shall comply with the university regulations, and laws regarding data protection.
    4. All users shall disclose accurate information in the UAS.
    5. The student is required to announce and to provide documents attesting changes in their personal information within 8 workdays.
    6. The teacher of the course is responsible for recording the course curricula in the UAS.
    7. The course teacher is responsible for recording course results in the UAS.
    8. The leader of the OE is responsible for the full disclosure and checking of information.
    9. The director of academic affairs is responsible for the ETR’s compliance with the law.

## **§67 Documents regarding the student’s studies**

1. ***[Vhr. 35. § (1) ] The University shall handle the following documents:***
   1. ***master sheet, master sheet extract;***
   2. ***doctorate student master sheet;***
   3. ***enrolment paper;***
   4. ***doctorate student registration paper;***
   5. ***student status legal certification;***
   6. ***registration book, performance sheet;***
   7. ***credit certificates;***
   8. ***examination sheet;***
   9. ***final exam report;***
   10. ***doctoral final examination report;***
   11. ***doctoral defense report;***
   12. ***instructor’s statement, as per Nftv. 26.§ paragraph (3);***
   13. ***final pre-degree certificate (absolutorium);***
   14. ***verification of the final pre-degree certificate (absolutorium);***
   15. ***verification of the successful completion of the Final Exam (diploma, which cannot be issued due to the lack of linguistic requirements);***
   16. ***verification of the diploma;***
   17. ***diploma;***
   18. ***diploma annex;***
   19. ***in the field of primary school teaching, the certification of the field of specialization.***

Rules regarding the doctoral exams report and the doctoral defense’s report are contained within the University Doctoral Regulation.

**§68 The master sheet, master sheet extract**

* + 1. ***Vhr. 36. § (1)] The master sheet serves the purpose of recording the student’s personal and study information, as related to the student status indicated in the master sheet.***
    2. ***[Vhr. 36. § (3)]*** At the University***, only one master sheet may be attributable to the same person relating to their given student status, - one for each legal status. After the student status’ expiration, a new master sheet must be written with the establishment of a new legal status.***
    3. ***[Vhr. 36. § (6)] The master sheet must be validated within three months following the student status’ expiration.***
    4. ***[Vhr. 36. § (7)] A closed and validated master sheet must be supplemented and revalidated, when***
       1. ***the thesis, Final Exam, completion of linguistic requirement, or the diploma, diploma supplements have been issued after the student status’ expiration,***
       2. ***the information kept in the master sheet requires modification due to error corrections, information changes,***
       3. ***the diploma’s correction, duplicate issuing, or invalidation takes place.***
    5. (1) ***[Vhr. 34. § (4)] The validation of a paper based document occurs with the signature of the University’s appointed person, the University’s stamp, along with the date, the validation of an electronic document occurs with a timestamp, and the electronic signature of the University’s appointed person, or with an electronic signature in the name of the organization.***
    6. Based on the ETR's data, the master sheet must be prepared by the legal administrator who is responsible for the final part of the student's academic program prior to the termination or who is appointed by the director of academic affairs. Each side of the printed master sheet must be authenticated by the administrator.
    7. ***[Vhr. 36. § (9)] Instead of the deteriorated or lost master sheet, a replacement master sheet should be issued based on the available records or documents and data.***
    8. ***[Vhr. 36. § (10)] At the end of the student's legal status, the university issues a paper-based authenticated master sheet extract***
    9. (1) ***ex officio for students finishing their studies without a leaving certificate, if they finished at least one semester as an active student,***
    10. ***on request for students who finished their studies with a leaving certificate, but without a diploma,***
    11. ***on request for students who acquired a diploma in an accredited higher training program.***
    12. ***[Vhr. 36. § (11)] For a student who receives a registration book from*** the University***, no certified master sheet extract is required.***
    13. The master copy extract shall be printed out of the UAS with the content in accordance with the law, certified by the educational director..
    14. ***[Vhr. 36. § (11)] For a student who receives a credit book from*** the University***, no certified master sheet extract is required.***
    15. For those with a student status established before Sept. 2015, only a credit book, for those establishing student status following this date, only a master sheet extract may be issued.
    16. In accordance with the legal requirements, the above provisions shall apply to the doctor-registered master sheet and the master extract.

§69 **Enrollment Sheet**

* + 1. (1) ***[Vhr. Article 38 (1)] Enrollment can be initiated by completing and signing the enrollment form.***
    2. (1) The enrollment form is a paper-based document produced from data recorded in the UAS. As specified in Section 51 (5), the form must be certified the office of academic affairs by the 5th working day after enrollment at the latest.
    3. ***[Imp. Section 38 (4)] Attachments to the enrollment form:***

***(a) a copy of the document (s) submitted as a condition of admission during the recruitment procedure, certified by the higher education institution after comparison with the original document;***

***(b) an original copy of the training contract signed between the higher education institution and the tuition fee paying student, signed by all parties;***

***(c) other statements requested by the higher education institution, and***

***(d) (1) in the case of a student enrolled by a representative, the representative's power of attorney.***

* + 1. ***[Vhr. 38. § (5)] If, on the basis of the data of the enrollment form, there is no obstacle to the establishment of the legal relationship, it shall certify the enrollment form*** at the time specified in paragraph (2)***. Enrollment is effectuated through the authentication of the enrollment form.***
    2. ***[Vhr. 38. § (6)] The enrollment form is an appendix to the registration sheet.***
    3. ***[Vhr. 38. § (7)] In the case of a candidate classified for training supported by a Hungarian state- scholarship or partial scholarship, copies of the declaration of the candidate, the original copy of the training contract signed between the institution and the tuition-fee paying student may be produced at a later date than the date of enrollment, in which case they must be attached to the enrollment form.***
    4. ***[Vhr. 39. § (1)] The enrollment of a doctoral candidate is realized by completing and signing the doctoral candidate registration form.***
    5. The enrollment of a doctoral candidate is completed by completing and signing the doctoral candidate registration form.

**§70 Proof of legal status**

* + 1. ***[Vhr. 40. § (1)] The certificate of legal status certifies the existence or previous existence of the legal status of the student or the doctoral candidate.***
    2. ***[Vhr. 40. § (2)] The certificate of legal status is issued, at the request of the student or the doctoral candidate, by DAA on the basis of the registration sheet.***
    3. The certificate of legal relationship must be issued in print produced from the data recorded in the UAS and certified by the study officer.
    4. ***[Vhr. 40. § (6)] The data of the issued legal certificates shall be recorded on the basis of*** the unique identifier ***of the certificate.***
    5. ***[Vhr. 40. § (7)] During the course of the student's legal status as a student, all certificates of legal relationship are issued free of charge.***
    6. A fee of 2000 HUF shall be paid for a certificate issued in case of a non-student status.

**§71 Transcript of Records**

* + 1. From September 2015, the University does not issue a printed index book about the results of active students, in compliance with Vhr. 41. § (1).
    2. In the case of those who had active student status before September 2015, upon termination of their active status, an index book printed from UAS shall be issued in compliance with OH-FF / 384-2 / 2012. The lesson book is authenticated by the Education Director.
    3. The replacement of the document must be done on the basis of the data of the registration sheet. The replacement must be recorded on the registrations sheet. You will be charged a fee for the release.

**§72 Credit Certificate**

* + 1. ***[Vhr. 43. § (1)] The credit certificate is a paper-based document issued and certified by the University, which contains a description of the contents and requirements of the course (curriculum requirements) that enables the examination and assessment of the subject in order to make a decision on the subject, and the extent to which the knowledge and other competencies acquired and certified correspond to the specified competencies of the subject replaced (curriculum requirement).***
    2. ***[Vhr. 43. § (2)] The credit certificate shall be issued at the request of the student. In their application, the student must indicate which requirements they are asking the certification for.***
    3. ***[Vhr. 43. § (3)] The credit certificate shall be issued with a unique serial number and its data recorded in the UAS.***
    4. The credit certificate shall be certified by the Director of Education.

**§73 Final certificate and other certificates issued upon completion of studies**

* + 1. (1) ***[Vhr. 44. § (1)]***  ***Once the student has fulfilled the conditions for the issuing of the final certificate, the University shall issue the final certificate within twenty days, dated on the day of completion of studies.***
    2. ***[Vhr. 44. § (2)] At the same time, the student shall be notified of the issuance of the final certificate at the same time as the exhibition.***
    3. (1) ***[Vhr. 44. § (3)] The final certificate shall be issued as a legal document.***
    4. ***[Vhr. 44. § (4)] The final certificate at the time of issue shall be given a unique serial number and its data shall be recorded in the UAS.***
    5. ***[Vhr. 44. § (5)] The final certificate is an annex to the registration sheet.***
    6. ***[Vhr. 45. § (1)] The certificate on the issue of the final certificate, the certificate on the successful completion of the final examination, the certificate on the entitlement to the diploma shall be issued at the request of the student on the basis of the registration sheet.***
    7. ***[Vhr. 45. § (2)] Certificates shall be issued with a unique serial number at the time of issue and their data recorded in the UAS.***
    8. The final certificate and the other certificates in (6) shall be verified by the director of academic affairs.

**§74 Examination sheet**

* + 1. The examination sheet shall be printed from the UAS at the earliest after 12 hours of the working day preceding the exam. The examiner is responsible for producing the exam sheet.
    2. ***[Vhr. 42. § (2)] An examination sheet shall also be issued on assessments obtained thought means other than exams. On the exam sheet, the examiner records the assessment of the exam and signs it immediately after the exam. The data of the exam sheet must be recorded in the UAS in accordance with Section 55 (13) of the ARS. If the assessment on the examination sheet and the records in the UAS differ from each other, the record on the examination sheet shall be considered as a guideline. If the assessment on the examination sheet and on the completion sheet or in the lesson book is different, the assessment in the performance sheet or in the index book should be considered as a guideline.***
    3. The examination sheet shall be kept by the OE for 5 years on the basis of document management regulations.

**§75 Minutes of the final examination**

* + 1. The minutes of the final examination is a paper document produced from the data recorded in the UAS.
    2. ***[Vhr. 42. § (3)]: The minutes of the final exam include:***

***a) name and identification number of student***

***b) name of the study programme***

***c) the date of the final examination, the description of its parts and their evaluation,***

***d) the names of the members of the final examination committee, their identification number and signatures;***

***e) the title of the thesis (Ba or Ma thesis);***

***f) the name of the supervisor and assessor of the thesis (diploma thesis) and their identification number;***

***g) the date of the defense of the thesis (diploma thesis);***

***h) the questions asked***

***i) the final assessment and classification of the final examination***

* + 1. (1) The minutes shall be signed by the keeper of the minutes.
    2. In the case of a retake, the minutes of the final exam shall be combined with the minutes of the final examination took previously.
    3. ***[Vhr. 42. § (6)] The Final Examination Protocol is an annex to the registration sheet.***

**§76 Diploma**

* + 1. **[Nftv. 51. § (1)] A diploma certifying completion of higher education studies can be issued upon successful completion of the final examination and the passing of the required language examination. If the training and output requirements do not constitute a more stringent condition, the student must present the document certifying that**
  1. **in the Bachelor program, one intermediate type C general language exam, or intermediate (B2 level) complex language exam**
  2. **in the Master's program, defined in the training and output requirements**

**state-recognized or equivalent language examination (hereinafter referred to as "the language exam") has been passed by the student. The curriculum can determine in which languages ​​the language exam can be accepted, with the proviso that the student may have passed a language exam certified in a secondary school leaving certificate, or accepted as a final exam, as a general language exam or a complex language exam.**

* + 1. **[Nftv. 51. § (2)] The provisions of paragraph (1), except for the final examination, shall not apply if the language of the training is not the Hungarian language.**
    2. **[Nftv. 107. § (1)] If the prerequisite for obtaining the diploma or certificate is the existence of a general language examination, students who are at least forty years of age in the year of commencement of their first year of study shall be exempt from the requirement. This provision is last applicable to those take their final exams in the 2015/2016 academic year.**
    3. **[Nftv. 51. § (3)] The diploma shall be issued within thirty days of the presentation of the document certifying the language examination referred to in paragraph (1) to the person who passed the final examination. If, at the time of the final examination, the student has already presented the document certifying that the requirements laid down in paragraph 1 have been met, the diploma must be issued within thirty days of the date of the successful final examination.**
    4. ***[Vhr. 46. § (1)] A diploma certifying successful completion of higher education and the acquisition of a qualification shall be issued within thirty days from the date of the successful final examination or the final part of the final examination (hereinafter referred to as the final examination) if the student has previously completed the final examination. If the document certifying the fulfillment of the language exam requirements is presented, the diploma must be issued even in the final year of the final examination if less than thirty days are left of the final year.***
    5. ***[Vhr. 46. § (2)] The diploma form is a paper-based security document issued by the Office, printed with a unique print number, consisting of two A4 pages, one for the Hungarian version and one for the foreign language, in which Hungary's coat of arms is printed.***
    6. ***[Vhr. 46. § (3)] The diploma is issued on the basis of the registration sheet.***
    7. ***[Vhr. 46. § (4)] The diploma can be obtained with a clause stipulated by law. The clause is an integral part of the diploma.***
    8. ***[Vhr. 46. § (5)] The diploma shall be issued with a unique institutional serial number and its data shall be registered in the UAS.***
    9. ***[Vhr. 46. § (6)] The diploma is issued by the University in a hardcover file.***
    10. ***[Vhr. 46. § (7)] Prior to the transfer, the University shall prepare a certified copy of the issued diploma, which is an annex to the registration file.***
    11. ***[Vhr. 46. § (8)] The transfer of the diploma shall be recorded on the registration sheet.***
    12. (1) The diploma shall be signed by the Rector.

The qualification of a diploma must be determined on the basis of the result of the final examination in a uniform manner as defined in the curriculum of the degree programs.

The evaluation of the diploma by words:

* Outstanding (5) if OM = 5.00
* Excellent (5) if 4.51 ≤ OM <5.00
* Good (4) if 3.51 ≤ OM < 4.51
* Average (3) if 2.51 ≤ OM < 3.51
* sufficient (2) if 2.00 ≤ OM < 2.51,

where OM is the numerical value of the qualification of the diploma in the curriculum.

* + 1. ’With honors’ diplomas:

A diploma with honorsshall be issued to those who for the full time of their studies:

* + - 1. never had a grade worse than ’Average’
      2. their cummulative GPA is at least 4.51
      3. passed all their comprehensive exams with an ’Excellent’ grade, and
      4. passed all their subjeects with an ’Excellent’ grade at their final exam.
      5. and the grade of their thesis / diploma thesis is ’Excellent’.

**§77 Diploma appendix**

* + 1. **[Nftv. 52. § (2)] In addition to the diploma obtained in undergraduate and graduate education, higher education, the European Commission and the Council of Europe shall issue an appendix to the diploma in the Hungarian and English languages ​​and, in the case of nationality training, at the request of the student, in the language of the nationality concerned. The Diploma Appendix is a public document.**
    2. ***[Vhr. 47. § (1)] The form of the Diploma Appendix is a paper-based security document issued by the Educational Authority and printed with a unique serial number, consisting of A / 4 size sheets printable on both sides and a folder for filing.***
    3. ***[Vhr. 47. § (2)] Prior to transfer, the higher education institution prepares a certified copy of the Appendix to the diploma, which is an annex to the registration sheet.***
    4. ***[Vhr. 47. § (3)] Unless otherwise provided by law, the diploma supplement shall be issued together with the diploma. The transfer of the document must be certified on the delivery and receipt document.***
    5. ***[Vhr. 47. § (4)] The Minister shall review the description of the Hungarian higher education system in the Diploma Appendix and, if amended, make the amended description public.***
    6. ***[Vhr. 47. § (5)] The provisions of Section 79 (6) - (9) of the ARS shall apply to the issuance of a duplicate or a new appendix to the diploma, with the exception that the duplicate shall bear the words "COPY!" The duplicate or the new diploma supplement need not be endorsed.***
    7. The Diploma Appendix shall be certified by the Director of Education.
    8. The applicant shall pay a fee of HUF 10,000 for the issue of a duplicate.
    9. After 1 March 2006, the Diploma Supplement must be issued in Hungarian and English for students who have completed their studies. Until July 1, 2003, the University does not issue a Diploma Supplement for graduates. In the case of those who graduate between 1 July 2003 and 1 March 2006, the institution will also issue the diploma supplement in English at their request for the fee specified in paragraph 8.

**§78 Withdrawal of an issued diploma**

* + 1. **[Nftv. 64. § (6)] The Minister shall initiate the invalidation of the result of the examination organized by the higher education institution, the certificate issued and the diploma – especially on the motion ofthe bodies involved in the exercise of State powers and the Education Office.**

**(1a)** (1) **[Nftv. 52/A. § (1)] A higher education institution shall withdraw a diploma and diploma appendix issued by it or its predecessor within five years of the date of issue of the diploma if the diploma has been obtained unlawfully. Otherwise the relevant regulations shall apply accordingly.**

**(1b)** (1) **[Nftv. 52/A. § (2)] By way of derogation from paragraph 1a, if the issue of the diploma was influenced by a criminal offense and the offense was determined by a final decision of a judge or prosecutor, the institution shall annul the diploma without limitation if it does not affect the right acquired and exercised in good faith. Otherwise the relevant regulations shall apply accordingly.**

**(1c)** (1) **[Nftv. 52/A. § (3)] The canceled, annulled diploma is covered by the higher education institution. The decision must be published in the official gazette of the ministry headed by the minister, and on the website of the educational office, without giving any justification.**

**(1d)** (1) **[Nftv. 52/A. § (4)] An appeal may be brought against a decision under paragraphs (1a) and (1b).**

**(1e)** (1) **[Nftv. 52/A. § (6)] The body which took the final decision under paragraph (1b) shall immediately notify the issuer of the diploma and the educational office of the decision.**

* + 1. (1) The Education Directorate shall send a reasoned request for the withdrawal of a diploma, diploma supplement already issued to the Education Office.
    2. ***[Vhr. 48. § (9)] The University, in accordance with Section CXL of 2004 on the General Rules of Administrative Proceedings and Services, may annul a diploma and a diploma supplement issued by it or its predecessor if it is proven that the diploma has been obtained unlawfully.***
    3. ***[Vhr. 48. § (10) The University shall announce and destroy the diploma declared invalid. The decision to declare void shall be published in the official gazette of the Ministry, with the exception of the statement of reasons, and on the website of the Office.***
    4. ***[Vhr. 48. § (12) An extract of the registration sheet shall be produced for the studies on the basis of which the annulled diploma was issued on the date on which the decision declaring the diploma annulled comes into force.***

**§79 Management of forms, reissuing diplomas**

* + 1. ***[Vhr. 48. § (1)] The University shall keep the blank diploma, the form of the diploma appendix, after the agreement with the printing house, from the initial receipt to the termination of the contract, in accordance with the strict accounting requirements. The Educational Office may examine the institution's records in the framework of official control.***
    2. ***[Vhr. 48. § (2)] The University shall place the blank diploma, diploma supplement forms in a closed place.***
    3. The forms shall be supervised only by a staff member appointed by the Director of Education (hereinafter referred to as "Document Officer"). The recipient is responsible for the print-outs from the closed place. From the receivers, the document officer keeps a record containing the printing serial numbers.
    4. ***[Vhr. 48. § (3)] The document officer keeps a record of the spoiled and exchanged diploma forms and forms a record. After the repair, a new diploma, diploma supplement must be issued and the damaged copies exchanged must be destroyed.***
    5. ***[Vhr. 48. § (4)] The document officer is a blank diploma lost, stolen or destroyed, and the minutes of the diploma attachment forms are immediately taken.***
    6. ***[Vhr. 48. § (5)] The University – by way of derogation from Act 335/2005 on the general requirements for the management of records of public bodies (XII. 29.) of the Government of the Republic of Hungary - upon request, issue a copy of the diploma on the form specified in Article 76 (6) of the HCC, of diplomas that were after transfer lost, stolen, or destroyed. The content of the duplicate is the same as the copy of the diploma attached to the registration sheet and contains the secondary clause and the authentication. The procedure of registration of the duplicate is the same as the order of registration of the diploma. The same diploma must be treated as a duplicate at the time of issue of the first copy.***

***(6a)*** (1) ***[Vhr. 68. § (4)] A copy issued pursuant to paragraph (6) of a diploma issued before 15 August 2015 shall be issued with the same content as the original diploma, if the diploma was originally issued only in Hungarian, in case of duplication. the foreign language page of the form prescribed in Section 76 (6) of the ARS shall not be published. Unlisted pages will be entered into the DAA register, annulled by record-keeping, and notified to the Office by providing the information in paragraph 10.***

* + 1. The applicant shall pay the fee specified in the law for the duplicate issued from the diploma and the costs of the processing.
    2. ***[Vhr. 48. § (6)] The University shall, on its own initiative or upon request, withdraw the erroneously issued diploma and destroy it. The correction of the defect will be entered into the registry sheet in accordance with Section 51 (4) (b), and shall issue the diploma again on the basis of the revised registration sheet, using the form specified in Section 59 (6). The diploma includes the repair clause and the certification.***
    3. ***[Vhr. 48. § (7)] If a higher education institution issues a new diploma in accordance with paragraph (10), and the change affects the content of the diploma appendix, the diploma appendix shall be reissued - with the inclusion and destruction of the previous diploma appendix.***
    4. ***[Vhr. 48. § (8)] The Director of Education shall disclose the data of the destroyed, lost, stolen, destroyed (hereinafter referred to as: the name of the institution, name of the organizational unit, form, article number, serial number, serial number, serial number, serial number, serial number, serial number). the name of the holder of the diploma, his personal data, the diploma, the serial number of the diploma supplement) shall notify the Education Office within fifteen days of the issuance of the diploma. The destroyed diploma, the details of the diploma supplement (name of the institution, the article number and serial number of the form, the diploma, the serial number of the diploma supplement) shall be published on the website of the Education Office and published in the official journal of the Ministry.***

# Chapter I: Student Compensation and Remuneration Regulations

**§80 Scope of Regulations**

1. The Compensation and Remuneration Regulations (henceforth CRR) apply to students studying in
   1. vocational training in higher education,
   2. undergraduate education (including outgoing college and university training models),
   3. master,
   4. unified undivided training,
   5. in-service training,
2. The scope of the CRR shall only apply to students enrolled in PhD training in the case of explicit provision.
3. The scope of the CRR covers all the faculties of the University.
4. The CRR prescribes the principles for determining student grants, the rules and procedures for awarding grants, and the rules of procedure, as well as the duration, title and system of control over the use of financial resources and other grants.
5. The CRR provides for fees and charges to be paid by students, exemptions and rebates, rules for the payment, management of fees, use of revenues from fees and charges, and a system for controlling the use of financial resources.
6. In case of using the passive semester, the student does not receive any support, does not pay a fee.
7. A student who is a national of a State party to the European Economic Area Convention and a member of a family who has the right of free movement and residence under a special contract with the European Economic Community and its Member States, has the same rights and obligations with respect to the fees payable and the subsidies received as a student of Hungarian nationality participating in higher education.
8. A student of a foreign nationality who is not covered by paragraph (7) shall be entitled to the benefits specified in the training contract entered into at the commencement of the studies, and the student may be required to pay the fees specified in the training contract.
9. The fees to be paid under a non-student legal status are determined by a separate provision.

# Financial support and duration

**§81 Funding status of students**

1. **[Nftv. 46. § (1)] According to the form of fee paying, a participant in higher education may be of the following statuses**

**a) student supported by a Hungarian state scholarship,**

**b) student with a partial Hungarian state scholarship,**

**c) tuition-fee paying student.**

1. **[Nftv. 46. § (3)****] The state shall bear the cost of the training of a student supported by the Hungarian state scholarship as well as half of the costs of the partial Hungarian state scholarship supported by the state, while tuition-fee paying students cover their own costs. In view of the training supported by the Hungarian state (part) scholarship, a public debt to be recovered as a way of repayment of taxes established by the body responsible for the registration of the conditions of the Hungarian state scholarship. Students taking part in any training cycle, higher education, vocational training may be supported by Hungarian state (part) scholarships, regardless of their work schedule.**
2. ***[Jtr. 2. § (1) i)] State-sponsored student for the purposes of the CRR: a student participating in state-sponsored training and, as of September 2012, a student who has been admitted to a Hungarian state (part) scholarship.***
3. (1) **[Jtr. 3. § ] The student is a student participating in state-supported training.**

***a)*** (1)

***b)*** (1)

***c) at any level, from a fee-based training course, on the basis of the institution's decision, to the student who has taken over an existing publicly funded institution at the institution for the remaining period of the student's training period.***

1. The financial status of students enrolled in the 2007/2008 academic year in any form of training is valid for two semesters.
2. **[Nftv. 47. § (8)] If the student has exhausted the time available for support as defined in Nftv, he / she may only study in a higher education form that is fee-paying.**

**§82 Duration of support**

1. **[Nftv. 47. § (1)] A person - in higher education vocational training, undergraduate education and master's degree programs - may complete studies in higher education with the support of a (partial) Hungarian state scholarship for twelve semesters (hereinafter referred to as "grant period"). The grant period is up to fourteen semesters, if the student is in undivided training and the training period exceeds ten semesters according to the training requirements.**
2. **[Nftv. 47.§ (3)] The period of eligibility for a given degree (diploma) may be maximum two semesters longer than the duration of the studies. The subsidy period previously used for the same degree in the same academic year must be counted. If the student is unable to obtain the degree (diploma) during the grant period thus determined, he / she may continue his / her studies in this course at a cost-effective form, even if he / she has not yet exhausted the period of support under paragraph (1).**
3. (1) **[Nftv. 47.§ (4)] In case of a student with a disability, the grant period, as defined in paragraph 1, may be increased by a higher education institution for up to four semesters.**
4. **[Nftv. 47.§ (5)] Any semester for which the student is registered is considered to be part of the student's grant period.**
5. **[Nftv. 47.§ (6)] It is not necessary to take into account when calculating the grant period**

**a) the semester commenced, if the semester has not been completed due to illness, childbirth or any other cause not attributable to the student;**

**b) a semester spent on the grant, if the higher education institution ceased to exist without the student having completed his / her studies, provided that he /she could not continue his studies at another higher education institution;**

**c) the semester in which the institution of higher education has not been recognized at the end of the semester when it has completed its studies.**

**d) the semester referred to in Act CXXXII of 2011 on the National University of Public Service and on administrative, law enforcement and military higher education; (hereinafter: the Law on the National University of Public Service) 21 / A. (1) (a) and (b), when the student was participating in the training of the National University of Public Service.**

1. **[Nftv. 47. § (7)] Participation in training supported by the (partial) Hungarian state scholarship is not precluded by the existence of a degree and qualification acquired in higher education, by the fact that those who are studying in a state-run (part) scholarship during a training cycle are covered by the same training cycle. In case of further (parallel) training, half of the number of training courses supported by parallel state (part) scholarships should be deducted every six months.**
2. When calculating the grant period and the time available for the tuition-fee paying training in the case of students who have established a student status before September 2012, it should be counted as one semester if the student - in the light of the additional (parallel) student status established in the first semester of the first training
   1. or at the same time are registered actively with multiple institutions of higher education, or
   2. they are actively registered in multiple degree programs

**§83 Order of reclassification between state-supported and tuition-fee paying training**

1. (1) **[Nftv. 48. § (2)****] The University is obliged to reclassify each student participating in training supported by the Hungarian state (part) scholarship at the cost of the last two semesters in which the student's legal status was not suspended or in accordance with the ARS 45. (1) has not obtained at least eighteen credits, or has not attained the study average laid down in paragraph 11, and who withdraws his / her declaration for a state scholarship.**

**(1a)** (1) **[Nftv. 48. § (2a)] The provisions of paragraph 1 shall not apply to doctoral studies.**

1. **[Nftv. 48. § (3)] If a student enrolled for a course supported by a Hungarian state (part) scholarship terminates his or her studies before completing his / her studies, or if the student continues his / her studies for any reason in the form of a tuition-fee paying pgrogram, in the form of a request to this effect. The University decides on the reclassification on the basis of the academic performance of the students who are asking for the reclassification of the Hungarian state (part) scholarship.**

**(2a)** (1) **[Nftv. 48. § (4)] A student enrolled in the partial Hungarian state scholarship may be reclassified as a student participating in a Hungarian state scholarship, as specified in paragraph (2).**

1. ***[Vhr.61. § (4)] A fee-paying student can only apply for a Hungarian state scholarship training course, and a student with a cost reimbursement can only apply for a state-supported form of training.***
2. ***[Vhr.61. § (2)] In order to determine the number of students to be reclassified during the next training period, it must determined, on the basis of students’ academic performance, that in a given academic year and in a given degree***

***a) how many Hungarian state (part) scholarship holders and how many state-supported students terminated their student status before obtaining the final certificate,***

***b) how many Hungarian state (part) scholarship holders and how many of state-supported students are going to be reclassified for self-paid or cost-reimbursement training,***

***c) the number of students who have already used up the time available for support under Section 65 (3) in the given semester.***

1. ***[Vhr. 61. § (3)] During the reclassification decision of a given academic year, students who have studied at the University for a maximum of one training period, and who have not been able to complete their semester as defined in Section 82 (5) of the ARS, shall not be taken into account.***
2. ***[Vhr. 61. § (5)] In the decision on the change of the cost-bearing form, the higher education institution shall determine, by examining the student's available time under § 82 (2) - (6) of the ARS, that in order for the student to have the maximum after the reclassification, how many semesters can be counted towards the grant period.***
3. ***[Vhr.61.§ (6)] Upon enrollment for the first semester following reclassification to the Hungarian state scholarship, the student shall make a declaration on a unique form. The statement must be attached to the registration sheet.***
4. ***[Vhr.61.§ (7)] If the candidate who applied for admission or the student requesting reclassification does not accept the conditions of the training supported by the Hungarian state (part) scholarship, he / she must be offered the opportunity to take part in the tuition-fee paying training.***
5. (1) ***[Vhr.61.§ (8)] The reclassification decision pursuant to Section 83 para. (1) of the ARS shall be made by July 31 of each year, once per school year. If, pursuant to Section 38 para. (1) of the ARS, the credit for a given semester is executed after 31 July and the University holds a Hungarian state scholarship to be filled, the reclassification decision shall be reviewed and revised accordingly.***
6. (1) ***[Vhr.61.§ (9Every student who doesn’t reach a GPA specified by the curricula of their study program have to be reclassified in accordance with [Vhr 10. appendix].***

***The actual values ​​for the given academic year can be found on the website of the Education Directorate.***

# student bursaries

**§84 State support, grants, allocation forms**

1. The student bursaries are covered by the university from:
   1. the grants provided by student bursaries by the state,
   2. the University’s own revenues, including tuition fees, student service fees, revenues from the University’s own economic activites, financial support by business companies, as well as support obtained through tender for financing scholarships.

[Nftv.85/C.§] State funds for student bursaries (student bursary budget) are allocated by the University in the following forms:

a) scholarships awarded on the basis of academic performance

aa) academic scholarship,

ab) scholarship of the Republic of Hungary /state scholarship/,

ac) institute grants for professional, scientific and public life achievements;

b) grants based on social criteria,

ba) regular social grant,

bb) one-off social grant,

bc) the institutional aspect of Bursa Hungarica Local Government Bursary for Higher Education,

bd) foreign students’ Ministerial Scholarship,

be) basic finacial support,

bf) financial support for internships;

c) for providing PhD students’ grants,

d) any other grant determined in pursuance of the higher educational institution’s regulations about student bursaries and services, and to supplement partial state funding, particularly to cover the academic expenses of special needs students and student sportspeople,

e) to finance institutional operational costs, including

ea) the writing and publication of university textbooks, the purchase of electronic textbooks, course materials, electronic equipment for class preparations and equipment assisting disabled students in their academic studies,

eb) cultural and sports activites,

ec) the maintenance and operation of dormitories,

ed) renting dormitory places, renovating dormitories,

ee) the operation of student and doctoral student unions,

ef) the work of student advisory bodies.

(2a) (1) [Nftv.114/D. § (1)] In pursuance of Nftv 85/A. § (1)

a) the student normative per person is 119 000 HUF/year,

b) the PhD student normative per person is

ba) 1 680 000 HUF/year in the tuition and research phase,

bb) 2 160 000 HUF/year in the dissertation and research phase,

bc) 400 000 HUF as a one-off payment for receiving the PhD title at the end of PhD tuition.

c) the normative for students on state higher education scholarship is 400 000 HUF/year,

d) the normative for dormitory-student accommodation placement is 116 500 HUF/year,

e) the normative to support accommodation is 60 000 HUF/year,

f) the normative to support book and textbook purchases, and sports and cultural activities is 11 900 HUF/year.

(3) (1) (2b) [Nftv.85/D. § (3)] The student entitled in pursunce of government regulation to study grant or social grant as determined in points a) and b) of Paragraph 2 above shall receive the grant in a period of time that corresponds to the subsidized period in pursuance of the Student Requirement System/ARS §82 . [Jtr. 8. § (2)] For grants determined in points 2.ba)-bb) and be)-bf) of this paragraph payments shall be allocated from the student bursary in the following ways:

* 1. at least 20% of student normative,
  2. the percentage of the normative for subsidized accommodation shall be determined by the institution, but it shall correspond to at least 30% of the normative, and
  3. 56% of the normative for supporting book and textbook purcheses, and of the sports and culture normative.

(4)[Jtr. 9. § (1)] 24% of the student bursary for students pursuing studies in higher educational vocational training, Bachelor’s, Master’s and single-cycle long programmes shall be used for book and textbook purchase normatives, sports and culture normatives in pursuance of point (2) ea) of this paragraph,

(5)[Jtr. 9. § (2)] 20% of student the bursary shall be used for book and textbook purchase normatives, sports and culture normatives in pursuance of point (2) eb) of this paragraph.

(6)[Jtr. 9.§ (3)] The student bursary for state scholarships shall be used in pursuance of point (2) ab) of this paragraph.

(7)[Jtr. 9.§ (4)] The student bursary to support dormitory placement shall be used in pursuance of point (2) ec) of this paragraph.

(8)[Jtr. 9.§ (5)] At least 70% of the student bursary to support accommodation shall be used in pursuance of point (2) ec) of this paragraph.

(9)[Jtr. 9.§ (6)] At least 1% of the student bursary for student normative shall be used in pursuance of point (2) ee) of this paragraph.

(10)[Jtr. 10.§ (1)] Support determined in points (2) a)-d) of this paragraph shall be disbursed as a money payment to the Student entitled to it.

(11)[Jtr. 10.§ (2)] The grant determined in points (2) a), ba), bc)-bf), c)-d) of this paragraph shall be paid to the Student in monthly installments. The Universitiy shall arrange the bank transfer of the grants by the tenth day of the reference month – except for the first month of the academic semester.

(12)[Jtr. 10.§ (3)] Students entitled to grants determined in (2) aa) and be) of this paragraph include those pursuing state-funded full-time studies in higher educational vocational training, Bachelor’s, Master’s and single-cycle long programmes. Students entitled to grants in pursuance of Nftv. 85/C. § subpoints ab) include those pursuing full time studies in Bachelor’s, Master’s and single-cycle long programmes. Students entitled to grants in terms of subpoints ac) include those participating in full time higher educational vocational training, Bachelor’s, Master’s and single-cycle long programmes, and doctoral programmes. Students may be entitled to social grants in terms of subpoints ba)–bb). Students pursuing studies in full time higher educational vocational training, Bachelor’s, Master’s and single-cycle long programmes may be entitled to grants in terms of subpoints bc). Students entitled to grants in terms of subpoints bd) include those participating in state-funded full-time Bachelor’s, Master’s and single-cycle long programmes as well as students pursuing supplementary studies. Students entitled to grants in terms of subpoints bf) include those participating in state-funded full time Bachelor’s, Master’s and single-cycle long programmes. Students entitled to grants in terms of subpoint c) include students pursuing studies in state-funded full-time doctoral programmes.

(13) [Jtr. 10.§ (5)] The sum of money available for subsidizing university textbook writing may be used for subsidizing textbook writing, making textbooks accessible for students and for obtaining equipment assisting disabled students in their studies. Subsidy utilization shall previously be reviewed by the Student Union, and the Rector of the University shall inform the Student Union about the utilization of subsidies annually.

(14)[Jtr. 10.§ (7)] One student shall be eligible for grants determined in points (2) b) and c) of this paragraph from one higher educational institution at a time. Providing that the Student has student status at various higher educational institutions, he/she shall be eligible for grants in the institution where he/she established state-funded student status first. If the Student attends two majors taught jointly by two institutions in pursuance of the contract between higher educational institutions – one major being a non-church related programme and the other a form of religious-education training – he/she may apply for a student grant or scholarship at the state-run institution. In pursuance of Nftv. 103. § (9) the Student attending jointly taught programmes shall be entitled to (partial) state scholarship at the partner institution which recruits students and issues degrees for the programme. The Student will be eligible for grants determined in points (2) ab) of this paragraph at one higher educational institution at a time. If an outstanding student is offered scholarships by more institutions simultaneously, he/she shall be entitled to the scholarship in terms of subpoint (2) ab) of this paragraph at the institution where he/she established a student first.

(15) [Jtr. 10.§ (8)] The study grant determined in point (2) aa) of this paragraph is available for students pursuing further (parallel) studies on the basis of their academic performance in primary and further degree programmes and Master’s programmes.

(16) [Jtr. 11.§ (3)] The grant determined in point (2) b) of this paragraph is available for students by application.

## 

**§ 85 Study grants**

1. [Jtr. 13.§ (1)] A study grant may be awarded for the period of a semester. Study grants may be allocated to not more than 50% of students pursuing state funded full time studies, and the monthly payment for a student shall correspond to at least 5% of the student normative.
2. [Jtr. 13.§ (2)] The process determining the conditions of the grant in terms of the scope and number of students elligible for it has to secure the comparability of grades gained under the same or similar academic conditions and the equality of the amounts granted in the process.
3. The sum of the study grant shall be determined by each faculty in terms of the grant index of the previous active semester.
4. The grant index shall be calculated from the grades of courses completed in the reference semester, including courses completed at another faculty or institution and the grades accepted by the grant providing institution. Courses completed earlier and accepted through an accreditation process may not be included in the calculation of the grant index in the reference semester.

Grant index =

1. [Jtr. 13.§ (3)]The Student having registered in a higher educational institution for the first time shall not be elligible for a study grant in the first semester of his/her studies.
2. [Jtr. 13.§ (4)] The conditions of entitlement to a study grant by a student previously pursuing studies in another institution are to be specified in the reception declaration document.
3. The study grant of students pursuing studies in the first semester of a Master’s programme shall be calculated from their entry points by 1/20 of the entry points corresponding to the grant index.
4. A study grant may be allocated to a student pursuing studies in the first year of a Bachelor’s programme after his/her certified completion of higher educational vocational training provided that the Student submits an application through the Neptun system. In such a case the student’s final exam result will form the grant index.
5. In every semester the faculty’s Student Social Committee shall determine the minimum grant index and the minimum monthly payment of the study grant.
6. The students’ grant index and the sum of the grant per student will be calculated and determined by the Educational Office. Students may submit appeals for correction electronically within a week. Late appeals will not be considered.

**§86 Hungarian State Scholarships for Students**

1. [Jtr. 24.§ (1)] The Hungarian State Scholarship may be allocated for the entire period (10 months) of an academic year. The monthly payment of the scholarship shall correspond to 1/10 of the sum determined by the state budgetary law.
2. [Jtr. 24.§ (2)] The number of students eligible for state scholarship shall correspond to 0.8% of the number of students pursuing state-funded full-time studies in Bachelor’s and Master’s programmes as given in statistical records of 15 October of the previous year published.
3. [Jtr. 24.§ (3)] That student will be eligible for the Hungarian State Scholarship who pursues studies in a Bachelor’s or Master’s programme, who is registered for the reference semester or was registered for at least two previous semesters and who has collected at least 55 credits.
4. [Jtr. 24.§ (4)] The Hungarian State Scholarship may be obtained by application. The Call for Application, including the criteria for evaluation shall be published on the University and Student Union homepages 30 days prior to the deadline for application submission. Students shall submit their application to the University. On the basis of the submitted applications the Rector of the University will make recommendations to the minister of education by 1 August every year concerning the granting of state scholarship

(5)The criteria of application determined by the University:

- outstanding credit index and a cumulative credit point value that can be required in the programme in the academic year when the application is submitted.

- student research with outstanding results: presentation of research papers at National or Institutional Student Research Conferences, delivering lectures, submitting posters at academic or prefessional conferences, contribution to the writing of university textbooks and academic or professional articles.

The credit index for Master’s students pursuing their studies in the first semester shall be calculated from the grades of the last Bachelor’s semester and the evaluation of the degree thesis.

The call for application for state scholarship shall set the deadline for the submission of applications and the criteria of ranking. The Student shall submit the application to the Educational Office.

1. The applications will be ranked by appointed faculty representatives and a commission formed by Student Unon representatives – exercising powers delegated to them by the University Senate. Appeals against the principle of ranking shall not be considered.
2. [Jtr. 24.§ (5)] State scholarship awarded for a given academic year is only payable in the reference academic year.
3. [Jtr. 24.§ (6)] Provided that the student status of the Student is terminated or suspended for any reason, the payment of scholarship shall also be terminated. Entitlement for the state scholarship shall not be terminated in an uneven semester of the tuition period provided the student resumes studies in the second semester of the academic year.
4. [Jtr. 24.§ (7)] If an appeal by a student in reception of refusal of his/her application for the state scholarship is accepted and in due process the student’s right for the scholarship is acknowledged, and it is also recognized that the student would be entitled to the scholarship in terms of the institutional requirements determined in paragraphs (1)-(6) and the university quota and that the application has been rejected in consequence of an insitutional procedural error, the Minister of Education shall be entitled to grant the state scholarship to the Student. In such a case the Student’s scholarship will not be included in the bursary for Hungarian state scholarship. The university shall pay the scholarship for the Student from the student bursary or its own institutional income.
5. [Jtr. 24.§ (8)] No student in reception of the Hungarian State Scholarship is excluded from access to a study grant.

**§87 Grants for professional, scientific and public life achievements**

1. [Jtr. 10.§ (4)] Professional, scentific and public life scholarships may be obtained by application by students engaged in extra curricular activites. The scholarships are non-obligatory and they shall be awarded for a set period of time, in monthly payments or as a one-off payment.
2. The detailed requirements of the scholarships shall be published in a call for application by the home faculty. Applications shall be submitted to the Educational Office of the home university by the last workday of the third week of the semester.
3. The scholarship will be granted for the period of an academic semester by the Dean in agreement with the Head of the Faculty Student Union.
4. The applications will be ranked by appointed representatives of the home faculty and a committee of Student Union representatives. The principle of the ranking shall be established by the committee and is non-appealable.
5. The maximum monthly payment of the scholarship corresponds to 2/3 of the state scholarship for students, rounded to a hundred HUF; for the Student pursuing doctoral studies it will be equal to the doctoral scholarship.
6. Payment by faculties of the scholarship determined in Paragraph (1) for students pursuing full time studies at their home faculty may not exceed 5% of the normative.
7. The Hungarian state scholarship and the scholarship described in Paragraph (1) shall not be granted to the same Student in the same academic year.
8. The name lists of students having been awarded a scholarship shall be made public.

**§88 Scholarship for PhD Students**

1. [Jtr. 14.§ (1)] The source of the scholarship awarded to the registered PhD students participating in full-time state-funded programmes shall be the amount specified in the Budget Act, increased with 56% of the coursebook and textbook, sport and cultural normative funding.
2. [Jtr. 14.§ (2)] The scholarship determined in paragraph (1) shall be paid to registered PhD students in twelve equal installments on a monthly basis.

**§89 Grants Based on Social Criteria**

1. [Jtr. 21.§ (1)] The Student’s social conditions shall be assessed on the basis of the following criteria:
   1. the number and financial status of persons sharing living space or registered accommodation with the student at the Student’s registered address.
   2. the distance between the Student’s place of accommodation and place of tuition, the duration and costs of travel,
   3. expenses of shared household provided the Student, during his/her studies, does not share a household pursuant to Act 80.1997 regulating entitlement to social security provisions and private retirement pension, and the coverage of the costs of these provisions,
   4. the amount of money a disabled student has to pay to cover the expenses of special needs equipment, travel, personal assistant or sign language interpreter,
   5. regular health care or medical expenses incurred by the health conditions of the student or of a close relative sharing household with the student,
   6. the number of dependents sharing household with the student, with special regard to dependent children,
   7. expenses incurred by caregiving to a relative dependent on nursing.
2. [Jtr. 21.§ (2)] The regular monthly income shall be calculated following the calculation of the mean value of the past three months, other income will be calculated to 1/12 of the past year’s income. Upon the Student’s request future changes to income shall be taken into account if proven.
3. The applicant is required to meet all conditions determined in the call for application, otherwise the application will be rejected. The student has to provide documentation of all conditions as requested in the call for application. Late submissions of documents will not be accepted. In the absence of any required document or if the net salary/person is higher than the treble of the lowest rate of the old-age pension, the application will be rejected. Results have to be published not later than within one month following the submission deadline. Written appeals can be submitted within ten days after the publishing of the results.
4. [Jtr. 21.§ (4)] The Student’s social conditions – excepting the irregular social grant – will be examined according to the same institutional norm by a specially appointed committe of the Student Union once a semester. The findings and observations will be used by the Union to assess applications for social grant, dormitory admission and any other grant based on social criteria.

(5)[Jtr. 16.§ (1)] The regular social grant is an allowance granted on the basis of the Student’s social condition for one semester and is paid on a monthly basis. One student is entitled to submit one application even if he/she pursues studies in more than one programme.

(6)[Jtr. 16.§ (2)] The monthly amount of the regular social grant may not be less than 20% of the annual normative funding per student, provided that the Student is entitled to receive the regular social grant based on his/her social condition pursuant to paragraphs (1)-(4) and Jtr. 2. § (1) :

* 1. lives with disabilities or is in financial need due to his/her health condition, or
  2. is severely disadvantaged, or
  3. is the breadwinner, or
  4. lives in a large family, or
  5. is an orphan.

(7)[Jtr. 16.§ (3)] The monthly payment of the regular social grant may not be less than 10% of the annual normative funding per student provided that the Student is entitled to regular scocial grant based on his/her social condition pursuant to paragraphs (1)-(4) and is

a) disadvantaged, or

b) no longer under legal gurdianship because he/she has come of age, or

c) half-orphan.

(8)[Jtr. 16.§ (4)] The monthly amount of the regular social grant may not be less than 10% of the annual normative funding per student, if the Student receives grants – not allocated for the duration of a supplementary programme – specified in section 13. § (11).

(9) [Jtr. 17.§ (1)] The irregular social grant is a one-time allowance paid in order to support students whose social conditions have suddenly deteriorated.

(10) The regular social grant may be awarded in any of the following cases:

* 1. if the student got married in the semester preceding his/her application,
  2. if a child was born to the student in the semester preceding his/her application,
  3. if the student’s caregiver, dependent sibling died in the semester preceding his/her application,
  4. other well-founded cases resulting in the serious and sudden deterioration of the Student’s social conditions, requiring special consideration and assistance.

(11) [Jtr. 17.§ (2)] An irregular social grant may be awarded on the basis of application. The applications shall be assessed and the payments shall be determined by the Student Government’s vice-president in charge of student social support. The submitted student requests shall be assessed at least once in a month. The payment shall be executed within eight working days of the decision.

(12)The fund allocated for irregular social grants shall be determined by the DSzB/Student Social Committee of the home faculty in every semester.

(13) The sum of the irregular (one-time) social grant shall not exceed 40 000 HUF. This sum may be increased to a maximum of its double in an exceptional case if recommended by the Student Government and agreed to by the DSZB/SSC.

(14) (1) [Jtr. 15.§ (1)] The Student who establishes a student status for the first time in a state-financed, full-time higher education vocational training, Bacherlor’s or single-cycle long programme may be awarded - upon his/her request, at the first registration - a basic support corresponding to 50% of the normative funding per student, provided that he/she fulfills the conditions set out in Paragraphs (6)-(7).

(15) [Jtr. 15.§ (2)] The Student who establishes a student status for the first time in a state-financed, full-time Master’s programme may be awarded - upon his/her request, at the first registration - basic support corresponding to 75% of the normative funding per student, provided that he/she fulfills the reconditions set out in Paragraphs (6)-(7).

(16)Students’ completed and submitted forms and certificates shall be handled and stored by the Student Union in accordance with regulations in force about data safety. The sums of payment and the data of the awarded students shall be published in a way that excludes the possibility of personal identification.

1. The social grant shall be disbursed by the Educational Office on the basis of a transfer commission signed officially by the President and Social Support Vice-President of the Student Union. The utilization of social funding shall be supervised by the Head of the Educational Office and the President of the Student Union. Faculties shall be able to check the social grants disbursed to students on ETR/UES.

**§90 Financial Support for the Completion of Internships**

(1)[Jtr. 14/A.§ (1)] Financial support for the completion of internships is available to students who complete an internship with a duration of no more than one semester as stipulated in the completion and exit requirements for a period of no more than one semester.

(2)Applications for financial support for the completion of internships must be submitted through the ETR/UES by the last workday of the registration period of the semester. Applications for financial support for the completion of summer internships must be submitted in the semester following the completion of the internship, enclosing the required certificates.

(3)[Jtr. 14/A.§ (2)] Students eligible for financial support for the completion of internships are those who complete their internships away from the university’s premises and are not given dormitory placement, and for whom the distance between the premises where the internship is completed and the student’s accommodation exceeds 20 km.

(4)[Jtr. 14/A.§ (3)] The monthly amount disbursed under the title of financial support for the completion of internships shall be no more than 10% of total annual student normative, and the exact amount shall be determined by the DSZB/SSC.

**§91 Institutional support to self-funding students**

1. Institutional support to self-funding students may be granted for the the period of one semester. The support is available to students who pursue self-funded full time studies in a way that the monthly payment of the institutional support to a self-funding student may not be higher than the study grant allocated for the same academic performance.
2. The procedure of determining the scope and number of students eligible for institutional support shall secure the comparability of grades gained for similar or identical academic requirements and the equality of grants allocated this way.
3. The amount of payment will be determined by the home faculty on the basis of the grant index in the previous active semester.
4. Students admitted to higher educational vocational training or Bachelor’s programme will not be eligible for institutinal support upon registration in the first semester of their stuides.
5. A study grant may be allocated to a Master’s student in the first semester of his/her tuition on the basis of his/her entry points. 1/20 of the entry points will give the grant index in the first semester of the Master’s programme.
6. The minimum grant index of the institutinal support for self-funding students shall be determined by the faculty SSC in every semester.
7. The institutinal support for self-funding students will be financed from at least 30% of the fines after non-completed courses.
8. The Student who becomes self-funding during the course of his/her studies will only become elligible for instituinal support if he/she were eligible for state-funding upon the number of the semesters he/she has commenced in the given programme.

**§92 Other Grants**

(1)[Jtr. 10.§ (6)] The Faculty DSZB/SSC shall decide upon the funding of sporting and cultural activites – pursuant to Nftv. 61. § (2) – with the assent of the Student Union, with the following specifications:

a) cultural activities include in particuliar cultural activities organised for or provided to the students within the framework of the higher education institution, as well as event planning, career counseling and lifestyle, educational or mental health counseling;

b) sports activities include in particular activities organised for or provided to the students within the framework of the higher education institution that promote physical exercise, sport, competition an health education, as well as lifestyle counseling.

(2)The Student who does not have a permanent address at the place of tuition, meets the criteria for dormitory placement but has been refused due to over-registration shall be eligible for monthly social support for accommodation.

(3)Social support for accommodation is obtainable by application. One student may submit one application even if he/she pursues studies in more than one programme.

(4)Social support for accommodation can be requested even if there are no dormitory places available at the place of tuition.

(5)The Student in reception of dormitory placement is not eligible for social support for accommodation. Details of eligibility for accommodation support shall be provided by the Dormitory Office and the conditions of granting the support will be determined by the SSC.

(6) The bursary for funding accommodation support shall not only be used to pay accommodation support but also, upon consent between the University and the Student Union, to finance the rents and purchases of buildings and places for student accommodation as well the improvement of dormitory facilities. Maximum 70% of the bursary for accommodation support shall be used to rent or purchase dormitory places and to improve dormitory facilities. The remaining part shall be used for social support for accommodation and for support on social criteria.

(7) Money allocated for social accommodation support and renting accommodation places (and for improving dormitory facilities) shall be handled separately upon distribution.

(8)Students pursuing studies in state-funded full-time higher education vocational training, Bachelor’s, single-cycle long or Master’s programme may be granted subsidies for purchasing texbooks and university texbooks upon the SSC’s decision. The sum of these subsidies may not be higher than 56% of the normative for financial support for textbooks and university textbooks and for sports and cultural support.

1. Students pursuing state- or self-funded full-time studies may be awarded grants or scholarships for any of the following:
   1. an outstanding place at Student Research Conference,
   2. an outstanding place (I-III) at an academic competition organised by the University,
   3. publication activity,
   4. outstanding community work,
   5. outstanding sports achievements.

Recommendatons for the awarding of grants and scholarships may be made by the organisational units of the University.

1. The sum of the grant or scholarship awarded for an achievement in pursuance of the conditions in Pragraph (8) shall be specified by the recommending organisational unit within the budget determined by the SSC. Payments for outstanding community work shall be allocated in accordance with the Student Union Charter assented by the University Senate. Prior to disbursement, the Head of the Educational Office shall check whether the payment is in accordance with the stipulations of the SU Charter, has been assented to in pursuance of the regulations and does not exceed the budget determined by the SSC.
2. Students participating in the ”Sports and Study Programme” are entitled to apply for regular support for outstanding sports activities at the expense of the budget determined by the SSC. The applications will be assessesed in pursuance of the regulations regarding supporting students in the ”Sports and Study Programme.”
3. Faculty scholarship is a non-obligatory payment that may be allocated upon application, for a set period of time, at the expense of the institution’s own revenue.
4. The conditions of the faculty scholarship shall be specified and detailed in the faculty call for application. The applications shall be submitted to the Dean’s Office of the home faculty.
5. The faculty scholarship shall be awarded by the Dean upon the decision of the faculty scholarship committee.
6. The faculty scholarship shall include at least three members. The composition of the committee will be determined by the faculty, where a member of the Student Union shall participate with a right of assent.

(16)The monthly payment of the faculty schlarship for doctoral students shall not be higher than the double of the monthly doctoral schoalrship. The monthly payment of the faculty schlarship for students participating in state-funded full-time Bachelor’s, single-cycle long or Master’s programme, college or university training or higher education vocational training shall not be higher than the treble of the monthly state scholarship for higher education.

(17)The name list of students receiving faculty scholarship shall be made public.

(18)The list of students to be awarded with faculty scholarship shall be sent to the Educational Office by the Dean’s Office until the fifth day of the reference month.

(19)The faculty scholarship shall be payed in monthly installments to the Student not later than the tenth day of the reference month.

**§93 Bursa Hungarica Municipal Higher Education Grants**

1. ***[Jtr. 18.§ (1)] The Bursa Hungarica Municipal Higher Education Grants is a financial benefit based on social needs, consisting of the social scholarship for students given by the municipalities of the towns and counties (hereinafter referred to as “Municipal portion of the grants”) joined to the Bursa Hungarica Municipal Higher Education Grants Programme of the current year (hereinafter referred to as ”Grants Programme”) and the social scholarship stated at the student’s university due to the municipal scholarship and due to this regulation (hereinafter referred to as “institutional portion of the grants”).***
2. ***[Jtr. 18.§ (2)] Those students can receive the institutional portion of the grants to whom the municipality of their town as their place of permanent residence gave financial support in the frame of the Grants Programme, as well as those who study a full-time bachelor programme, master programme, single and separate programme or tertiary vocational programme.***
3. ***[Jtr. 18.§ (3)] The source for the institutional portion of the grants is a separated source in the university’s budget.***
4. ***[Jtr. 18.§ (5)] The highest amount of the institutional portion of the grants per capita per month (hereinafter referred to as “amount limit”) is given forth every year in the official paper of the minister responsible for education.***
5. ***[Jtr. 18.§ (6)] The monthly sum of the institutional portion of the grants is equal to the municipal portion of the grants, but it shall not exceed the sum limited in paragraph (4).***
6. ***[Jtr. 18.§ (8)] The institutional portion of the grants is independent from every other financial support provided at the higher education institution.***
7. ***[Jtr. 19.§ (2)] The institutional portion of the grants is donated by the minister responsible for education.***
8. ***[Jtr. 19.§ (4)] The grant is provided by the institution paying financial support to the student. The higher education institution is bound to inspect the legitimacy before the payment.***
9. ***[Jtr. 19.§ (5)] The institutional portion of the grants is granted after inspecting legitimacy. The municipal portion of the grants is paid following its transfer to the University together with the first scholarship.***
10. ***[Jtr. 19.§ (7)] In those months when the student’s student status is suspended, the disbursement of the grant is totally intermitted, without altering the latest deadline of the disbursement.***
11. ***[Jtr. 19.§ (8)] If the scholar is not in compliance with the conditions of the grant disbursement, the higher education institution shall terminate it. The higher education institution accounts for the unpaid grants following the end of semester, 30th June, and 31st January at the latest to the organisation managing the applications. This organisation informs the municipalities of the towns and counties about the termination of the grant disbursement after the account.***
12. ***[Jtr. 19.§ (9)] If a student is not entitled to the grant, the higher education institution shall retransfer that part of the student’s municipal portion of the grants which was earlier transferred but not paid, to the organisation managing the applications within 30 days.***
13. ***[Jtr. 19.§ (10)] During the disbursement of the grant, the student receiving grants shall inform the granting higher education institution and the organisation managing the applications about every change concerning the grant disbursement within the shortest time – 15 days at the longest – in writing. The student shall fulfil the obligation to notify within 5 workdays in cases of a change in the following data:***
    1. ***student’s name, birth name, mother’s maiden name, birth place and date, nationality, permanent address and residence address,***
    2. ***designation of the student’s training and its programme,***
    3. ***postponement of studies.***
14. ***[Jtr. 19.§ (11)] The scholar not fulfilling the obligation to notify may be expelled from the disbursement of the grant and the following year’s Grants Programme. The scholar shall pay the grant - ?? unauthorized – back to the granting higher education institution within 30 days. The scholar, who misses the disbursement of the grant, and by default, the obligation to notify, cannot claim the unpaid grant following the end of the semester (30th June and 31st January).***
15. ***[Jtr. 20.§ (1)] The University shall provide the grant monthly free of charge together with other financial support in the same way. The municipal portion of the grants shall be paid by the University only if the organisation managing the applications transferred its cover to the bank account of the university.***
16. ***[Jtr. 20.§ (2)] The institutional portion of the grants shall be paid even if the cover for the municipal portion of the grants is not available in the institution’s bank account.***

**§94 Requisition of dormitory placement**

1. The students can receive dormitory placement by application. Every student who has submitted an application to a higher education institution and who holds student status can apply for dormitory placement independently from the training programme or the study schedule.
2. The principals for dormitory admission are accepted by the Dormitory Council.
3. ***[Jtr. 12.§ (2)] The recognition of the underlying point system for admission shall be enabled before submitting the application.***
4. The student has to submit the application electronically. The deadline for submission has to be determined so as to have at least 30 days counting from the call of application.
5. During the application evaluation, the following aspects shall be considered in particular:

a) social situation,

b) academic results (scholarship index / credit index),

c) distance between the place of the programme and place of residence,

d) public work.

1. Dormitories functioning as colleges for advanced studies and student hostels can adopt other aspects which should be accepted by the Dormitory Council.
2. Dormitory places are listed on a four-stage scale according to their comfort zones. In the course of classifying comfort zones, primarily the status of the building, the sanitary facilities and the number of students accommodated in one room has to be taken into account.
3. Every single place shall be classified before the beginning of the semester, until 30th May, in concert with the Students’ Union choosing from the following options:

a) in the dormitory places classified in the 1st category the sanitary facilities are collectively used, 3 or more people are accommodated in one room and the building has not been renewed in 10 years;

b) in the dormitory places classified in the 2nd category less than 3 people are accommodated in one room;

c) in the dormitory places classified in the 3rd category complete sanitary facilities are built up for one or two rooms, and less than 3 people are accommodated in a room;

in the dormitory places classified in the 4th category complete sanitary facilities are built up for one or two rooms, less than 3 people are accommodated in a room, and the building has been renewed in 10 years.

1. ***[Vhr annex 3] Minimal (compulsory) conditions of dormitory’s operation:***

***1. as an objective, infrastructural condition to be ensured:***

***a) in cases of student hostel or dormitory the real estate is owned or hired by the higher education institution or is in property management or use for at least 5 years, it functions as a student hostel or dormitory and has an occupancy permit;***

***b) 1 bed, 1 desk for personal use, 1 chair and 1 wardrobe for each dormitory space;***

***c) 1 quilt and 1 pillow for each dormitory space;***

***d) according to the regulations of the government decree about ‘National settlement planning and construction requirements’ (hereinafter referred to as “OTÉK”) bathroom and toilette;***

***e) in cases of a student hostel or dormitory with at least 100 spaces, due to the regulations of the “OTÉK” government decree, disability access to buildings and clear movement for disabled people, lift, elevator or lift bridge for stairs, as well as 1 room, bathroom and toilette with disability access for at least 100 dormitory spaces;***

***f) providing facilities for cooking and food heating: at least 1 hot plate with a capacity of 1000 watts or with the same gas capacity for 25 dormitory spaces 1 db 1000 watts;***

***g) heating;***

***h) providing hot water: at least 80 litres per day for 1 dormitory space;***

***i) providing water supply: at least 140 litres per day for 1 dormitory space;***

***j) providing facilities for washing and ironing : at least 1 automatic washing machine with a capacity of 5 kilos of clothes and at least 1 ironing board for 1 dormitory space;***

***k) 1 internet access point or wireless facility for 1 dormitory space;***

***l) for the sufficient number of the 5 percent of student hostel or dormitory spaces or at least 3 work stations with computers shall be ensured where every computer has internet access and access to library’s electronic facilities at the higher education institution;***

***m) a net minimum of 7 m2 living space for 1 dormitory space;***

***n) learning place in a study hall shall be ensured for the sufficient number of the 5 percent of dormitory spaces or at least for 3 people, with 2 m2 ground-place for 1 learning place as well as a desk and chair;***

***o) in the rooms electric network with at least 1 connector for each dormitory space, suitable for fridges, hair dryers and non-heating electronic devices with a capacity below 200 watts (TV, video recorder, coffee and tea maker, electric shaver, entertainment devices, household appliances with low consumption);***

***p) fridges with 25 litres of cooling place for each dormitory space;***

***q) easily cleanable flooring.***

***If the maintainer has many student hostels or buildings functioning as student hostels, or if the same higher education institution has more dormitories or buildings functioning as dormitories at the given location for the training programme, the conditions mentioned in point e) can be ensured in the building or buildings functioning as student hostel or dormitory selected for these conditions. The number of the rooms with disability access counts together in these buildings.***

***2. as a personal condition to be ensured***

***a) 1 person for manager employed full-time;***

***b) 24 hours service;***

***c) 24 hours reception, replaceable by assess control system.***

1. The 1st Annex of the “Requirements for students” contains the rules for organisation and operation of the dormitories.

# Fees paid by students

**§95 General regulation for fees**

1. **[Nftv.82.§ (1)] The following services shall be available to students against the payment of a fee in the framework of programmes funded through full or partial scholarships:**

**a) delivery of courses in languages other than Hungarian, at the request of students, if such courses are defined in the curriculum of a bachelor or master programme in Hungarian, and are normally delivered in Hungarian,**

**b) anything produced by using the assets of the higher education institutions and provided to students by the higher education institution if it subsequently becomes the property of the student (e.g. reproduced documents),**

**c) access to the higher education institution’s facilities (libraries, laboratories and IT, sports and leisure facilities) and equipment, used outside the context of services available free of charge,**

**d) courses resulting in available credits beyond the credit value required or to be provided by the higher education institution on a mandatory basis.**

1. **[Nftv.82.§ (2)] The higher education institution may impose payment obligations in its study and examination rules on those who retake an examination in the same subject three or more times or take the same lecture, seminar, consultation, practical course or field study twice, and in its rules on fees and allowances on those who fail to meet their obligations set out in the study and examination rules, or fulfil those obligations with a delay. The amount to be paid shall in no case exceed five percent of the mandatory lowest remuneration for full-time work (minimum wage).**
2. **[Nftv.82.§ (3)] The rules for the determination of the fees charged pursuant to paragraphs (1) and (2) shall be laid down in the rules on fees and allowances, with the stipulation that the total amount of fees payable, excluding the fee for the services referred to in point a) of paragraph (1), shall not exceed half of the costs to be covered by a self-funding student.**
3. ***[Jtr:4.§ (1)] In order to enable the fulfilment of their payment obligations, students shall be entitled to exemption, payment in instalments and deferment on the basis of the student’s request.***
4. ***[Jtr.4.§ (2)] Students can recieve a discount or deferment for the following payment obligations on a social basis:***

***a)******[-](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110207.291712" \l "foot11)***

***b) tuition fee,***

***c) dormitory fee.***

1. ***[Jtr.4.§ (4)] Due to their social situation, disadvantaged students, and students who are orphans, wage-earners or who’s guardianship terminated as a result of majority may get exemption from dormitory fee payment obligation. For students working in dormitories discount or exemption from dormitory fee may be ensured.***
2. ***[Jtr.4.§ (5)] In cases of fees for default and late fulfilment and due to public activities, exemption, payment in instalments and deferred payment opportunity shall not be ensured.***
3. ***[Jtr.4.§ (6)***[***]***](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110207.291712#foot15) ***The request concerning the fulfilment of payment obligation is considered by the board set up according to the rules for organisation and operation or the organization marked in the institutional rules for student requirements.***
4. ***[Jtr.4.§ (7)] Decisions shall be made about the fulfilment of payment obligation. In the decision ensuring the possibility for the payment in instalments, the fulfilment deadline and timing as well as the consequences of default shall be fixed. In cases of refusal the decision shall be explained and the possibilities for legal remedy shall be described.***
5. According to this regulation, students studying on state-funded programmes, in programmes funded through full or partial Hungarian state scholarships may be required to pay other fees.
6. According to this regulation, students paying tuition fees and self-funding students pay tuition and other fees.
7. (1) According to paragraph (8) the chancellor or his deputy are entitled to decide upon the request for the fulfilment of payment obligation.
8. (1) The request for the fulfilment of payment obligation can be submitted through the Integrated Instructional System (ETR), which shall be judged within 5 workdays.

**§96 Fees paid by students**

1. Fees for repeater and correctional examination: During the programme the 3rd and further examinations from the same subject are paid by the student. The fees for repeater and correctional examinations (as well as the final examination) are:   
   2nd and 3rd correctional examination 1000 forints,

4th and 5th correctional examination 3000 forints.

1. Fee for unjustified non-attendance at an examination: If the student does not certify the non-attendance 5 working days following termination of impedimental reason, a fee shall be paid to the Directorate of Education. The fee to be paid is 5000 forints.
2. Fee for default: In case of omitting any administrative deadline or communication data the student pays fees for the fulfilment of the task until a further date as well as for the administrative correction. The student pays the fee per item (e.g. per subject, per incorrect financial transaction, per delay in the dormitory fee payment). The fee is 2000 forints.   
   The rules for fixing the library’s late payment fee are written down in the principles for library usage and in the rules for enrolment. The Central Library and Archives shall send the list of penalty for students to the Directorate of Education on a weekly basis. The list shall be written in the Integrated Instructional System (ETR) by the Directorate of Education. The student shall pay the library’s late payment fee through the UAS.
3. Solicitation fee for equivalency assessment: For subjects fulfilled at other universities, the student shall pay 2000 forints solicitation fee per request for requesting equivalency assessment.
4. Fee for reissuing an academic certificate: The student shall pay fees for reissuing all kinds of certificates concerning the programme. The fee to be paid is the cost price of reissuing the certificate.
5. Fee for the non-fulfilment of a subject: For subjects taken but not fulfilled in the given semester, the student shall pay 2000 forints per subject as a fee for non-fulfilment. The fee is also paid by students participating in state-funded programmes and by those who pay tuition fees.
6. Fee for exceeding credits: If exceeding the credit limit for obtaining the certificate with more than 10 percent, the student shall pay a fee. Every completed credit shall be counted concerning the given programme, including optional subjects. Credits for subjects accepted with accreditation from previous studies, for subjects fulfilled through credit replacement and for subjects fulfilled through mobility shall not be calculated. The fee for exceeding credits is 5000 forints per credit.
7. Credit replacement fee: A fee fixed in the regulation for credit admission shall be paid. Its amount shall be stated in a faculty council regulation.
8. (1) Contribution to training programmes in foreign languages: In cases of courses admitted in foreign languages - the specified cases hereinafter listed - the student shall pay a contribution to the training programmes. The contribution is stated proportionally due to credits. If a course is admitted with zero credit, the subject’s total credit points in the Integrated Instructional System (ETR) compose the calculation base. The scale of the contribution is determined by the Dean of the faculty announcing the subject, by the proposal of the Faculty Council. The contribution shall be stated per academic year, until 30th September of the preceding academic year.

These subjects are available free of charge:

* Compulsory general and/or terminology courses determined in the curriculum of the majors.
* Courses in foreign languages compulsory due to the curriculum of the majors.
* Courses of compulsory or optional subjects in foreign languages, which functions as fulfilment of foreign language contingent compulsory in the curriculum of the majors. Beyond the total credits of the contingent due to the curriculum, a subject with three credit points can be admitted free of charge.
* Subjects taught in languages other than Hungarian, up to 10 percent of the total number of compulsory credits, according to the Academic regulation for students (ARS) 43.§ (8) point b).

Contribution to training programmes in foreign languages shall not be paid for subjects fulfilled in other institutions, accepted by the competent Credit Transfer Committee of the University.

The following rules are applicable to the contingent in foreign languages, compulsory in the curriculum of the subjects:

* The fulfilling of a contingent starts with the admission of the first course of a subject taught in foreign languages, which does not belong to the compulsory foreign language subject in the curriculum of the student’s major.
* If the total number of credits for fulfilling the contingent is bigger than the contingent with extra credits free of charge, contribution shall be paid for the extra credits, even if it means only a part of the credit points of a course.
* The credit points of the subjects fulfilled in other institution and accepted by the competent Credit Transfer Committee of the University and the credit points of the subjects admitted at the University count together. If the total number of credits obtained this way is bigger than contingent in foreign language with free extra credits, contribution shall be paid for the extra credits.
* If the student does not fulfil the course taken for fulfilling the contingent in foreign language, a later course of the same subject can be admitted free of charge. If the student takes more subjects for fulfilling the contingent in foreign language, the provision shall be validated per subject.

Faculties may determine preferential contribution to programmes taught in foreign languages, if a student admits every subject taught in the same foreign language of at least one semester of the model curriculum. The credit-proportional fee of the courses with free extra credits for fulfilling the contingent in foreign languages may be subtracted from the preferential contribution for a semester.

The contribution to training programmes in foreign language shall be paid at subject admission through the Integrated Instructional System (ETR).

**§97 Self-funded tuition fee**

* 1. Those students pay self-funded tuition fees:
  2. who are admitted or replaced to a self-funded programme,
  3. who established student status in the academic year of 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005 and 2005/2006, if they are not state-funded students, as they exceed the duration of an 8-semester-long programme with 3 or more semesters and an at least 8-semester-long programme with 4 or more semesters.
  4. who established student status from the academic year of 2006/2007, and who exceed the duration of programme with 3 or more semesters, or whose supported time has finished.

1. The amount of the self-funded tuition fee for a first-year student is fixed by the Dean with the proposal of the Faculty Council until the 30th September of the previous year, which shall be published on the faculty websites. The fee of a postgraduate specialization programme is determined by the Dean with the proposal of the Head of School a month before the start of semester at latest.
2. During the validity of the student status for the given programme, the self-funded tuition fee shall not be modified one-sidedly.
3. The University shall inform the enrolled student in the student contract about the self-funded tuition fee payable in the first academic year.
4. The student becoming a self-funding student during the studies pays a modified amount of the self-funded tuition fee determined at the admission, according to paragraph (4).
5. The student shall pay self-funded tuition fees every semester until the deadline given in the notification.
6. The payment of the self-funded tuition fee shall be checked by the Directorate of Education assigned in every training place.
7. The fixed amount of the self-funded tuition fee (separately for the faculties) and its payment order are published at the university website.
8. (1) If the student’s student status is ended or suspended during the semester, the student shall repay the self-funded tuition fee proportionally with regards to the Academic Regulations for Students (ARS) 39. § paragraph (12).

**§98 Dormitory and student hostel fee**

1. Students shall pay dormitory fees for the dormitory and student hostel space and for the basic services. For extra services further fees may be paid, which are fixed by agreement of the Students’ Union.
2. The sum of the dormitory and student hostel fees shall be accepted by the Senate by 31st May of every year and shall be published on the university website.
3. With regard to financial questions concerning the dormitory and student hostel system, every part of the student contribution, including dormitory and student hostel fees and normative sources, the Students’ Union has the right by agreement for the whole duration of the construction.
4. The accepted dormitory and student hostel fee remains valid until further fees are accepted.

**§99 The use of paid fees**

1. The sum of money from the fees paid by students can be used for the following purposes:

| **Fees paid by students** | **Purposes for the use of the**  **paid fees** | **Organisation**  **deciding on its use** |
| --- | --- | --- |
| Fees for repeater and  correctional examination and for  non-attendance | - expansion of the sum for funding student scholarships,  - supporting cultural, artistic and sports activities at the university,  - rewarding the students,  - for remuneration at academic competitions,  - for completing Students’ Union’s tasks | Students’ Union |
| Fee for a missing deadline | - for innovation (principally)  - for operational costs (secondly) | Unit determining  the fees |
| Fee for reissuing a certificate | for innovation and operational costs | Unit determining  the fees |
| Fee for reissuing an academic certificate | for operational costs | Unit issuing  the certificates |
| Fee for the non-fulfilment of a subject | -(1) for operation, innovation, faculty scholarships and a minimum of 30 percent for self-funded scholarships | SENATE |
| Fee for exceeding credits | - for innovation and  - for operational costs  - for funding scholarships  Partition of the paid-in sum:  Faculties 75 percent  Students’ Union 10 percent  Directorate of Education 15 percent |  |
| Solicitation fee for  equivalency assessment | - for innovation,  - for operational costs,  Directorate of Education 50 percent  Faculties 50 percent | Faculty Council |
| Dormitory fee | for operational costs, development in dormitories |  |
| Tuition fee, credit replacement fee | For operational and innovation, training and research costs of the faculties, funding scholarships. | Faculty Council |
| Tuition fee for training programmes  in foreign languages | Funding activities concerning training programmes in foreign languages | Faculty Council |

**§100 Provisions concerning procedural issues**

1. The regular support provision shall be given per semester – excluding doctoral programme – through 5 months. The amount of the support per person shall be aliquot with fifty.
2. According to the statistical data communication of March and October, for fixing the institutional financial limit the average of the number of students entitled to student scholarship, to dormitory placement, to housing allocation, to support for course books and university notes and for sports and cultural activities shall be taken into account,
   1. in cases of doctoral scholarship, one twelfth of the real number of months with entitlement shall be taken into account,
   2. in cases of the state scholarship for higher education institutions, one tenth of the real number of months with entitlement shall be taken into account,
   3. in cases of the ministerial scholarship given to foreign students and the institutional portion of the Bursa Hungarica Municipal Higher Education Grants, the actually paid sum shall be taken into account.
3. In cases of the change in some normative during the academic year, the determining of the entitled headcount follows the order of the academic term (semester).
4. When determining the institutional financial limit of students’ appropriation, in their statistical report the institutions can only take into account:

- those students who - according to the Academic Regulations for Students (ARS) 81. § paragraph (3) - are state-funded and whose number of semesters started by the students does not exceed the duration of the programme given in semesters, fixed in the personal qualification requirements;

- every state-funded student according to the Academic Regulations for Students (ARS) 81§ paragraph (4).

1. The headcount of legitimacy in cases of academic scholarship and basic support means the number of students participating in state-funded full-time bachelor, master or tertiary vocational programmes.
2. The headcount of legitimacy in cases of dormitory support means the number of students who participate in state-funded full-time programmes, and who are accommodated in
   1. the dormitories of the university,
   2. the dormitory built and renewed in the frame of a Public Private Partnership (PPP),
   3. the dormitory rented by the university.
3. The headcount of legitimacy in cases of available social housing allocation means the number of students participating in state-funded full-time programmes at the University minus the 95 percent of the number of students having a declared address at the place of the programmes and participating in state-funded full-time programmes, minus the number of students due to paragraph (7).
4. The headcount of legitimacy in cases of doctoral scholarship means the number of students participating in state-funded doctoral programmes in the higher education institution.
5. In cases of the amount expendable for the support for course books and university notes and for sports and cultural activities, the headcount of legitimacy means the sum of headcounts mentioned in paragraphs (6) and (9).
6. Written appeal about the monetary payment for students can be submitted to the competent Dean within 30 days following payment. Furthermore, there is no possibility for any kind of correction.

**§101 Interpretation Regulations and Definitions**

1. ***[Jtr. 2. § (1)] Applying*** JTSZ ***Grant and Reimbursement policy***

a.) general subject teacher training: teacher of Hungarian Language and Literature, History, Foreign Languages, Mathematics, Information and Communication Technology, Computing, Natural Sciences, Physics, Biology, Chemistry, Geography, Singing and Music, Art, Art and Visual Education, Technology and Lifestyle, Technology, Physical Education, Economics, Household Economy and Lifestyle, Ethics, Social Sciences, Philosophy, Film Theory and History, Art History, Psychology, Health, Administration, and any further training programme started before 1 September 2006 in which students are exempt from tuition—as a second (minor) general subject teacher training programme;

b. ) orphan: unadopted students younger than 25 years of age whose (both) parents, single, divorced or separated parent living in the same household is/are deceased;

c.) half-orphan: unadopted students younger than 25 years of age who has one deceased parent ;

d.) students with a disability or students with special needs on account of state of health:

da.) students who need constant or intensive supervision or care or who need regular personal and/or technical help and/or assistance

db.) students who have lost at least 67% of their ability to work or have suffered health impairment to the degree of 50% and this condition has lasted for a year or is expected to last for at least a year;

e.) breadwinner: students who

ea.) have at least one child

eb.) who are entitled to care allowance in accordance with Act III of 1993 regulating Social Governance and Social Benefits

f.) students with a large family are students who

fa.) have at least two dependant siblings or three children, or

fb.) have, besides their providers (provider), at least two other persons living in the same household with an income below minimum wage, or

fc.) are the guardian of at least two under-age children;

g.) students eligible for needs-based social allowance: full time students participating in tertiary vocational training, a bachelor, master or single-cycle long higher education programme, as well as in a doctoral programme who

ga.) participate in a state-funded programme or receive a Hungarian state grant (partial grant) or

gb.) started their studies in a state-funded programme and, as counted on the basis of all terms started, they would be eligible for participation in a state-funded programme;

h.) own income: usage fee in accordance with paragraphs (1)–(2) 82. § of the Act on National Higher Education (Hungarian abbreviation: ‘Nftv’) and service fee as determined by the institutional regulation, the result of the institution’s undertakings, income generated by the support of a company, and support or grant received specifically for paying tuition;

j.) state-funded student: students participating in a fully state-funded programme, and students starting their studies after September 2012 in a fully (or partially) funded programme.

# Chapter: *THE RULES OF THE DISCIPLINARY PROCEEDINGS AND ACTION* *FOR DAMAGES*

# Rules for STUDENT’S DISCIPLINARY LIABILITY

**§102 Interpretation Regulations and Definitions**

* + 1. Intentional behavior means that someone foresees and intends harm resulting from their behavior, or that they act in acceptance of the resulting harm.
    2. Someone acts with gross negligence who foresees the harm of their action but who unreasonably hopes in their failure to follow (knowing carelessness), or who did not foresee the consequences of their action because of inattention or lack of concern (negligence).

**§103 Disciplinary Liability**

* + 1. Students are liable to disciplinary action for and are subject to a disciplinary punishment when committing a serious breach of their obligations arising from their student status (intentionally or carelessly). It is the right of the-holder of the disciplinary action who decides whether a breach qualifies as substantial.
    2. Intentional or careless breach of obligations constitutes culpability.
    3. Following their student status, students carry a duty to uphold the legislation and rules and regulations of the university, to use and protect the items in their custody or use them with care; in addition, they are to do so by adhering to health and safety rules and regulations.
    4. Students have no disciplinary liability when acting in accordance with the instructions of an authorized representative of the university, or if the instructions breach the law or the rules and regulations following the student status and this fact was not recognizable for the student.
    5. Behavior sanctioned by the Study and Examination Regulations (TVSZ)does not constitute disciplinary liability.

**§104 Individual disciplinary offences**

1. In addition to those listed in 89. §, the actions listed in this § also constitute disciplinary offences.
2. Students are under obligation to use only those tools, devices, etc., in their coursework and examination towards the completion of their studies that they have been authorized to by their professors, instructors (for example, home papers, tasks, major papers, thesis work), that reflect their knowledge, skill, and work. Students not acting so commit disciplinary offences. Students who gain unfair advantages over their peers are also are liable for disciplinary action.
3. Students who use means disallowed by their professors or instructors in the completion of their coursework and studies (for example, books, notes, devices, calculators or computers) or who use the help of another person, or who attempt to do so, are liable for disciplinary action. Professors and instructors may sanction or initiate disciplinary actions commensurable with the severity of the offence / misconduct.
4. In addition to (2) and (3) of this paragraph, students are liable for disciplinary action if they:
   * + 1. receive answers from others in person or with the help of a communication device (for example a mobile phone) in an oral or written assessment situation;
       2. entrust another person to complete a task in an oral or written assessment situation in their own place, or if they attempt to complete a task instead of another person, or if a student offers or undertakes to complete a task instead of another person in an assessment situation;
       3. gain access to examination questions, tasks, without authorization, give these to someone or attempt to do so.
5. Students’ misconduct constitutes disciplinary liability if they:
6. present materials collected by others, research conducted by others, work completed by others, or their summary (for example, home papers, thesis work, diploma work, dissertation) as their own;
7. although working in cooperation with another person or others, present their work as their own individual work, or who give false information about the proportion of their own contribution to the cooperation;
8. gain printed course materials (for example textbooks, notes) unlawfully or dishonestly;
9. forge, change, as well as enter their evaluation for their coursework without authorization (grades or certificates of completion) into legally binding documents or electronic documents.
10. The multiplication of copyrighted materials by infringing copyright, and the call to multiply copyrighted materials in such a way (for example photocopying, scanning) constitutes disciplinary misconduct.
11. The unlawful use of all knowledge learnt at the university constitutes disciplinary misconduct. Among these are the writing of particularly harmful computer programmes, their dissemination, unauthorized entry into computers or computer systems, choosing professionally unsafe solutions when solving a problem or completing a task.
12. Disciplinary misconduct is constituted by a student presenting results as their own without their significant contribution, or if they falsify the results of someone else’s work. During oral communication or in written work, students failing to indicate (in accordance with the professors’ and instructors’ expectations or the documentation practices of their scientific field) that they are using someone else’s ideas, statements, or formulation and present these as their own, results in disciplinary action
13. Students commit disciplinary offences if they offer or undertake to give materials collected by themselves or research conducted by themselves, as well as their summary (for example, home paper, thesis work, diploma work, dissertation), to others in order to submit the collected materials as their own work.
14. Student leaders commit a disciplinary offence if they use their position, membership in various bodies and or decision-making rights in order to gain unfair academic or other advantages, or can be proved to attempt to do so.
15. Students commit a disciplinary offence if they alter data in private or public documents.
16. Students are under obligation to behave respectfully during their classroom instruction and refrain from any disturbing behavior towards their professor, instructor, peers or the instruction.

**§105 Initiation of the disciplinary proceedings**

* + - 1. Disciplinary proceedings may be initiated by any citizen of the university in their own name with the handover of the evidence forming the basis of such proceedings. If there are reasonable grounds to suspect a disciplinary breach or if students ask for the initiation of disciplinary proceedings against themselves, the respective Dean commences the proceedings and at the same time notifies the students concerned in writing about the commencement. In the event that the Dean unreasonably fails to initiate the proceedings, the Rector will do so in the interest of the university. In cases falling under the jurisdiction of the dormitories, the head of the dormitory concerned holds the right to initiate disciplinary proceedings.
      2. **[**National Higher Education Act (Hungarian abbreviation: ‘Nftv’) 55. § (4)**] No disciplinary proceedings shall be initiated later than one month after the time of gaining knowledge of disciplinary misconduct, or five months following the disciplinary misconduct itself.** Gaining knowledge refers to the time when the right-holder to start the disciplinary proceedings gains knowledge of the misconduct. No disciplinary proceedings may be initiated one month following the receipt of knowledge of the misconduct, or 5 months following the time of the misconduct itself.
      3. The student involved in the disciplinary proceedings and their representative shall be summoned to a personal hearing in writing so that they can present their defense.
      4. The summons shall contain the place and time of the proceedings, and the role of the parties concerned in the proceedings (person under proceedings, representative, witness, expert, etc.)
      5. The disciplinary hearing may take place in absentia of the student or their representative if they were properly notified.

**§106 Representation**

* + 1. The student involved in the disciplinary proceedings may use the help of a legal or social representative. A social representative must be a person in a student or faculty status at the university. The right to act as a representative must be proved by a mandate in a fully binding private instrument in writing.
    2. Representatives have the same rights as the student involved in the disciplinary proceedings, i.e, in the course of the proceedings they may
  1. access the documents pertaining to the proceedings,
  2. propose a motion, thus, propose proof by witness or request any other procedural evidence.

**§107 Execution of the disciplinary proceedings**

* + - 1. **[The National Higher Education Act (Hungarian abbreviation: ‘Nftv’) 55. § (5) ] The order of disciplinary proceedings is regulated by the government. This means that at least one third of the Disciplinary Board is delegated by the Student Council and the student must be heard during the disciplinary proceedings, however, the disciplinary hearing will take place if the student is not present despite proper notification.**
      2. The disciplinary hearing is public, except in cases when the head of the Disciplinary Board orders a closed hearing if it is deemed necessary for the protection of public interest or the interest of the student undergoing the disciplinary hearing—or upon the student’s request.
      3. The student involved in the disciplinary hearing may raise objection against a closed hearing, which the Rector considers without delay after consultation with the Student Council. If the student requests an open hearing, the public may not be closed out of the hearing for the protection of the student’s interest.
      4. The student involved in the disciplinary hearing must be informed about the bearings of the case and their proof constituting the evidence.
      5. The student involved in the disciplinary proceedings shall be granted the right to submit their defense orally or in writing. The student involved in the disciplinary proceedings has the right to request a short delay of the hearing in the case that they show proof of an excusable, foreseeable absence and request a new date for the hearing.
      6. The witness or expert summoned in writing shall be present at the hearing; they are under obligation to prove their reason for absence if they hold student or employee status at the university.
      7. Those related to the student involved in the disciplinary proceedings or those who would indict themselves by their witness testimony about acts, breach of rules and regulations or criminal act(s) are under no obligation to participate in the proceedings.

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## **§108 Disciplinary hearing**

* + 1. It is the duty of the president of the Disciplinary Board to ensure that the provisions of these disciplinary regulations are respected, that the order shall be maintained, the persons involved are identified, their personal data are recorded, and that they can exercise their rights, the records of the proceedings are kept, and that the decisions are adequately prepared.
    2. If the student involved in the disciplinary proceedings can prove within 8 days that they were absent from the hearing for an excusable, unforeseen reason, they can request the repetition of the hearing. The hearing must be repeated if the president of the Disciplinary Board finds the request reasonable. In this case the decision of the first-instance proceedings reached in the meantime may be suspended at the president’s discretion.
    3. A record shall be kept of the disciplinary hearing. The record-keeper shall be appointed by the president of the Students’ Disciplinary Committee with a view to the provisions for exclusion. The record is authorized by the signing of both the record keeper and the president. The student involved in the disciplinary proceedings must be informed of the statements included in the record upon their request and upon request-if reasonable-to amend or modify them. If the request is unreasonable, the request and its rejection must be recorded.
    4. If the student involved in the disciplinary proceedings admits misconduct at the hearing, further proof of evidence is unnecessary and a decision may be made.
    5. During the evidentiary procedure and after the review of documents the Disciplinary Board hears the student involved in the disciplinary proceedings, the witness(es), the expert. Witnesses and expert must be warned about their obligation to truthfulness and the legal consequences of perjury, also, they must declare their partiality or impartiality.
    6. Witnesses waiting for their interview may not be present at the hearing.
    7. In the case that there is contradiction between witness testimonies, an attempt to resolve it by visual contact/confrontation shall be made.

## **§109 Closure of proceedings, suspension**

* + 1. Disciplinary proceedings must be closed within one month, but the deadline may be extended in exceptionally justified cases by 30 days.
    2. If the student involved in the disciplinary proceedings is undergoing criminal proceedings for the same misconduct, until its final ruling, or if the hearing of the student involved in the disciplinary proceedings, for reasons beyond their power, is impossible, the disciplinary proceedings must be suspended until the obstacles cease.

## **§110 Punishments and measure**

* + 1. **[The National Higher Education Act (Hungarian abbreviation: ‘Nftv’) 55. § (1) ] [If students gravely breach their obligations, they may receive disciplinary punishment based on disciplinary proceedings by resolution delivered in writing.**
    2. **[The National Higher Education Act (Hungarian abbreviation: ‘Nftv’) 55. § (2) Disciplinary punishment may involve**
  1. **reprimand,**
  2. **severe reprimand,**
  3. **reduction or withdrawal – for a period of 6 months at most – of allowances and benefits specified in the Compensation and Benefit Regulations,**
  4. **suspension from pursuing university studies for a definite – 2 terms at most – period of time,**
  5. **expulsion from the institution of higher education.**
     1. **[Nftv.55.§ (3)] All factors and circumstances are to be considered when imposing a disciplinary punishment, especially the scope of plaintiffs, the consequences, repetitive patterns of misconduct and the gravity of the act committed. In accordance with the definition provided in paragraph (2) section (c) for disciplinary punishment, social support may not be withdrawn. Imposing the punishment specified in sections d)–e) of paragraph (2) entails the definitive or temporary withdrawal of benefits and allowances stemming from the student status. During the disciplinary punishment specified in paragraph (2) section d), the student’s status is put on hold. The student’s academic performance shall not have any influence on the initiation of the disciplinary proceedings and the imposing of disciplinary punishment.**
     2. Ruling of the disciplinary proceedings:
  6. reprimand in writing if the gravity of breach does not represent a significant infringement or if the term of limit on the disciplinary breach expired, or if the disciplinary proceedings should not have been ordered
  7. the suspension of student status or of the entitlement to dormitory accommodation if dictated by special circumstances.

## **§111 Decision-making**

* + 1. Upon the execution of the evidentiary procedure, the Disciplinary Board make their decision in a closed session, where only the members of the Board and the record-keeper may be present.
    2. The Disciplinary Board decide upon a disciplinary punishment in a ruling, or—if the committing of the disciplinary breach cannot be proven, or if no disciplinary punishment can be imposed—end the proceedings. The disciplinary ruling shall be based on the evidence directly examined in the proceedings. The student involved in the disciplinary proceedings cannot be held accountable for facts not established beyond doubt. The resolution must contain the names of the members of the Disciplinary Board, the reference number of the case, the place and date of the hearing, its publicity or the lack thereof, and the personal data of the student involved in the disciplinary proceedings.
    3. If a disciplinary punishment is imposed, the ruling shall contain the following in addition to those listed in paragraph (2).
  1. the title of the disciplinary infringement committed, and the specification of the breach of obligation,
  2. the disciplinary punishment applied and its provisions,
  3. reference to the possibility of legal redress and to its expiration date within 15 days,
  4. The argumentative part of the decision imposing the punishment shall contain the bearings of the case as established, specification and evaluation of the evidence, facts proving the student’s guilt, the circumstances taken into account when imposing the punishment, as well as any reference to the possible minority report of any member of the disciplinary board.
     1. If the proceedings are ended the ruling shall contain the reason of the ending in addition to those listed in paragraph (2), where the reason may be:
  5. the act committed is not a disciplinary breach, or it was not committed by the student involved in the disciplinary proceedings; or
  6. committing the disciplinary breach cannot be proven; or
  7. the student’s guilt cannot be established; or
  8. the term of limit on the disciplinary breach expired, or if the disciplinary proceedings should not have been ordered;
  9. a legally binding decision has already been made through disciplinary proceedings with regards to the act forming the basis of the proceedings.

The ending resolution shall also refer to the possibility of legal redress and to its expiration date within 15 days, and shall contain the facts established and evidence.

* + 1. After decision-making the president of the Disciplinary Board shall announce the decision. The president shall read out the decision and the essence of its argumentation. They shall refer to the possibility of redress, which can be initiated immediately after the announcement in speech or within 15 days in writing. In the case that the right-holder is absent at the time of the announcement of the decision, the 15-day deadline for requesting redress starts on the day the decision is handed over to the person involved.
    2. The disciplinary decision shall be recorded in writing within 8 days following the announcement. All written copies shall be signed by the president of the Disciplinary Board. The decision must be mailed to the student involved in the proceedings even if they were present at the time of the announcement.
    3. The Disciplinary Board may not change their previously announced decision, but the errors not concerning the argumentative part of the decision may be corrected at their own discretion (misspelling, calculation mistakes, etc.).

## **§112 Appeal and Second-instance decision**

* + 1. The student involved in the disciplinary proceedings or their representative may request legal redress against the first-instance decision. After the expiration of the 15-day deadline for requesting redress, proof of excuse can be submitted within a further 30 days at the most. Request for redress submitted in speech at the time of the announcement must be recorded in the proceeding’s record. A request for redress must be submitted to the president of the Disciplinary Board and must be addressed to the Second-Instance Disciplinary Board (EFB). The request for redress has a suspensive effect on the execution of the first-instance decision.
    2. In the case of an appeal for legal redress, the president of the Disciplinary Board immediately transfers the appeal and all the documents of the disciplinary proceedings to the Second-Instance Disciplinary Board (EFB). EFB make a decision about the appeal within 15 days of its delivery.
    3. EFB make a decision without a hearing on the basis of the documents, but they may also order a repeated or further hearing, or they may order the collection of further evidence.
    4. EFB order a hearing if the party involved in the disciplinary proceedings or the party to hand in the appeal specifically asks for it, or if the EFB wish to initiate evidentiary proceedings in addition to the one in the first-instance proceedings at their own discretion.
    5. EFB make a decision about the appeal or its rejection in a ruling. The contents of the ruling and its announcement fall under the existing provisions of the first-instance proceedings. A record is kept at the meetings of the EFB.
    6. If the appeal is late, or it was not handed in by the right-holder, EFB reject the request for redress without substantive assessment.
    7. EFB may decide on the ruling of the first-instance disciplinary proceedings in the following ways:
  1. upholding it
  2. changing it, or
  3. in the case that the faultiness of evidentiary proceedings of the first-instance proceedings cannot be remedied in the second-instance proceedings, EFB abrogate the decision and order the Disciplinary Board to initiate a second first-instance proceedings.
     1. EFB may aggravate the decision of the first-instance disciplinary proceedings.

## **§113 Conclusiveness, Challenge before Court**

* + 1. The decision may be implemented after it becomes final. The decision becomes final on the day when
  1. the right-holder states that they do not wish to appeal or they repeal their appeal for redress, ,
  2. the deadline for appeal expires without an appeal,
  3. EFB reject the appeal, or uphold or change the first-instance decision.
     1. The decision to implement disciplinary punishment may be challenged in court within 30 days of the announcement. The student involved in the disciplinary proceedings shall be informed of such action in a second-instance decision. Such action shall be addressed to the Administrative and Labour Courts.
     2. The decision and its date of implementation shall be entered among the recorded data of UAS related to the student involved in the disciplinary proceedings.

## **§114 Renewed proceedings**

* + 1. The student involved in the disciplinary proceedings may challenge an implemented decision within 1 year at the most requesting renewed proceedings based on unknown or unexamined new facts or evidence or on the infringement of the rules of the proceedings.
    2. The request shall be examined by the EFB, whose decision may be challenged. The rector shall decide about the request of appeal following consultation with the president of the Student Council. In the case that renewed proceedings are ordered the EFB shall send their decision to the president of the first-instance Disciplinary Board for the purpose of new proceedings. The new proceedings will be based on the specifications of the present Rules and Regulations.

## **§115 Acquittance**

* + 1. Students are relieved from the negative consequences of any disciplinary sanctions:
  1. three months following the decision becoming final and binding in cases of disciplinary sanctions in § 94 article (2) points a)-c),
  2. following the period of time specified in the resolution in cases of disciplinary sanctions in § 94 (2) sections d) and e),
  3. following the end of the probation period in cases of the suspension of a disciplinary sanction.
     1. Acquittance from under the consequences of the most severe disciplinary sanction as defined in § 94. (2) e) is only possible by separate request. This can only be granted if at least two years have passed since the disciplinary sanction coming into force and there is good reason to consider the former student as worthy of acquittance.
     2. Acquittance to a former student is granted by the Disciplinary Board of first instance in a resolution. The current regulations are to be appropriately implemented in the procedure by the Board.
     3. In cases of acquittance, the disciplinary resolution must be cancelled in the register. Cancellation takes place by noting the fact and date of the acquittance on the resolution in the folder by the Chair’s measure.

## **§116 Registry and publicity**

* + 1. The UDB returns the resolution together with the documentation of the procedure to the DB of first instance. The chair of the DB of first instance arranges for the resolution to be registered and for a copy to be placed in the personal folder of the student sanctioned by the resolution.
    2. The chair of the DB of first instance sends the final and binding resolution for information and for further measures to
  1. the Rector,
  2. the Dean of the competent faculty,
  3. whom the execution of the resolution affects (e.g. dormitory, club, etc.)
  4. the President of the Student Government.
     1. In favour of the so-called general and specific prevention, the chair of the DB may order the disclosure of the resolution to the student’s parent or legal representative of the obligation to bear costs or to the initiator of the procedure.
     2. The final and binding disciplinary resolution as well as the operative part of the possible pertaining court judgement must be made public in the paper of the institution in such a way that the identification of the student under the procedure should not be possible.

# COMPENSATION REGULATIONS FOR STUDENTS

## **§117The liability of the University**

* + 1. [Nftv.56§ (4)] The University or the practical training organiser shall compensate students for damages caused in the context of the student relationship or the practical training in accordance with the provisions of the Civil Code. The University or the practical training organiser may be exempt from liability only if it proves that the damage was caused by unavoidable occurrences or the conduct of the injured beyond the control of the higher education institution or the practical training organiser.
    2. Any damage shall be covered by the own budget of the department or body (e.g. faculty, university of faculty level student government, etc) responsible for the study programme the the student is involved in.

## **§118 The liability of students**

* + 1. [Nftv.56.§ (1)] The liability of students causing damage to the higher education institution or the practical training organiser unlawfully, in relation to the fulfilment of their academic obligations, shall be governed by the rules of the Civil Code (hereinfollowing referred to as “Civil Code”), subject to the derogations laid down in this Act.
    2. [Nftv.56.§ (2)] In the cases referred to in paragraph (1), the compensation for damages caused by negligence shall not exceed fifty percent of the monthly amount of the mandatory lowest remuneration for work (minimum wage), as applicable on the day when the damage was caused. In the case of damages caused intentionally, the total damage shall be compensated.
    3. [Nftv.56.§ (3) Students shall be fully liable for any loss or damage to any item received with a list attached or against a receipt, under an obligation to return it or give account of its use, provided that the item is kept permanently or used or operated exclusively by the student. In the case of damage or loss caused by occurrences beyond the control of the student, exemption from liability shall be granted.

**§119 Procedural rules**

* + 1. In cases of student compensation, the rules of disciplinary procedures shall be applied taking the contents of the present sections into consideration.
    2. Should the person causing the damage pay full compensation, the liability procedure may be cancelled or by-passed.
    3. Compensation demands by students must be initiated with the dean of the faculty responsible (or head of dormitory, department, etc.).

# Section: REGULATIONS TO PREVENT STUDENT ACCIDENTS AND APPLIED IN CASE OF ACCIDENTS

The regulations to prevent student accidents and to be followed in cases of accidents are found in the Labour Safety Regulations of the University.

The present regulations come into force on August 15th 2015 by resolution 249/2014-2015. (VII. 16.) of the Senate. Appendix 1 of the regulations come into force on November 15th 2015. by resolution 60/2015-16. (X.29.) of the Senate. The regulations have been amended by Senate resolution (118/2016.(VI.30.) coming into force on September 1st 2016. The regulations have been amended by Senate resolution (186/2017. (X.5.) coming into force on October 6th 2017. The regulations have been amended by Senate resolution (145/2018. (IX. 27.) coming into force on October 5th 2018.

Veszprém, October 5th, 2018.

Dr. Gelencsér András, Rector Dr. Kovács Gyula, Chancellor

# ARS Appendix 1: The Organizational and Operational Rules of the Dormitories of the University of Pannonia

**The Senate of the University of Pannonia lays down the Organizational and Operational Rules of the Dormitories of the University of Pannonia (DUP) as below. DUP has been established with the objectives set forth in the Deed of Foundation of UP.**

# PREAMBLE

**The dormitories of the University of Pannonia (UP) constitute a section with self-government.**

**DUP is made up by the whole of the dormitories listed by name below:**

|  |  |  |
| --- | --- | --- |
| **Name of dormitory** | **Address** | **Location** |
| Központi Kollégium (Central Dormitory) | Veszprém, Egyetem u. 12. | Veszprém |
| Hotel Magister | Veszprém, József Attila u. 34/2 | Veszprém |
| Várfok Kollégium (Castle Dormitory) | Veszprém, Vár u. 20. | Veszprém |
| Harsányi Szakkollégium (Harsányi College for Advanced Studies) | Veszprém, Vár u. 20. | Veszprém |
| Jedlik Ányos Szakkollégium (Jedlik Ányos College for Advanced Studies) | Veszprém, Móricz Zsigmond u. 8. | Veszprém |
| Nereus Kollégium (Nereus Dormitory) | Balatonalmádi, Lóczy tér 3. | Veszprém |
| Pethe Ferenc Kollégium (Pethő Ferenc Dormitory) | Keszthely, Festetics György u. 5 | Keszthely |
| Georgikon Diákszálló (Georgikon Dormitory) | Keszthely, Georgikon u. 20. | Keszthely |
| Nagyváthy János Szakkollégium (Nagyáthy János College for Advanced Studies) | Keszthely, Festetics György u. 5. | Keszthely |
| Zárda úti Kollégium (Zárda Street Dormitory) | Nagykanizsa, Zárda u. 20 | Nagykanizsa |
| Zalaegerszegi Kollégium (Zalaegerszeg Dormitory) | Zalaegerszeg, Gasparich u. 18/A. | Zalaegerszeg |
| Kollégium (Dormitory) | - | Kőszeg |
| Kollégium (Dormitory) | - | Pápa |

# GENERAL PROVISIONS

## **§1 Underlying principles**

1. The term ’dormitory’ is herefollowing used to refer to any location providing students of UP with accommodation in an organized way regardless of their means of operation (owned or rented) and the legal entity of the maintainer or owner (UP, market participant).
2. To provide students with dormitory accommodation, UP may enter into a rental contract. UP is to provide the conditions of the accommodation rental.
3. The rentals and living accommodations rented in dormitories built or renovated in a PPP construction improve the living conditions of the students of UP.
4. UP will provide for the maintenance and improvement of the dormitories owned by UP.
5. The operation, maintenance, and improvement of buildings where the rented living accommodations are located is their owner’s responsibility.
6. The person responsible for the daily operation of UP’s own dormitories is the dormitory secretary in close cooperation with the regionally competent operational units if necessary.

## **§2 DUP’s tasks**

1. DUP make it possible to accommodate students whose permanent place of residence is different from the location of their study programme by:
2. providing a home for the students living in the dormitory,
3. providing opportunities for their civilization, self-instruction, spending their time in meaningful ways as well for maintaining and improving the traditions of the dormitories.
4. DUP play a role in preparing students for an intellectual’s career by:
5. being connected to the training tasks of UP, extending scientific work and the opportunities to prepare for a profession,
6. paying attention to talented students and helping underprivileged youth at the same time,
7. teaching students self-support, conflict and problem solving, and democratic attitudes with the help of the management system of the dormitory councils,
8. participating in the life of the university and its faculties, in the national dormitory movement, and keeping in touch with other dormitories and the Student Government of the University of Pannonia (SGUP).

# THE STRUCTURE, MANAGEMENT AND SELF GOVERNMENT OF DUP

## **§3 The Dormitory Council**

1. DUP’s highest decision making body is the Dormitory Council (DC).
2. The chair of the DC is the dormitory secretary.
3. Voting members of the DC:
4. the dormitory secretary,
5. the president of SGUP,
6. seniors of the dormitories delegated by the Seniors’ Body, one from the dormitories at each campus, maximum 13 members in total,
7. one member of each Dormitory Management Committee elected by the students living in the dorm, maximum 13 members in total,
8. members delegated by SGUP, their number equals the sum of the senior members and Dormitory Management Committee members delegated, i.e. 26 members in total.
9. Non-voting members of the DC:
10. owners (if dormitory is not owned by UP) and operators (who are contractors of UP) of the dorms,
11. the director of academic affairs.
12. The operation of the DC is regulated by the Dormitory Operation Codex (DOC) accepted by qualified majority voting. DOC shall contain the rules of operation as well as the regulations of business concerning the DC members’ mandates, offices, committees, election, resignation and the orders of the meeting. DC shall vote on the DOC at its first meeting and shall revise it at least annually.
13. The DC’s tasks:
    1. determining the principles of dormitory admissions by campus,
    2. setting up and publishing the schedule of the dormitory admissions procedure,
    3. making a decision on the ranking of the students proposed for dormitory accommodation based on their community work,
    4. proposing the wording of calls for senior applications and evaluating the applications handed in,
    5. determining the seniors’ duties based on the suggestions of the Dormitory Management Committee,
    6. deciding on the available dormitory spaces,
    7. compiling the Dormitory Disciplinary Regulations (DDR).
14. The DC has a right of consent concerning the dormitories’ policies, their own regulations, and the resolutions passed by the bodies of the dormitory governments.
15. If a dormitory’s internal regulations provide for the regulations of admissions to the dormitory, then these have to be put forward to the DC for approval.
16. The DC has the power to deliver opinions concerning the dormitory fees.

## **§4 The management of DUP**

1. DUP is overseen by the director of academic affairs, and is managed and by the dormitory secretary, who also manages the activities of the dormitories.
2. The dormitory secretary is a full-time employee of DUP in accordance with Appendix 3 of Gvt. decree 87/2015.(IV.9.)
3. In some dormitories, professional work may be supported by dormitory mentor teachers.

## **§5 The Seniors’ Body**

1. The work of the dormitory secretary is supported by special college seniors or floor supervisors, dormitory systems administrator seniors (henceforward: seniors). They are placed in charge building by building based on tenders issued by the Chancellor every academic year. Their tasks and responsibilities are regulated by the DC.
2. Every campus has its own Senior Body (SB), whose tasks include the preparation of decisions concerning dormitory issues as well as the coordination of professional and free time activities. The SB operates in accord with the decisions of the DC.
3. Members of the SB:
4. the dormitory secretary,
5. the seniors of the dormitories located on the campus,
6. a representative of the student government of the campus.
7. SB members’ mandates last from their appointment till their termination or repeal.

## **§6 The Dormitory Management Committee**

1. The governing and executive body of the dormitory government of each dormitory is the Dormitory Management Committee (DMC). DMC’s are elected democratically according to the regulations of the DOC.
2. DMC’s are held accountable by the DC.
3. DMC’s are supported by the dormitory seniors, the leaders of special interest groups in operating in the dormitory and the staff of the dormitory office.
4. Voting members of the DMC are:
5. seniors of the dormitory,
6. the dormitory mentor teacher if there is one,
7. representatives elected by the inhabitants of the dormitory.
8. Non-voting members of the DMC:
9. the dormitory secretary,
10. representative of the owner/operator of the dormitory (if not owned by UP),
11. leaders of special interest groups operating in the dormitory.
12. The secretary of the DMC is elected from the DMC voting members by simple majority.
13. Main rights and responsibilities of the DMC:
14. they compile and pass the policies, regulations and operational rules of the dormitory,
15. they define the rooming list,
16. they plan, organize, and manage the work in the dormitory; they support and supervise the activities of the colleges for advanced studies and special interest groups in the dormitory,
17. they dispose of the funds of the dormitory not specified in the dormitory’s budget (e.g. grant funds),
18. they deliver opinions concerning the management of the budget, developments, and renovations.
19. The DMC operates in accordance with the operational rules passed by the DC.

## **§7 Dormitory Meeting**

1. A Dormitory Meeting shall convene in every dormitory at least once every semester to inform dormitory residents about common matters.
2. The Dormitory Meeting is summoned by the secretary of the dormitory’s DMC. The agenda of the Forum shell contain the following:
3. a report by the dormitory DMC secretary,
4. reports by the leaders of the special interest groups operating in the dormitory,
5. reports by the seniors of the dormitory.

## **§8 The Dormitory Disciplinary Board**

1. The objective of the Dormitory Disciplinary Board (DDB) is to proceed against offenders of the DOC, the dormitory contract, the dormitory policies, and other internal regulations.
2. Voting members of the DDB are:
3. the senior of the dormitory,
4. delegates of UPSG - 2 representatives,
5. delegate of the dormitory’s DMC – 1 representative.
6. Non-voting members of the DDB are:
7. the dormitory secretary,
8. the representative of the owner/operator of the dormitory building,
9. the seniors of the dormitory.
10. The disciplinary power cannot be exercised in a case:
11. by a relative of the offender;
12. by anyone whom the deeds to be judged have directly caused harm or disadvantage;
13. by anyone at law with the offender,
14. by anyone who cannot be expected to objectively evaluate and judge the matter at hand for any other reason.
15. A DDB meeting shall be summoned within three work days following an offence.
16. The DDB shall proceed according to the Dormitory Disciplinary Regulations passed by the DC.
17. Should the DDB consider the matter at hand not only a violation of dormitory but also of university interests, they may transfer the matter to the Faculty Disciplinary Board with authority over the student.
18. A student may be penalized by the DDB in ways prescribed by the Dormitory Disciplinary Regulations.

# THE RIGHTS AND RESPONSIBILITIES OF DORMITORY BOARDERS

Boarder: any UP student or dormitory senior enrolled and admitted to the dormitory at the time.

## **§9 Boarders’ rights**

1. Boarders have the right to:
2. use the educational, professional, and entertainment services offered by the dormitory,
3. use the room assigned to them undisturbed and to live undisturbed in the dormitory – except for the inevitable bounds imposed by living together with others,
4. contribute with suggestions, remarks, initiatives at dormitory meetings to improve the life of the dormitory community,
5. participate in the work of the bodies of dormitory government and be an elector and be eligible for these offices,
6. turn to the DMC with personal or community matters concerning the dormitory and to the persons in charge of dormitory matters (dormitory secretary, director of academic affairs); such requests shall be answered within 30 workdays, and rightful requests must be fulfilled,
7. participate in the activities of the special interest groups and the colleges for advanced studies in the dormitory,
8. be granted postponed payment of dormitory fees in duly justified cases.

## **§10 Boarders’ responsibilities**

1. Boarders are responsible to:
2. observe the OOR of the dormitory, the DOC, the Dormitory Disciplinary Regulations, the dormitory contract and their appendices, the dormitory policies, the internal rules determined by the dormitory government as well as fire, health and safety regulations,
3. operate and maintain the equipment trusted belonging to the dormitory, the college for advanced studies or the special interest groups according to the regulations,
4. help with the completion of the tasks set, maintain and improve the traditions of the dormitory,
5. pay the fees for the dormitory services on time,
6. respect the persons and work of all staff members of the dormitory and the fellow boarders by fitting into community life by adapting.

## **§11 Boarders’ financial responsibilities**

1. Boarders are held responsible for any harm caused to the dormitory:
2. with full responsibility for harm in the inventory of the dormitory,
3. whomever causes harm, is to pay full compensation for the damage caused, they may also be subject to a disciplinary procedure.
4. Boarders are financially and morally responsible for their guests. They shall pay compensation for damages caused by their guests.

# OTHER PROVISIONS

## **§12 Rental buildings as dormitories**

1. Rental buildings also operate as dormitories.
2. The DMC’s of rental building dormitories pass their policies and internal regulations in accordance with the owner taking into consideration the owner’s perspective. These policies and regulations are then passed by the DC.

## **§13 Admissions to the dormitories**

1. The principles and procedures of admissions to the dormitories are passed by the DC in accordance with the UPSG.
2. The dormitory office decides on the admissions to the dormitories and communicates the decision with the students.

## **§14 Cessation of tenancy**

1. Boarder’s tenancy is valid for the period of time stipulated in the dormitory contract ("Kollégiumi bentlakási szerződés").
2. Boarder status ceases to exist in one of the following ways:
3. with termination by mutual agreement,
4. with exceptional termination,
5. with cessation of the entitlement to the dormitory room,
6. with cessation of student status.
7. Cessation of tenant status may be initiated by the DMC on the basis of the Dormitory Disciplinary Regulations if the boarder:
8. violates policies or other internal regulations of the dormitory,
9. violates fire, health or safety regulations,
10. reserves their room unduly (e.g. they do not use the room for a longer period of time, rent or maintain a room for personal use outside the dormitory, etc.),
11. puts up a non-boarder in their own room or someone else’s room illegally,
12. does not observe the rules of coexistence,
13. has been the subject of a legally binding disciplinary conviction by a judicial or university body,
14. causes harm to a fellow boarder or the dormitory.
15. Cessation may be initiated by the DMC, the DC, the boarders of the dormitory, the dormitory secretary, the dormitory mentor teacher, the seniors or DUP staff.
16. Cessation decided by the dormitory disciplinary board may be instantaneous or valid up to a certain date.

## **§15 Cooperation with other dormitories**

Dormitories may be members of the Association of Higher Education Dormitories (AHED - Felsőoktatási Kollégiumok Országos Szövetse /FEKOSZ/ - or of any other representative associations to provide connections with dormitories of other higher education institutions in the country if they would like to make use of the representative and organizational services of such associations. Representatives of DUP may regularly attend the regional or national events organized by AHED.

## **§16 Provisions of entry into force**

1. The current Organizational and Operational Rules’ coming into force does not affect the mandates of members of existing Bodies.