UNIVERSITY OF PANNONIA

ORGANISATIONAL AND OPERATIONAL RULES OF THE UNIVERSITY OF PANNONIA

Part III

STUDENT REQUIREMENT SYSTEM

In a Consolidated Structure with All Amendments

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01	02.05.2024	02.05.2024	02.09.2024	Senate Resolution No. 58/2024. (III.28.) Board of Trustees Resolution No. 45/2024. (04.25.)
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TABLE OF CONTENTS

GENERAL PROVISIONS 8
1. § Scope of the regulation 8
Chapter I: ADMISSION REGULATION 11
2. § Scope of the admission regulation 11
3. § Announcing the study programmes and trainings offered at the university 11
4. § Parts and dates of the admission test and the aptitude test 12
5. § Boards involved in the admission procedure 14
6. § Admission scoring system 15
6/A § prelminary student status 18
7. § Decision on admission 18
8. § Publication of the admission decision 20
Chapter II: THE RULES GOVERNING THE EXERCISE OF STUDENTS' RIGHTS AND THE FULFILMENT OF THEIR OBLIGATIONS, THE REGULATION ON THE PROCEDURE FOR ASSESSING APPLICATIONS FOR OBTAINING STUDENT STATUS AND ON LEGAL REMEDY 21
9. § Students’ rights 21
10. § Collective rights of students 23
11. § Obligations of the students 23
PERSONS AND COMMITTEES DEALING WITH STUDENT AFFAIRS 24
12. § 24
12/A. § Education and Credit Transfer Committee 24
12/B. § Students’ Social Committee 25
12/C. § Committee for Students with Special Needs 25
12/D. § Student Appeals Committee 28
12/E. § Mobility Committee 28
12/F. § Disciplinary and Compensation Committee 29
12/G. § Education and Credit Transfer Committee 30
13. § Definition of a student case 30
14. § Scope of the procedural provisions 31
15. § Competence 31
16. § Jurisdiction 31
17. § Assessment of jurisdiction and competence 31
18. § Designation of the Competent Body 32
19. § Equity 32
20. § Initiation of the procedure 32
21. § Submission of the application 32
22. § Administrative deadline 33
23. § Remediation of deficiencies 33

24. § Calculation of deadlines 33
25. § Omission 34
26. § Application for restitutio in integrum 34
27. § Representation 35
28. § Minutes 35
29. § Summons, notification 35
30. § Rejection without judging the merits of the case 36
31. § Termination 36
32. § Suspension 37
33. § Decision 38
34. § Communication of a decision 40
35. § Second-instance procedure 40
36. § Right to legal remedy 41
Chapter III: STUDY AND EXAMINATION REGULATION 41
37. § Scope of the regulation 41
38. § Timetable for the academic year 42
PROVISIONS ON STUDIES 45
39. § Student status 45
40. § Visiting student status 48
41. § Student status for specialisation study modules 48
42. § Transfer 49
43. § Obligation of students to enrol, prepare study schedule and register for classes 51
44. § Rules for credit accumulation 53
45. § Partial training 58
46. § Participation in the student mobility programme 58
47. § Rules of procedure for mobility 59
48. § Obligations of foreign visiting students 59
49. § Mentoring foreign visiting students 60
50. § Rules on subject/course recognition 60
51. § Special study schedule 62
52. § Information to students 63
RULES FOR KNOWLEDGE ASSESSMENT 65
53. § Verification of course completion by the lecturer’s signature 65
54. § The examination period 66
55. § Rules for assessments 67
56. § Proposed marks 71
57. § Retaking failed examinations, reregistration to courses 71
58. § Improvement of a successful examination 72
59. § Benefits and allowances provided for students with special needs 73
60. § Calculation of the grade point average 76

61. § Applying the principle of equity in study-related issues 78
PROVISIONS FOR THE COMPLETION OF STUDIES 78
62. § Conditions for obtaining the pre-degree certificate 78
63. § Master's thesis, bachelor's thesis and final essay 79
64. § The final examination 80
65. § Result of the final examination 81
RULES ON THE ADMINISTRATION OF EDUCATIONAL RECORDS AND PROVISIONS ON TRAINING RECORDS 82
66. § General rules on records 82
67. § Documents relating to the students' studies 83
68. § The master file and the master file extract 84
69. § Enrolment form 85
70. § Certificate of student status 86
71. § Registration course book 86
72. § Credit certificate 87
73. § Pre-degree certificate and certificates to be issued on completion of the studies 87
74. § Examination sheet 88
75. § Minutes of the final examination 88
76. § Diploma 89
77. § Diploma supplement 90
78. § Withdrawal of the diploma 91
79. § Management of forms, re-issuing diplomas 92
Chapter IV: REGULATION ON STUDENT BENEFITS AND FEES 95
80. § Scope of the regulation 95
FUNDING STATUS AND FUNDING PERIOD 96
81. § Funding status of students 96
82. § Funding period 96
83. § Rules of procedure for reclassification between state-funded and self-financed/fee-paying training programmes 98
BENEFITS THAT CAN BE GRANTED TO STUDENTS 101
84. § Student grants, appropriations and allocation 101
85. § Study scholarships 104
86. § National higher education scholarship 106
87. § Scholarship for professional, scientific and public life achievements 107
88. § Doctoral scholarships 108
89. § Grants based on social needs 108
90. § Practicum scholarship 111
91. § Institutional scholarship for self-financed students 112
92. § Other scholarships 113

93. § Bursa Hungarica Municipal Scholarship for Higher Education Students 115
94. § Requesting dormitory accommodation 118
FEES TO BE PAID BY STUDENTS 120
95. § General rules on the fees to be paid 120
96. § Fees to be paid by students 122
97/A. § Discounts and instalment payments that can be applied for in connection with tuition fees for self-financed training programmes 126
98. § Fee for dormitory and halls of residence accommodation 130
99. § Use of the fees 130
100. § Procedural provisions 132
101. § Interpretative provisions 134
Chapter V: RULES OF PROCEDURE FOR DEALING WITH STUDENT DISCIPLINARY AND COMPENSATION CASES 136
REGULATION ON STUDENTS' DISCIPLINARY MATTERS 136
102. § Interpretative part 136
103. § Disciplinary liability 136
104. § Particular disciplinary offences 136
105. § Initiation of disciplinary proceedings 138
106. § Representation 139
107. § Conduct of the proceedings 139
108. § The disciplinary hearing 140
109. § Termination or suspension of the proceedings 141
110. § Disciplinary sanctions and measures 141
111. § Decision-making 142
112. § Legal remedy and second-instance decision 143
113. § Final judgement, challenge before the court 144
114. § Repeated proceedings 144
115. § Exemption 145
116. § Records management and disclosure 145
REGULATION ON STUDENT COMPENSATION 146
117. § Liability of the University for damages 146
118. § Liability of the students for damages 146
119. § Rules of procedure 147
Chapter VI: RULES FOR THE PREVENTION OF ACCIDENTS INVOLVING STUDENTS AND THE PROCEDURES TO BE FOLLOWED IN THE EVENT OF AN ACCIDENT 148
Annex 1 to the SRS: THE ORGANISATIONAL AND OPERATIONAL REGULATION OF THE DORMITORIES OF THE UNIVERSITY OF PANNONIA 149
PREAMBLE 149
GENERAL PROVISIONS 149

1. § Principles 149
2. § Tasks of the DUP 150
THE ORGANISATION, MANAGEMENT AND SELF-GOVERNMENT OF THE DUP 150
3. § Dormitory Council 150
4. § Management of the DUP 151
5. § Seniors' Board 151
6. § Dormitory Management Committees 152
7. § Dormitory Forum 152
8. § Dormitory Disciplinary Committee 153
RIGHTS AND OBLIGATIONS OF STUDENTS LIVING IN THE DORMITORY 153
9. § Rights of dormitory residents 153
10. § Obligations of dormitory residents 154
11. § Financial liability of dormitory residents 154
MISCELLANEOUS PROVISIONS 154
12. § Buildings leased and used as dorimitories 154
13. § Admission to dormitories 155
14. § Termination of dormitory status 155
15. § Cooperation of dormitories with other higher education dormitories 155
16. § Implementing provisions 156

The Student Requirement System (hereinafter referred to as the “SRS” or “Requirement System”) issued by the University of Pannonia (hereinafter referred to as the ”University”) on the basis of the University’s Organisational and Operational Rules (hereinafter referred to as the “OOR”), Part III Organisational and Operational Rules of Procedure (hereinafter referred to as the “OORP”) approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders’ and ownership rights (hereinafter referred to as the “Operator”) and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees is as follows.

GENERAL PROVISIONS

1. § Scope of the regulation

(1) The scope of the SRS shall apply to all the students of the University, including students pursuing or attending bachelor's and master's level courses, doctoral study programmes, one-tier (undivided) educational programmes, specialised further education courses, tertiary/university vocational trainings, language preparation courses and part-time studies, in all forms of education and financing. The SRS may lay down provisions for applicants to courses at the University and for former students of the University whose student status has been terminated for any reason. Hereinafter collectively referred to as “Students”.

(2) The scope of the present SRS extends to all educational units (hereinafter referred to as "EU"), lecturers and staff members responsible for tasks related to the organisation of educational programmes, regardless of their employment status.

(3) The provisions of the SRS shall be applied in accordance with the applicable rules of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the "**NHEAct**"), Act CXXXIX of 2005 on Higher Education (hereinafter referred to as the “**HEAct**”), Act CL of 2016 on General Administrative Procedures (hereinafter referred to as the "**GAPAct**"), Government Decree No. 423/2012 (XII. 29.) on the Higher Education Admission Procedure (hereinafter referred to as the “**AdmDec**”), Government Decree No. 87/2015 (IV. 9.) on certain provisions necessary for the implementation of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the “**ImpDec**”), Government Decree No. 51/2007 (III. 26.) on the grants available to and certain fees payable by higher education students (hereinafter referred to as the “**GFDec**”) and other related legislation.

(4) Study programmes commenced pursuant to the HEAct must be completed – without an interruption of study – alongside unchanged professional requirements and examination system and with the issuance of unchanged degrees and certificates.

(5) [Section (1) of Article 112 of the NHEAct] Study programmes started under Act LXXX of 1993 on Higher Education (hereinafter referred to as the Higher Education Act of 1993) may be completed – without an interruption of study – until 1st September 2016 alongside unchanged professional requirements, an unchanged examination system and with an unchanged certificate. The status of students who have not obtained their final certificate by this date must be terminated on that date. Former students who have obtained their final certificate by 1st September 2016 may take their final examinations by 1st September 2018.

(6) Study programmes registered under the HEAct and modified due to the NHEAct entering into force may be completed under unchanged conditions on a phase-out basis, but no later than in the academic year 2015/2016.

(7) The provisions of paragraph (5) of Article 57 of the SRS may be applied only on a phase-out basis from the academic year 2010/2011, with the proviso that, if the student has resat an exam at least three times in a given subject by the beginning of the second semester of the academic year 2012/2013, he or she may resit the exam up to three additional occasions in that subject, but up to a maximum of nine resits in total.

(8) The provisions of Section (9) of Article 44 of the SRS shall be applied until the curricular review specified in Section (3) of Article 37 of the SRS at the latest.

(9) The requirement set out in paragraph a) of Section (9) of Article 39 of the SRS may be applied to students who commenced their studies before the first semester of the academic year 2016/2017, while paragraph b) applies to students who commenced their studies in the first semester of the academic year 2016/2017 and thereafter.

(10) The conditions set out in Sections (1) and (10)-(11) of Article 83 of the SRS shall apply to students commencing their studies in the first semester of the academic year 2016/2017 and thereafter on a phase-out basis.

(11) Paragraph (b) of Section (2a) of Article 84 of the SRS shall apply for the first time to students who obtain their student status in a doctoral programme in the first semester of the academic year 2018/2019.

(12) [Section (9) of Article 112 of the NHEAct] In the case of eligible students who commenced their studies under the HEAct before 1st September 2008 and whose student status is maintained after 1st September 2016, student benefits must be determined in accordance with the NHEAct as of 1st September 2016.

(13) [Section (10) of Article 112 of the NHEAct] Pursuant to the Higher Education Act of 2005, student benefits must be determined in accordance with this Act

a) as of 1st September 2017 for eligible students who started their studies after 31st August 2008 and whose student status is maintained after 1st September 2017,

b) as of 1st September 2018 for eligible students who started their studies after 31st August 2009 and whose student status is maintained after 1st September 2018.

Chapter I: ADMISSION REGULATION

2. § Scope of the admission regulation

(1) The admission regulation applies to all the study programmes offered by all the faculties/university centres of the University.

(2) The doctoral programme admission procedure is governed by the regulation on doctoral programmes.

3. § Announcing the study programmes and trainings offered at the university

(1) Pursuant to Article 39 of the NHEAct and Articles 3-7 of the AdmDec, the Educational Authority (hereinafter referred to as the "Authority") must publish admission information on the specialisations and study programmes in higher education vocational trainings, bachelor's level courses, one-tier (undivided) educational programmes, master's level courses, specialised further education courses and doctoral programmes announced by the University (hereinafter referred to as the "Information"). The rules on the publication and content of the Information are set out in Articles 3-7 of the AdmDec. Section (3a) of Article 40 of the NHEAct specifies that Higher education institutions must publish their admission requirements at least two years prior to the admission procedure. The information published in the Information booklet and any supplements thereto must also be published on the central websites of the faculty/university.

(2) The (competent) faculty/university centre will be responsible for the provision and content of the information provided in the Information booklet, on the website and in the faculty/central university publications.

(3) [Section (4) of Article 7 of the AdmDec] The Information booklet does not contain information on international joint courses and study programmes held in foreign languages for foreign citizens. The University publishes this information on its website and informs the Authority of the study programmes.

(4) The provisions of Section (7) of Article 8 of the AdmDec shall apply to the publication of study programmes organised abroad, outside the registered address.

(5) [Section (1) of Article 42 of the AdmDec] During the admission procedure, the applicant must pay an additional fee and, if the regulations of the institution so provide, an institution-specific administrative fee and a separate procedural fee. The institution-specific administrative fees to be paid per specialisation must be specified in the Information booklet. The faculty/university centre will be responsible for disclosing the conditions of payment of the institution-specific administrative fee and its item reference number.

4. § Parts and dates of the admission test and the aptitude test

(1) [Section (1) of Article 40 of the NHEAct] Admission to higher education is conditional on passing the school-leaving examination. The higher education institution may make admission conditional on reasonable and non-discriminatory medical, professional or career requirements – the passing of a medical, professional aptitude or career aptitude test or examination –, as well as specific results achieved during secondary school studies or at the school-leaving (Matura) exam, or the possession of a vocational qualification.
[Section (2) of Article 40 of the NHEAct] Admission to bachelor's level courses and one-tier (undivided) educational programmes
a) is conditional on possessing a certificate verifying the successful completion of a school-leaving (Matura) examination, a diploma of higher vocational education or a degree of higher education,
b) may be conditional on a certain level of language proficiency,
c) may be conditional on a medical, professional or career aptitude test,
d) may be conditional on passing a practical examination,
e) may be conditional on the successful completion of an entrance examination, as decided by the higher education institution.

(2) [Section (3) of Article 18 of the AdmDec] In the case of applications to courses in the field of sports science, art and art mediation, as well as in the field of physical education and sport or in the field of teacher training, and in the case of applications to one-tier (udivided) single-subject and two-subject teacher training courses in the field of art, where there is a practical examination, the provisions of Articles 14-17/A shall also apply, except that the overall admission score for applicants to these courses shall be determined solely on the basis of the practical examination. In such a case, the overall admission score shall be determined by doubling the practical test score, which shall not exceed 200 points, without adding any institutional points. In the case of one-tier (undivided) two-subject teacher education, 100 points may be obtained on the basis of the practical examination in the field of arts and 100 points on the basis of the result of the secondary school-leaving (Matura) exam, given in percentage, in the case of teacher training in general subjects. The applicant's total score is calculated without institutional points in this case, too.

[Section (4) of Article 18 of the AdmDec] If the applicant applies for a bachelor's degree course in the field of teacher training at more than one institution, he or she shall take the compulsory aptitude test at the institution with the lowest number in the order of assessment at the date specified in Section (1) of Article 13.

(3) The University will organise a specialised entrance examination as part of the admission procedure for applications to master's level study programmes, courses for foreign students and specialised further education. The admission requirements for master's level study programmes and specialised further education courses may be determined by the faculty/university centre, subject to

the condition that the same admission requirements shall apply, regardless of which higher education institution the applicant obtained his or her degree in.

(4) [Section (4a) of Article 39 of the NHEAct] The student and the higher education institution may establish additional student status for a teacher-training course taken in parallel with a master's degree course beyond the central admission procedure.

(5) A career aptitude test can be organised as a prerequisite for admission to one-tier (undivided) teacher training programmes, short-cycle teacher training programmes and teacher training organised in parallel with a disciplinary master's degree programme.

(5a) The practical examination is organised by the faculty responsible for the study programme.

(6) The faculties will publish the dates of the exams on their websites.

(7) The faculties are not obliged to set additional dates in addition to the agreed and pre-published examination days.

(8) During the admission procedure to the master's degree programme, the applicant may initiate the preliminary recognition of credits pursuant to Section (8) of Article 50 prior to the entrance examination.

(9) The administration of the professional entrance examination for admission to higher education (PEEAHE) is coordinated by the Directorate of Academic Affairs, using the examination testpapers sent by the Educational Authority, with the collaboration of the faculties/university centres involved on the basis of the relevant examinations.

(10) Applicants apply for the PEEAHE exam through the e-admission process and the Directorate of Academic Affairs will inform them of the exact exam schedule as well as the date and venue of the exam and the detailed rules for its administration after it has been published, but no later than two weeks before the exam.

(11) [Section (8) of Article 42 of the NHEAct] The student or a person who previously had a student status may apply for admission – to a self-financed degree programme without participating in the central higher education admission procedure – in the field of information technology at the same or another higher education institution, where the student has at least 30 credits to be recognised according to the credit transfer rules of the given higher education institution.

(11a) The faculty in charge publishes the application and admission periods, the conditions and the methods of application on its website.

(11b) The process of credit recognition is managed by the faculty's Education and Credit Transfer Committee.

5. § Boards involved in the admission procedure

(1) For the organisation and conduct of the examinations listed in paragraphs a-e of Section (1) of Article 4 of the SRS and for the performance of the related tasks, a professional admission, career aptitude and practical examination board (hereinafter collectively referred to as the "Examination Board") must be established for each faculty/university centre. The Dean/Director is responsible for the appointment of the Examination Boards.

(2) The examination is not open to examiners who are close relatives of the candidate as defined in Article 8:1 of the Civil Code (hereinafter referred to as the Civil Code) (spouse, direct relatives, adopted, step or foster children, adoptive, step or foster parents and siblings), who cannot be expected to give an impartial assessment of the candidate or who are subordinates or supervisors of the candidate.

(3) It is the responsibility of the Examination Board to decide whether a candidate meets the conditions for admission. The Examination Board must apply a differentiated assessment system. The Examination Board must inform the candidate of his or her examination results after the tests have been completed.

(4) Candidates have the right to lodge a written complaint with the Rector of the University about any irregularity in the entrance examination which affects the result of the examination, from the day on which information about the results is provided until the end of the next working day. The Rector of the University is obliged to investigate the complaint within three working days and notify the candidate of the decision in writing. No complaints will be accepted after the deadline.

(5) If the candidate is unable to attend any of the examinations due to circumstances that cannot be avoided, he or she must notify the relevant Dean's Office/University Centre Secretariat no later than the day of the examination. (The Dean/Director will make arrangements for providing the opportunity to take the exam at another time.)

(6) Composition and duties of the Examination Board:

composition: Chair, examiner(s), a student delegated by the Delegates' Assembly of the Students' Union the University of Pannonia (hereinafter referred to as "SUUP")

duties: assessment and ranking of the candidate's skills and professional competence

(7) The professional entrance examination for foreign students applying for a self-financed, foreign language study programme includes, in addition to the review of the documents recorded in the admission procedure, one of the following oral admission procedures:

a) personal interview at the University;

b) a personal interview in the applicant's country (if it is organised there);

c) online remote interview via webcam.

The exact form of the oral admission procedure will be specified by the Examination Board after receipt of the application for admission.

(8) The result of the career aptitude test organised as part of the admission procedure for teacher training programmes is – in accordance with Section (2) of Article 18 of the AdmDec – can be "passed" or "failed". In the case of a 'failed' decision, the candidate's overall score is zero.

(9) Faculties/university centres are obliged to establish an admission board (hereinafter referred to as the "Admission Board") for each admission procedure to carry out tasks related to the admission procedure. The Admission Board is responsible for managing the admission procedure at the faculty/university centre, determining the minimum score requirement for admission, taking the capacity of each field of study and group of professions into account, and for determining the minimum number of staff required to start the study programmes. The Admission Board is chaired by the Dean/Director of the Faculty/University Centre or the Vice Dean/Vice Director responsible for academic affairs, and its members are the coordinators of the specialisation courses concerned or their delegates.

(10) The Dean of the Faculty/Director of the University Centre concerned by the examination subject appoints the assessor and the invigilator for the conduct of the professional higher education entrance examination, provided that the invigilator may not be a person who has the appropriate qualifications or training to be an assessor in the discipline of the examination subject.

(11) The assessment of the PEEAHE exam must be organised in such a way that the candidate has the opportunity to have access to the assessment within the timeframe set by the Education Authority for the admission procedure. The timetable for the current admission period will be specified and published by the Directorate of Academic Affairs no later than two weeks before the examination date.

6. § Admission scoring system

(1) Decisions on the admission of candidates will be made on the basis of a uniform ranking system. The ranking must be based on a 500-point system for higher

education vocational training and bachelor's level study programmes and on a 100-point system for master's level study programmes. The overall admission score must be determined on the basis of the AdmDec.

(2) In the case of master's degree applications, the scoring is determined by the faculty/university centre in the Information booklet. Candidates eligible for preferential treatment, as listed in the AdmDec, may receive up to 10 extra points.

(3) In the case of applications for specialised further education, the ranking is done in the way specified in the Information booklet, on the website or in the central publication of the faculty/university centre.

(4) In the case of applications for simultaneous teacher training programmes under Section (4a) of Article 39 of the NHEAct, the ranking is carried out in the manner specified on the website or in the faculty publication.

(5) In the admission procedure according to Section (8) of Article 42 of the NHEAct, the scoring and ranking is carried out in the manner specified on the website and in the faculty publication.

(6) In the case of applications for self-financed study programmes open to foreign students in foreign languages, the ranking is done according to the method specified on the website or in the central publication of the faculty/university centre. If the applicant, who is not a national of an EEA Member State, is not resident in Hungary, he or she must obtain a residence permit as defined by the applicable legislation before enrolment.

(7) [Article 15/B of the AdmDec] Applicants with a higher education vocational qualification or higher education degree, if applying for higher education vocational trainings or bachelor's level or one-tier (undivided) study programmes, may be ranked by higher education institutions on the basis of their higher education diploma, as published in the Information booklet, disregarding the requirement of holding an advanced level secondary school-leaving certificate. In such a case, they will have their final scores on the basis of the points awarded to them for their diplomas, as set out in paragraphs (8) and (9) of Article 6 of the SRS, coupled with additional points available to them.

(8) In cases specified in Section (7) of Article 6 of the SRS for applicants with a higher education diploma:

310 points are awarded to holders of a higher education diploma with a 'satisfactory' level of achievement,

360 points are awarded to holders of a higher education diploma with an 'average' level of achievement,

380 points are awarded to holders of a higher education diploma with a 'good' achievement.

400 points are awarded to holders of a higher education diploma with an 'excellent' level of achievement.

(9) In cases specified in Section (7) of Article 6 of the SRS for applicants with a higher education vocational qualification:

285 points are awarded to holders of a higher education vocational qualification with a 'satisfactory' level of achievement,

315 points are awarded to holders of a higher education vocational qualification with an 'average' level of achievement,

345 points are awarded to holders of a higher education vocational qualification with a 'good' level of achievement,

370 points are awarded to holders of a higher education vocational qualification with an 'excellent' level of achievement.

(10) [Section (5) of Article 12 of the AdmDec] Documents may be submitted in the form of an electronic certified copy or a single copy for the admission procedure. In the case of a simple copy for which the higher education institution does not have publicly authenticated data, the presentation of the original documents at the time of enrolment at the higher education institution may be a precondition for the establishment of student status, as specified in the applicable regulations of the higher education institution.

(11) [Section (8) of Article 17 of the AdmDec] Applicants may also meet the requirement of holding an advanced level secondary school-leaving certificate required by the higher education institution in the central admission procedure by means of taking a professional entrance examination with the minimum result of 25% for admission to higher education organised by the higher education institution as part of the admission procedure, if they have

a) a Hungarian secondary school-leaving (Matura) certificate obtained more than five years before the application deadline for higher education admission,

b) a secondary school-leaving certificate from a foreign EEA Member State, or in the United Kingdom, Ukraine or Serbia,

c) a Diploma of the International Baccalaureate, or

d) a Diploma of the European Baccalaureate as defined in Government Decree 322/2004 (XII. 6.) on the promulgation of the Convention signed on Luxembourg on 21st June 1994, defining the Statute for European Schools.

6/A § preliminary student status

(1) [Section (1) of Article 80/A of the NHEAct)] The higher education institution may establish preliminary full fee-paying student status with the student participating in a technician course.

(2) [Section (2) of Article 80/A of the NHEAct] Any person with a preliminary student status is entitled to pursue part-time studies and other studies as part of a degree programme at the higher education institution and to establish student status with the higher education institution in a way other than through the central admission procedure.

(3) [Section (3) of Article 80/A of the NHEAct] The higher education institution may cooperate with a vocational education institution with regard to the person having preliminary student status, in particular in the use of digital learning materials under the Act on Vocational Training. The higher education institution will issue a micro-certificate on the successful completion of the training programme to the person with preliminary student status.

(4) [Section (4) of Article 80/A of the NHEAct] The higher education institution may make the establishment of student status pursuant to Section (2) herein conditional on the fulfilment of criteria related to acceptable academic achievements and other conditions at the time of the establishment of the preliminary student status.

7. § Decision on admission

(1) [Section (1) of Article 28 of the AdmDec] The University *informs the applicant of its decision on admission in an official decision within 5 working days of the date of the ranking decision in the respective admission procedure. The higher education institution will admit the candidate who, on the basis of the Authority's notification, has been assigned to it.*

The decision on the admission of foreign students must be taken within a time limit which allows the successful applicant to fulfil his or her enrolment obligations as specified in the timetable for the academic year.

(1a) [Section (1a) of Article 28 of the AdmDec] If an appeal decision against a ranking decision described in Articles 25-27 of the AdmDec *provides grounds for changing the admission decision, the institution that made the admission decision has to change the decision. If an appeal decision against a ranking decision results in the applicant being assigned to another higher education institution, both institutions must take an admission decision.*

(2) [Section (2) of Article 28 of the AdmDec] The Rector, in cooperation with the Directorate of Academic Affairs (hereinafter referred to as "DAA"), must take a decision on admission.

The decision must include:

a) the name and institution identification number of the higher education institution;

b) the exact name of the study programme chosen by the applicant;

c) the applicant's name, place of residence and education identification number (if any);

d) information on the remedies available;

e) a call to establish a student status and a warning of the consequences of failing to enrol;

f) the legal provisions which the higher education institution used to make the decision;

g) the place and date of the decision, the name and position of the person who issued the decision.

(2a) [Section (3) of Article 28 of the AdmDec] The decision may include:

a) further information on how to obtain student status;

b) an offer for applicants of non-Hungarian nationality to be admitted to the preparatory year.

(3) [Section (7) of Article 39 of the NHEAct] Admitted applicants may obtain their student status in the semester for which they were admitted during the admission procedure.

(4) The competent faculty/university centre decides on the admission of applicants to specialised further education courses according to the criteria announced on its website, with the admission decision being communicated to the applicant and the Directorate of Academic Affairs at least 3 weeks before the start date of the course.

(5) The competent faculty will decide on the admission of applicants for simultaneous teacher training programmes under Section (4a) of Article 39 of the NHEAct, in accordance with the criteria announced on its website no later than 3 weeks before the beginning of the semester.

(6) The Dean of the relevant faculty will decide on the admission of applicants submitting their applications in the admission procedure under Section (8) of Article 42 of the NHEAct, in accordance with the conditions announced on the website, no later than 3 weeks before the beginning of the semester.

(7) After reviewing the documents filed in the admission procedure offered for foreign students in a foreign language and conducting an oral interview, the Examination Board, taking the differences in the educational systems of each country into account, makes a recommendation for admission or rejection. In the case of rejection, a short explanation in English is provided. On the basis of the

recommendation of the Examination Board, the Admission Board decides on admission.

(8) [Section (4) of Article 28 of the AdmDec] If the applicant has an e-mail address, the decision may be sent by e-mail.

8. § Publication of the admission decision

(1) In the admission decision, candidates are informed by the DAA of the admission threshold and their results.

(2) An appeal may be lodged against the first instance decision on admission. The application must be submitted to the Rector of the University in the manner and at the time specified in the decision.

(3) An appeal may be lodged against the decision within 15 days of receipt of the admission decision. The appeal procedure must be completed within 15 days of receipt of the appeal. The second instance decision of the appeal becomes final upon notification. A judicial review of the decision of the second instance may be requested on the grounds of a violation of law within 30 days of its notification.

Chapter II: THE RULES GOVERNING THE EXERCISE OF STUDENTS' RIGHTS AND THE FULFILMENT OF THEIR OBLIGATIONS, THE REGULATION ON THE PROCEDURE FOR ASSESSING APPLICATIONS FOR OBTAINING STUDENT STATUS AND ON LEGAL REMEDY

9. § Students' rights

(1) [Section (1) of Article 43 of the NHEAct] Students have the right, as defined by law and institutional regulations, to receive full and accurate and, if possible, personalised information primarily accessible through the unified education system, on the commencement and continuation of their studies, to set up their study schedule, to make use of the training opportunities and capacities available at the higher education institution; to receive care appropriate to their condition, personal circumstances or disability, and to communicate with the institution for administrative purposes primarily electronically through the unified education system and, unless otherwise provided by law, to receive documents issued by the institution in an electronic, certified form and to download any number of these documents from the unified education system.

(2) Students shall have the right to have their human dignity respected, in particular

a) to have their personality rights, right of self-determination, freedom of action and right to family life respected, provided that the exercise of these rights does not restrict others and does not endanger their, their peers' or the University's employees' health or physical integrity;

b) to express their opinions freely and make proposals on all matters concerning the functioning of the University, respecting human dignity;

c) to have their religious, ideological or other beliefs, belonging to national or ethnic minorities respected and to express them freely, provided that the exercise of this right does not conflict with the law, does not infringe on the same rights of others and does not restrict the exercise of their peers' right to education;

d) to have their right to correspondence and to dormitory accommodation respected, provided that the exercise of this right does not infringe the same right of others and does not restrict the exercise of their peers' right to education and dormitory accommodation;

e) not to be discriminated on grounds of sex.

(3) Students shall have the right to pursue their studies at the University in a safe and healthy environment and receive assistance and support for their studies and career, depending on their talents, abilities, interests and disabilities, in particular

a) to use the facilities, equipment and services available at the University and in the dormitory (library, laboratory, computer devices, sports and leisure facilities, health counselling, etc.);

b) to set up their study schedule and choose their subjects in accordance with the training programme and, within this context, make free use of the training opportunities offered by the University;

c) to attend lectures and seminars organised by the University;

d) to choose one of the courses run simultaneously;

e) to receive full and objective information;

f) to receive care appropriate to their condition, personal circumstances or disability;

g) to receive help for integration into community life at the University, maintain physical fitness and lead a healthy life free from harmful addictions;

h) to be a member of an academic student circle, participate in its activities and take part in the research and development activities of the University;

i) to use the services of academic and career guidance;

j) to suspend their student status within legal limits;

k) to become a visiting student and apply for transfer to another higher education institution.

(4) Students shall have the right to learn about international practices during their studies and, to this end, undertake part-time studies in higher education institutions in the countries of the European Economic Area and use student loans for this purpose, and to receive scholarships in the case of state-financed studies.

(5) Students shall have the right to receive support in cash or in kind with regard to their financial circumstances, income situation and academic performance, in particular

a) to receive dormitory accommodation or housing allowance,

b) to receive social or other grants,

c) to obtain an exemption, instalment paymentor deferment for the fulfilment of their payment obligations,

d) to have a student card issued for them and make use of the services and discounts associated with it,

e) to perform work at the University for a fee,

f) to conclude a learning agreement or student contract as provided for by law and take study leave in the case of managing studies while having a job.

(6) The rules governing the allowances due to and fees to be paid by students are set out in Chapter IV of the SRS.

(7) The additional rights of students arising from their dormitory status are set out in Annex 1 to the SRS.

(8) Students shall have the right to comment on the work of their lecturers. The detailed rules for this are set out in the "**Regulation on the Evaluation of Excellence in Teaching**".

10. § Collective rights of students

(1) Students participate in making decisions and measures affecting all the students of the University through the work of the body representing their interests. At the University, student interests are represented by the Students'/Doctoral Students' Union. The SUUP shall be subject to the collective rights of students. All students are members of the SUUP. The SUUP's activities cover all the issues affecting students.

(2) The rules governing the exercise of the collective rights of students, i.e. the rights and obligations of the SUUP, are set out in the Statutes of the SUUP.

11. § Obligations of the students

(1) [Section (2) of Article 43 of the NHEAct] Students are obliged to

a) comply with the policies and regulations of the University,

b) respect the traditions of the University and the human dignity of its employees, fellow students and other peers admitted to or transferred to the institution.

(2) Students are obliged to

a) comply with rules on the use of University premises and the territories belonging to the University,

b) follow the rules of the practicum,

c) preserve and handle the assets entrusted to them in accordance with the applicable regulations,

d) protect the facilities and equipment of the University

e) protect the physical health and safety of themselves and their peers as well as acquire and apply knowledge to protect health and safety,

f) respect the human dignity of the employees and fellow students of the University,

g) keep their personal and other data in the University's records (e.g. social security number, identity of the person paying the tuition fee, etc.) up to date and report changes in their personal and other data within 8 working days,

h) arrange official matters (unless otherwise specifically instructed by this Regulation or other regulations) via the Unified Education System (hereinafter referred to as the "UES"),

(3) The additional obligations of students arising from their dormitory status are set out in Annex 1 to the SRS.

PERSONS AND COMMITTEES DEALING WITH STUDENT AFFAIRS

12. §

(1) [Section (5) of Article 12 of the NHEAct] If a committee or council established by the Senate also acts on matters concerning students, it must be ensured that student representatives are allowed to participate in the work of the committee, with the exception of the credit transfer committee. The Senate will establish a standing committee to deal with students' academic, examination and social affairs. The participation of students must be ensured in the committee that deals with student affairs, with the proviso that the number of members delegated by the students and the number of members delegated by the higher education institution to the standing committee established for the administration of academic, examination and social affairs must reach at least twenty-five percent of the members of the committee, each.

12/A. § Education and Credit Transfer Committee

(1) The faculty/university centre councils will establish standing committees to deal with certain academic and examination matters of the students. The Education and Credit Transfer Committee (hereinafter referred to as the "ECTC") of the faculty/university centre responsible for the given study programme will be competent in the academic and examination matters of the students.

(2) The chair and the teacher members of the ECTC must be delegated in accordance with the Organisational and Operational Rules of Procedure of the faculty/university centre (hereinafter referred to as: "OORP"), while the student members must be delegated in accordance with the provisions of the Statutes of the SUUP. The Committee must meet at least twice per academic year. The Committee must take its decisions within two weeks of the deadline for submissions. For electronic applications, the decision must be published in the UES. In credit transfer matters, the chair of the Committee takes a decision via the UES on the basis of the opinion of the lecturer in charge of the subject and the opinion of the teacher members of the Committee.

12/B. § Students' Social Committee

(1) A Students' Social Committee (hereinafter referred to as the "SSC") must be established per faculty/university centre to assess submissions related to student grants. The method of establishment, the composition and the rules of operation of the SSC must be determined by the OORP. In university-level issues, the faculty/university centre SSCs must decide together. The SSC's tasks as defined in the SRS:

a) It determines the allocation of student grants in each semester (at university level, by co-decision).

b) It determines the allocation of the housing allowance in each semester (at university level, by co-decision).

c) It determines the allocation of the grant for university coursebooks and textbooks in each semester (at university level, by co-decision).

d) It decides on the minimum credit index required for the award of grants in each semester (by a separate decision per faculty/university centre). (Section (9) of Article 85 of the SRS)

e) It decides on the minimum amount of the grant in each semester (by a separate decision per faculty/university centre). (Section (9) of Article 85 of the SRS)

f) It determines the budget of the extraordinary social grant in each semester (at university level, by joint decision). (Section (12) of Article 89 of the SRS)

g) It determines the monthly amount of practicum scholarship in each semester (by a separate decision per faculty/university centre). (Section (4) of Article 90 of the SRS)

h) It decides on the minimum scholarship index necessary for the determination of the institutional scholarship for self-financed students in each semester (by a separate decision per faculty/university centre). (Section (6) of Article 91 of the SRS)

i) It determines the budget for other grants in each semester (at university level, by co-decision). (Section (9) of Article 92 of the SRS)

12/C. § Committee for Students with Special Needs

(1) [paragraph c) of Section (1) of Article 11 of the NHEAct] With the help of its information and counselling system, the University will support the integration and progress of students, with particular attention to students with disabilities, during their higher education studies and assist them in career planning during and after their studies, furthermore, it will support the secondary education system through early career guidance and skills development programmes and ensure talent

management. The University will establish and operate a Committee for Students with Special Needs (hereinafter referred to as the "SSN Committee").

(2) The SSN Committee will assist students with disabilities (hereinafter referred to as "students with special needs") applying for the University or pursuing their studies at the University in ensuring the necessary conditions for equal opportunities for their studies. The work of the SSN Committee is managed by the University Coordinator. The standing members of the SSN Committee are delegated by the faculties/university centres, while the student members are delegated by the Delegates' Assembly of the SUUP and the group of students with special needs.

Standing members of the SSN Committee:

1 member – University Coordinator
1-1member – faculty/University Centre Coordinator
1 member – student delegated by the SUUP
1 delegated member – student with special needs

(3) Duties of the SSN Committee:

a) The members of the board will monitor the preparation of the entrance examination of applicants with special needs applying to the University and the creation of the necessary conditions for the conduct of the admission procedure of the persons concerned.

b) It will issue a decision on the benefits to be granted to students with special needs, taking the provisions of Article 59 of the SRS into account.

c) It will assess the needs of students and lecturers for the education of students with special needs and coordinate the provision of the necessary conditions.

d) It will assess and manage applications submitted by students with special needs for assistance, exemptions and preferences and, if they are rejected, it will provide guidance on alternative arrangements.

(4) The faculty/university centre coordinator of the SSN Committee must be consulted in all cases by the faculty/university centre committees responsible for academic affairs and the assessment of applications submitted by students with special needs.

(5) The SSN Committee, in cooperation with the SUUP and the members of student support groups, will facilitate the integration of students with special needs in university life (leisure, cultural, sports programmes).

(6) [Section (3) of Article 64 of the ImpDec] The institute *coordinator is responsible for:*

a) participation in the assessment and registration of applications submitted by students with disabilities in accordance with Section (17) of Article 59 of the SRS, as well as in

decisions on legal remedy concerning students, provide that the coordinator who participated in the assessment of the application may not participate in the legal remedy proceedings,

b) liaising with students with disabilities and their facilitators,

c) providing assistance to students with disabilities in their studies and examinations and organising consultations requested by students with disabilities,

d) making proposal for the use of normative subsidies to support the studies of students with disabilities and for the purchase of equipment needed to provide assistance,

e) managing the work of the SSN Committee, providing for the organisation of its meetings, notifying those invited and ensuring that minutes of the meetings are taken and sent to the person appointed by the Rector,

f) liaising with the SSN Committee members and the Head of DAA,

g) preparing a report at the end of each academic year on the work of the board and the experience gained during work.

(7) The faculties/university centres must appoint a faculty/university centre coordinator responsible for students with special needs, who will assist students with special needs in exercising their rights and performing their obligations arising from their student status. The faculty/university centre coordinator is appointed by the head of the faculty/university centre.

(8) The faculty/university centre coordinator is responsible for:

a) participation in the assessment of applications submitted by students with special needs pursuant to Section (17) of Article 59 of the SRS, and in decisions on legal remedies concerning the student, with the proviso that the coordinator who participated in the assessment of the application may not participate in the legal remedy procedure,

b) liaising with students with special needs and their facilitators,

c) ensuring assistance for students with special needs during their studies and examinations and organising consultations required by students with special needs,

d) making proposals for the use of normative subsidies to support the studies of students with special needs and for the purchase of equipment needed to provide assistance,

e) supporting the work of the SSN Committee and attending its meetings,

f) liaising with the members of the SSN Committee.

(9) [Section (4) of Article 64 of the ImpDec] The institute *coordinator must have a university degree and disability competencies or professional experience in managing disabilities.*

(10) [Section (5) of Article 64 of the ImpDec] The University *must provide the* institution *coordinator with access to the data necessary to assess eligibility for the special treatment of students with disabilities.*

12/D. § Student Appeals Committee

(1) The Student Appeals Committee (hereinafter referred to as the "SAC"), consisting of 3 members of the Student Appeals Board (hereinafter referred to as the "Board") shall act in student cases in the second instance. The Board is chaired by a lawyer appointed by the Chancellor and employed or contracted by the University. The members of the Board are: two teachers per faculty/university centre and one student. The teacher members of the Board are delegated by the faculties/university centres, while the student members by the SUUP. The chair of the SAC is the chairman of the Board and its members include one teacher and one student from among the Board members. If the chair is disqualified under Section (16) of Article 12/D of the SRS and is therefore not entitled to participate in the procedure, the Chancellor must appoint a person who meets the criteria for the chair to act as the chair of the SAC. The chair of the SAC appoints the members of the SAC. The decisions of the Board shall be set out in a resolution, in which the Chair of the Board shall represent the University. The procedure shall be governed by the provisions of the GAPAct.

(2) [Section (4) of Article 57 of the NHEAct] The appeal cannot be assessed by

a) the person who took the contested decision or failed to take the decision,

b) a close relative of the person named in point (a),

c) a person who cannot be expected to judge the case objectively.

Each member of the SAC must immediately notify of the reasons for exclusion specified in paragraphs b) and c) above.

12/E. § Mobility Committee

(3) The members of the committee dealing with student mobility for learning purposes (hereinafter referred to as the "MC") are the Vice Deans/Vice Directors responsible for academic affairs at the faculty/university centre, the mobility coordinators at the faculty/university centre and the Presidents of the SUUP constituent unions. The MC decides on the call for mobility applications and the rules for assessment. The MC is assisted by the institution mobility coordinator.

(4) The institution mobility coordinator is responsible for:

a) receiving applications from students and preparing them for decision,

b) issuing and managing the following documents as part of the administration of the mobility programme:

Letter of Acceptance

Learning Agreement
Transcript of Records
Confirmation of Exchange

c) collecting information on the foreign language courses offered by the various departments and ensuring that they are communicated,
d) signing learning agreements with students,
e) liaising with partner institutions and overseeing the renewal of existing bilateral contracts,
f) liaising with the European Commission and the National Agency,
g) liaising with students, lecturers and non-teaching staff involved in mobility,
h) liaising with the mobility coordinators at faculty/university centre and departmental level,
i) providing information to mobility coordinators and the University's lecturers and students,
j) performing the obligation to provide information in connection with managing the Erasmus programme,
k) ensuring that the University's mobility website is regularly updated.

(5) The mobility coordinators at the faculties/university centres are responsible for:

a) assisting the DAA, working in close cooperation with the institution mobility coordinator and the DAA,
b) coordinating the mobility activities of the faculty/university centre and facilitating the implementation of the commitments undertaken at faculty/university centre level,
c) providing information to the lecturers and students of the faculty/university centre,
d) sending the finalised course list of students to the DAA by the end of the 4th week of the academic term at the latest and mediating between the student, the lecturer, the department and the DAA in case of problems,
e) negotiating and preparing bilateral contracts,
f) collecting information on foreign language courses that can be offered by the faculty/university centre EU.

12/F. § Disciplinary and Compensation Committee

(1) The Disciplinary and Compensation Committee (hereinafter referred to as the "DC"), composed of teacher and student members of the faculty/university centre Disciplinary and Compensation Board, shall act in the first instance in disciplinary and compensation cases involving students. The composition of the Board and the way in which it is appointed will be determined by the faculty/university centre OORP. In all cases, the DC is composed of two teachers and one student. One of the teachers is the chair of the DC.

(2) The Dormitory Disciplinary Committee shall act in disciplinary and compensation cases involving the dormitory in accordance with the rules laid down in the Dormitory's Organisational and Operational Regulation (Annex 1 to the SRS).

(3) The University Disciplinary and Compensation Committee (hereinafter referred to as the "UDC") composed of the members of the University Disciplinary and Compensation Board shall exercise disciplinary authority in the second instance, with its chair and teacher members being appointed by the Rector and student members being delegated by the SUUP. The members of the University Disciplinary and Compensation Board are members of the faculty/university centre Boards.

(4) A person who cannot be expected to judge the case impartially and who is a close relative of the person subject to the proceedings, as defined by the Civil Code, may not participate in the committee. Disqualification proceedings must be initiated upon notification by the person concerned or by the student subject to the proceedings, and the disciplinary proceedings must be suspended until the notification has been assessed. In the first instance, the Dean/Director, and in the second instance, the Rector will decide on the question of exclusion.

12/G. § Education and Credit Transfer Committee

(1) The Education and Credit Transfer Committee (hereinafter referred to as the "ECTC") is responsible in particular for

a) giving opinions on the educational affairs managed by the Senate,

b) the approval of new study programmes.

(2) The members of the ECTC are the heads of the faculties/university centres responsible for academic affairs, one teacher delegated by the Dean/Director, each, the President of the SUUP and the Presidents of the constituent unions, the Director of the DAA, one delegate of the Works Council and one delegate of the trade union. The chair of the ECTC is appointed by the Rector.

(3) The detailed rules governing the operation of the ECTC are laid down in its Rules of Procedure.

13. § Definition of a student case

(1) A student case is any case in which the person or body specified in the SRS acts (takes action, makes decision) in connection with issues on student status and matters affecting the students' rights or obligations.

(2) The rules set out in Chapter V of the SRS shall apply to disciplinary and compensation matters concerning students.

14. § Scope of the procedural provisions

(1) Any person, body, committee or board specified in the SRS shall act in accordance with the rules set out in the SRS.

(2) Committees whose rules of procedure are established by the faculty/university centre OORPs shall operate in accordance with these rules of procedure.

(3) The DAA must be notified of all student matters.

15. § Competence

(1) The faculty/university centre in which the student is enrolled will be competent in student cases in the first instance, unless otherwise provided by law, the OORP or the SRS.

(2) In the case of more than one such faculty/university centre, the competent faculty/university centre is the one which organises the academic programme to which the student's application relates.

(3) If the student's application is not related to the academic programme, the faculty/university centre to be included in the statistics is the competent one.

(4) Unless otherwise provided by the law, the OORP or the SRS, the SAC will act in student cases in the second instance.

16. § Jurisdiction

(1) In first-instance student cases

a) the Dean of the faculty/Director of the university centre responsible for the student's education or the head of the faculty/university centre responsible for academic affairs (Vice Dean/Vice Director), together with the DAA

b) a university or faculty/university centre-level committee or person or body specified by the SRS,

c) the committee set up in the faculty/university centre OORP shall act.

(2) In second-instance student cases, the Student Appeals Committee shall act.

17. § Assessment of jurisdiction and competence

(1) The person, body, committee or board (hereinafter referred to as the “Competent Body") acting in a student case must at all stages of the procedure assess its competence and jurisdiction. If he/she or it finds that he/she or it lacks competence or jurisdiction, he/she or it must immediately transfer the matter to the person (committee) having competence or jurisdiction and inform the student of this at the same time.

18. § Designation of the Competent Body

(1) If the person having jurisdiction or competence cannot be determined, the Rector will be entitled to designate the Competent Body.

(2) The Competent Body may be appointed at any stage of the procedure.

(3) The Rector of the University must designate the Competent Body within 5 days of the request for designation or of becoming aware of it.

19. § Equity

(1) In student matters, decisions may also be taken under the principle of equity as provided for in Article 61 of the SRS.

20. § Initiation of the procedure

(1) In student matters, procedures may be initiated ex officio or at the request of the student.

(2) The procedure is initiated ex officio if the University is required to do so by law or University regulations.

(3) A procedure is initiated at the student's request if the student is entitled to initiate the procedure under the law or the provisions of the SRS.

21. § Submission of the request

(1) As a general rule, student requests must be submitted electronically via the UES for the study programme in question.

(2) The deadline for submitting requests is published by the DAA via the UES before the start of the academic year.

(3) The cases and groups of cases for which student requests can only be submitted electronically must be published on the DAA website in the DAA's rules of procedure.

(4) Hard copy requests must be submitted to the DAA of the place of training, using the forms available on the DAA website, by post or by electronic mail with an official electronic signature.

(5) Requests for which there is no standard form must include the following information:

a) the student’s name and
b) the student’s code generated by the UES.

(6) If the request provided for in Article 21 of the SRS is submitted by another person due to the student's incapacity, the request must also include:

a) the student's address, place and date of birth and mother's name, and
b) a brief justification of the student's incapacity.

22. § Administrative deadline

(1) Unless otherwise provided for by law, the OOR or the SRS, student requests must be processed no later than 15 days from the date of receipt of the request or, if a deadline for submission of the request has been set, within 15 days of the deadline (hereinafter referred to as the "Deadline for Processing").
(2) Deadlines may be set by the law, the SRS, the call for proposals or, in the absence of a legal provision in them, by the Competent Body.
(3) The Rector of the University will, upon the reasonable request of the Competent Body, extend the administrative deadline once for a maximum period of 30 days.
(4) The Competent Body and the student must be notified of the extension of the deadline.

23. § Remediation of deficiencies

(1) In cases specified in the law, the SRS, other university regulations or the rules of procedure of the Competent Board, the student will be requested to remedy deficiencies within a short deadline of no more than 8 days.
(2) The request for remediation of deficiencies must warn the student that if the deficiencies are not remedied within the time limit, the Competent Body will consider the request as incomplete.

24. § Calculation of deadlines

(1) Deadlines are calculated in days, months or years.
(2) A period expressed in days or working days will not include the day on which the act or circumstance giving rise to the deadline occurs or the day of communication, delivery or the posting or removal of the notice.
(3) The period fixed in months or years will expire on the day which corresponds in number to the starting day or, if this day is absent in the month of expiry, on the last day of the month.
(4) The deadline for requests to be submitted in the UES is the exact deadline specified in the request.
(5) If the last day of the deadline is a public or bank holiday, the deadline expires on the next working day.
(6) The date of submission of documents sent by post is the date of posting.

(7) The date on which an electronic document is submitted is the date on which the document is sent, however, the administrative deadline starts on the next working day.
(8) The acquisiton of a right linked to a specific day takes place at the start of that day. The legal consequences of failure to observe the deadline or of delay shall take effect on the expiry of the last day of the deadline.
(9) In case of doubt, the deadline shall be deemed to have been met.
(10) Unless otherwise provided by law, the duration of business disruption shall be disregarded for the purposes of calculating deadlines.
(11) Deadlines do not include

a) the time limit for transfer, appointment and remediation of deficiencies; and
b) the period of suspension and interruption.

25. § Omission

(1) A person who fails to comply with a deadline may no longer comply with it with effect, unless otherwise provided by law or the SRS.
(2) A well-known natural event or other exceptional circumstance shall not constitute a failure to meet the deadline.

26. § Request for restitutio in integrum

(1) Any person who, through no fault of his or her own, has missed a deadline or time limit during the procedure may submit a request for restitutio in integrum.
(2) Decision on the request for restitutio in integrum is made by the person, body or board in the course of whose proceedings the omission occurred.
(3) The request for restitutio in integrum may be submitted within eight days of becoming aware of the omission or after the obstacle ceases to exist, but no later than 30 days from the missed deadline or the last day of the missed time limit.
(5) If the deadline is missed, the missed act must also be completed at the same time as the request for restitutio in integrum is submitted, provided that the conditions for doing so are met.
(6) If the Competent Body accepts the request for restitutio in integrum, the person who submitted the request for restitutio in integrum must be procedurally be regarded as if the omission had not been made. To this end, the Competent Body will amend or revoke its decision, or, in the case of revoking its decision to terminate the procedure, will continue the procedure or repeat certain procedural steps.

27. § Representation

(1) Students may also act by proxy in student matters.
(2) The authorisation must be put down in an public document or a private document with full probative value.
(3) The provisions of Act CXXX of 2016 on the Code of Civil Procedure shall apply to the formal rules of public and private documents.
(4) In all cases, the Competent Body must verify the legality of the way the authorised representative acts and the legitimacy of the authorisation. If the person concerned fails to produce a valid authorisation despite being requested to do so, the procedural steps taken by the authorised representative will be invalid and the Competent Body must reject the authorised representative's application.

28. § Minutes

(1) Minutes must be taken of public discussions or committee meetings preceding the adoption of decisions and of any personal hearing held independently thereof, and whenever the SRS so provides.
(2) If the public discussion or the committee meeting is audio-recorded, a written record must be made within 3 days.
(3) The minutes must contain the name of the Competent Body, the place and time of taking the minutes, the name of the person being heard, his or her mother's name, ID card number, address, UES-generated code in case of a student, his or her status in the proceedings (e.g. person under investigation, proxy, witness, expert, etc.), a warning of rights and obligations, the relevant statements and findings of the case and the signatures of the persons being heard, of the Competent Body and of the person taking the minutes.

29. § Summons, notification

(1) A summons must be issued to any person who the body, person, board or commission competent to deal with student cases wishes to hear in person. A hearing by videoconference or other means of telecommunication is deemed to be a personal hearing, provided that the identity of the person to be heard and of the persons participating in the hearing by means of telecommunication is steted at the beginning of the hearing.
(2) The summons must state the name of the Competent Body, the case number, the subject matter of the case, the date and place of the hearing and the question on which the person is to be heard and in what capacity (e.g. witness).

(3) The provisions of Article 34 of the SRS shall apply to the service of summons, except that a party who has appeared in person may be summoned orally for another hearing, or in urgent cases, summons may be issued by telephone.
(4) Oral summons must be recorded in the minutes of the personal hearing, while summons held over the phone must be recorded in a separate record.
(5) If the party has a proxy, the summons for a personal hearing must be issued to both the party and the party's proxy.
(6) If the Competent Board does not consider it necessary to summon the student, the student must nevertheless be notified of the hearing of other persons in the proceedings and must be given the opportunity to be present at the hearing.

30. § Rejection without judging the merits of the case

(1) The student's request shall be rejected within 5 days without judging the merits of the case if

a) the Competent Body has no jurisdiction or competence and the request cannot be referred,
b) the request is for an obviously impossible purpose,
c) any legislation sets a time limit or deadline for submitting the request and the request is submitted too early or late,
d) the Competent Body has already taken decision on the merits of the case and a new request for the exercise of the same right has been submitted, using the exact same facts of the case and on the basis of the same legal provisions, and the rejection of the request without judging the merits of the case is not precluded by law, the OOR or other University regulations,
e) the request is obviously not from the person entitled to submit it; or
f) the content of the request indicates that the matter is not a student matter.

31. § Termination

(1) The Competent Body shall terminate the procedure if

a) the request should have been rejected without judging the merits of the case, however the reason for rejection came to the attention of the Competent Body after the procedure had been initiated,

b) the procedure has become devoid of purpose,

c) the procedure was initiated on request and the student has withdrawn his or her request, unless the procedure may be initiated ex officio and the Competent Body proceeds ex officio or if there are several applicants in the procedure and not all of them have withdrawn their requests,

d) the death of the student rendered the procedure devoid of purpose and there was no procedural succession,

e) the circumstances providing grounds for the continuation of the proceedings no longer exist,

f) the student, in the case of a procedure initiated at his or her request and where the representative has been refused, does not, despite the request of the Competent Body, provide a proxy or act in person, unless the procedure may be initiated ex officio and the Competent Body continues it ex officio, or if there are several applicants in the procedure and they act in person or their representative has not been refused by the Competent Body,

g) due to a change in the law, the case no longer falls within the competence of the Competent Body,

h) a fee or charge (hereinafter referred to as the "Fee") is payable for the procedure or the Competent Body requires the student to pay the procedural costs in advance and the student fails to meet his or her payment obligation within the time limit set by the Competent Body despite the Competent Body's request to do so.

(2) The Competent Body may terminate the procedure if the student fails to comply with the request to remedy deficiencies in the procedure initiated at his or her request and has not requested an extension of the deadline set for this purpose and the facts of the case could not be clarified as a result of the student's failure to submit a statement to this end.

(3) If the student withdraws his or her application that initiated the procedure before the decision has become final, the Competent Body will withdraw its decision.

32. § Suspension

(1) Where the decision on the merits of the case depends on a preliminary ruling on an issue which falls within the competence of another body or cannot be reasonably decided without another decision of the same Competent Body closely connected with the case in question or without a decision of the relevant authority, the Competent Body will suspend the proceedings. If the client is entitled to initiate proceedings before another body, the client must be requested to do so within an appropriate time limit. If the student fails to comply with the request, the Competent Body will terminate the proceedings or take decision on the basis of the available information.

(2) With the suspension of the proceedings, all deadlines are interrupted and when the suspension is lifted, they start again, except for the administrative deadline. All

procedural steps taken during the period of suspension shall be null and void, except those intended to remove the cause of suspension.

33. § Decision

(1) The Competent Body will decide on the merits of the case by decision and on all other issues by order.

(2) The decision must include

a) the name of the Competent Body and the case number,

b) the name and domicile or habitual place of residence and the UES-generated code of the entitled or obligated student,

c) an indication of the subject matter of the case,

d) in the operative part

(i) the decision and information about the options of legal remedy and judicial review,

(ii) the deadline or time limit by which the obligation must be fulfilled and the legal consequences of non-compliance, including information on the obligation to pay late payment penalties and the amount of such penalties in the decision establishing the obligation to pay,

(iii) the decision to pay and the calculation of the costs of the proceedings, if there is no specific decision taken on it by the Competent Body,

e) in the statement of reasons

(i) the facts established,

(ii) the legal and regulatory provisions on the basis of which the decision was taken and to what extent and why the decision in the operative part follows from them,

(iii) an indication of whether the student offered evidence and, if so, to what extent the decision-maker took it into account or why it was not taken into account,

(iv) if the reason for the refusal was the incompleteness of the application, including the failure to provide evidence, the request and date of the request to remedy deficiencies and the failure to comply with the request,

(v) in the case of a decision taken on a discretionary, equitable basis, the considerations and facts relevant to the exercise of the discretionary or equitable powers,

f) an indication of the legislation, the SRS, the OOR or other University regulations establishing the competence and jurisdiction of the Competent Body.

g) the place and time of the decision, the name and official position of the person who issued the decision,

h) in the case of a hard copy document, the signature of the person who issued the decision.

(3) If the request is granted by the body of first instance, a simplified decision may be taken, which may dispense with the statement of grounds and the information on legal remedy. The statement of grounds may also be omitted from a decision which is aimed at specifying only the date of a procedural step.

(4) If the student's request is rejected, reasons shall be given for the decision.

(5) Unless additional requirements are laid down by law, the OOR, the SRS or other University regulations, the decision must contain

a) the name of the Competent Body, the case number and the name of the administrator,

b) the name and domicile or habitual place of residence and the UES-generated code of the student,

c) an indication of the subject matter of the case,

d) the decision of the Proceeding Body, as well as information on the possibility of appeal, judicial review, the place of and deadline for filing an appeal and the appeal procedure, and, in case of judicial review, the possibility of requesting a hearing,

e) the deadline or time limit by which the obligation must be fulfilled and the legal consequences of non-compliance, including information on the obligation to pay late payment penalties and the amount of such penalties in the decision establishing the obligation to pay

f) information on the obligation to pay, the amount of the appeal fee or charge and the methods of payment and collection,

g) in the case of a decision taken on a discretionary, equitable basis, the considerations and facts relevant to the exercise of the discretionary or equitable powers,

h) reference to the legal provisions on the basis of which the decision of the Competent Body was taken,

i) an indication of the legislation, the SRS, the OORP or other University regulations establishing the competence and jurisdiction of the Competent Body,

j) the place and time of the decision, the name and official position of the person who issued the decision,

k) in the case of a hard copy document, the signature of the person who issued the decision.

(6) [Section (6) of Article 57 of the NHEAct] When considering the appeal, the provisions of the Act on General Administrative Procedures shall apply mutatis mutandis to the verification, the form and content of the decision and the correction, amendment, modification or revocation of the decision upon request or ex officio.

34. § Communication of a decision

(1) [Section (2) of Article 57 of the NHEAct] Any decision concerning the student must be communicated to the student in writing. The decision shall be final if the student does not submit an appeal within the time limit specified or if the student has waived the right to submit an appeal.

(2) The decision of the Competent Body on the merits of the case must be communicated (in writing by post, or in writing by publication of a notice or by electronic means) to the student and to all those to whom the decision applies.

(3) The DAA communicates decisions primarily electronically via the UES, which is considered to be a certified electronic document. The student is notified of the decision via the UES. The time of notification is 24 hours after the message is sent.

(4) Changes in the student status must be notified to the student by certified mail.

35. § Second-instance procedure

(1) [Section (5) of Article 57 of the NHEAct] The higher education institution may take the following decisions on the appeal:

a) rejects the application,

b) instruct the person who has failed to take a decision to take a decision,

c) changes the decision,

d) annuls the decision and orders the decision-maker to start a new procedure.

(2) In all other matters, the rules of the first-instance procedure shall apply to the second-instance procedure.

36. § Right to legal remedy

(1) [Section (1) of Article 57 of the NHEAct] If their rights are violated, students can

a) contact the Students' Union for legal assistance,

c) submit an application for legal remedy, which the higher education institution is obliged to consider,

d) initiate proceedings before the Commissioner for Educational Rights, provided that they have exhausted their rights of appeal other than legal proceedings before a court, as provided for in this Act.

(2) [Section (3) of Article 57 of the NHEAct] Students may appeal against a decision or measure or failure to take a measure (hereinafter collectively referred to as "decision") of the higher education institution within fifteen days of the notification or, failing this, of the decision coming to their knowledge, except for decisions related to the assessment of studies. An action may also be brought against a decision on the assessment of studies if the decision was not based on the requirements adopted by the higher education institution or if the decision is contrary to the provisions of the organisational and operational rules of the higher education institution or if the provisions on the organisation of examinations have been breached.

(3) [Section (3) of Article 58 of the NHEAct] Section (1) of Article 17 and Sections (1) and (2) of Articles 57 and 58 of the NHEAct shall apply mutatis mutandis to decisions or omissions related to

c) students whose student status has been terminated in the meantime.

(4) [Sections (1)-(2) of Article 58 of the NHEAct] Students may challenge the decision ending the procedure on the appeal in an administrative lawsuit. The filing of the application has suspensory effect. For the purposes of the provisions herein, the provisions relating to student status are provisions contained in the relevant legislation and in the applicable documents of the institution laying down rights and obligations for students.

Chapter III: STUDY AND EXAMINATION REGULATION

37. § Scope of the regulation

(1) The scope of the University's Study and Examination Regulation (hereinafter referred to as the "SER") covers the academic and examination matters of students participating in bachelor's and master's level courses, one-tier (undivided) educational programmes, specialised further education courses, tertiary/university vocational trainings, preparation courses and part-time education at all the faculties/university centres of the University. The SER applies to both full-time and part-time students as well as distance learning students, Hungarian and – unless

otherwise provided by law or other international agreements – foreign students, enrolled in state-funded, scholarship, partial scholarship, self-financed and fee-paying study programmes.

(2) The specific provisions for each specialisation are set out in the curriculum of the specialisation/University Centres, while the study and examination regulation for students participating in doctoral (PhD) programmes are set out in the University's Doctoral Regulation.

(3) [Section (1) of Article 15 of the NHEAct] Curricula must be reviewed every five years. The introduction of new or revised study and examination requirements must be phased in progressively.

38. § Timetable for the academic year

(1) [Section (1) of Article 56 of the ImpDec] If any practicum, examination or other educational activity (hereinafter together referred to as "student activity") is organised outside the academic year, the higher education institution must unambiguously specify which immediately preceding or following semester the student activity takes place in.

(2) [Section (2) of Article 56 of the ImpDec] In the last semester, an examination period and a final examination period must be provided consecutively after term time. The examinations must be organised in such a way that all the students concerned can register and take the examination and it must also be ensured that the students can repeat failed examinations during the relevant academic period.

(3) An academic year consists of two academic periods, i.e. two semesters. An academic period consists of a registration period, term time and an examination period, of which term time and the examination period can be divided into a maximum of 2 parts, each, per semester. The performance of the student is assessed by the higher education institution during term time and the examination period. The timetable for the academic year – the beginning and end of the registration periods, term time and examination periods as well as the beginning and end of the final examination period – is determined for each academic year by the Rector after consultation with the Works Council and the faculties/university centres and in agreement with the SUUP, taking the following into account:

The total length of term time(s) is 14 weeks. The timetable for the semester in which practicum/dual training[1] takes place may vary according to the curriculum.

- The practicum/dual training is governed by the curriculum of the relevant specialisation.

- A registration period must be provided before term time (or before the first term time of the semester in case of quarterly implementation), during which students

[1] This includes project-based training based on a custom-tailored curriculum

can finalise their study schedule for the semester and comply with their obligation to enrol/register. During the registration period, the head of each EU is responsible for ensuring the smooth running of administration, providing information to students and answering student questions. In the case of specialised further education, the registration period must be determined according to the specificities of the course, but it must be completed by 1st October in the autumn semester and by 1st March in the spring semester at the latest.

The examination period is 6 weeks per semester[2], but at least 25 working days.

- During a state of emergency, the academic year may be extended with additional special periods: such as the Lab Practice period. The alignment of these periods with the term time and the examination period may cause a partial overlap without compromising their original function. During exceptional periods, courses may be organised only for subjects agreed in advance (in agreement with the Faculty (Faculties)/University Centre(s) concerned and the SUUP). The examination and grading periods for the subjects affected by the extraordinary period may differ from the main rules laid down in the SRS, with the proviso that the grade must be specified and recorded in the UES by the 3rd working day after the end of the period at the latest, and that students must be given the opportunity to make up their grades as laid down in the SRS.
- The Rector may authorise a school break in each academic year. These breaks may vary from campus to campus. The Deans and Directors General of the University Centres may announce a one-day school break per semester in connection with faculty/University Centre events, where it must be clearly indicated if the scope of the break extends to students involved in cross-faculty educational activities. In the case of a Faculty within a University Centre, the Dean and the Director General may, by agreement, announce a one-day break in teaching.

The duration of a unit of timetabled activities is 45 minutes (exceptions may be made for laboratory practice if this is specified in the subject syllabus).

(4) The timetable of the academic year in a master's programme may be organised in such a way that the semester is divided into quarterly blocks. For both (autumn and spring) semesters, the quarterly implementation may be organised as follows:

a) the registration period here is the same as the registration period in the case of the traditional training pattern, during which students register for all the classes they wish to complete for the whole semester

b) term time in the first quarter lasts for 7 weeks

c) term time in the first quarter is followed by the examination week of the first quarter, lasting for 1 week

[2] their combined length in the case of an examination period split into two parts

d) term time in the second quarter lasts for 7 weeks (overlaps with the examination period of the traditional training pattern)

e) the examination period in the second quarter is 5 weeks, structured as follows:

- the first two weeks are for the second quarter subjects
- the following three weeks are for both the first quarter and second quarter subjects

f) the final examination period is the same as the final examination in the case of the traditional training pattern

g) the end of the semester coincides with the end of the traditional teaching timetable

(5) There may be no compulsory extra-curricular activities. If an in-class test is scheduled by the lecturer outside of the timetable, the number of class hours corresponding to the time of writing the test must be set off. This does not apply to make-up examinations.

(6) After the beginning of term time, the place and time of the courses announced may be changed only in consultation with the students and with the permission of the Dean/Director. The fact that a change has occurred must be recorded in the UES. The lecturer must conduct the course at the place and time recorded in the UES.

The timetable set at the beginning of the semester will apply during an emergency distance learning period. Activities requiring the presence of the student shall be planned accordingly in the consultation schedule of distance learning. Any deviation from this schedule must be agreed on with the students.

(7) [Section (1) of Article 17 of the NHEAct] In higher education, academic programmes can be organised as full-time, part-time and distance learning programmes, as specified in the training and exit requirements. Full-time study programmes must consist of at least two hundred hours of study per semester or, in the case of doctoral studies, at least 40 hours of study, or closed-system electronic distance learning equivalent to this.

(8) [Section (2) of Article 17 of the NHEAct] In accordance with the full-time timetable, full-time study programmes must be organised in five-day teaching weeks on working days, except for closed-system electronic distance learning. Deviation from this provision is only possible with the agreement of the Students' Union of the higher education institution.

(9) [Section (3) of Article 17 of the NHEAct] Correspondence courses are courses organised according to a part-time timetable. The duration of part-time training, except for specialisation study modules and specialised further training, must be

at least thirty and not more than fifty per cent of the total number of hours of full-time training. The duration of specialised further training must be at least twenty and not more than fifty percent of the total number of hours of full-time training.

(10) [Section (44) of Article 108 of the NHEAct] Distance learning is a kind of training based on interactive contact between the lecturer and the student and on independent student work, using specific information technology and communication tools, as well as knowledge transfer, learning methods and digital learning materials, where the number of teaching hours does not exceed thirty percent of the teaching hours of full-time training.

PROVISIONS ON STUDIES

39. § Student status

(1) [Section (3) of Article 39 of the NHEAct] Student status is established by the decision on admission or transfer, upon enrolment. Students attending a state-financed (partial) scholarship study programme are obliged to meet specific criteria set out in the NHEAct. A student training contract must be concluded for self-financed study programmes.

(2) [Section (7) of Article 39 of the NHEAct] Admitted applicants may obtain a student status in the semester for which they were admitted during the admission procedure.

(3) [Sections (4)-(5) of Article 42 of the NHEAct] Students admitted or transferred to a high education institution may, after the decision on admission or transfer has become final, obtain their student status by enrolling as a student. No further enrolment is required as long as the student status is active.

(4) [Section (1) of Article 45 of the NHEAct] If the student announces that he or she does not wish to fulfil his or her obligations as a student for the next academic period or if the student does not enrol for the next academic period, his or her student status will be suspended. The continuous period of suspension of student status may not exceed two semesters. The student may, in accordance with the Study and Examination Regulation, have his or her student status interrupted more than once, with the proviso that the student may take up to 4 semesters of interruption of his or her student status during the entire academic programme.

(5) [Section (2) of Article 45 of the NHEAct] At the request of the student, the Dean/Director may authorise the suspension of the student status

- for a continuous period longer than that specified in Section (4), or
- before the completion of the first semester,

provided that the student is unable to meet the obligations arising from his or her student status through no fault of his or her own, due to childbirth, accident, illness or other unforeseen circumstances.

(6) [Section (3) of Article 45 of the NHEAct] The student status is suspended if the student is banned from further studies as a disciplinary sanction.

(6a) [Section (4) of Article 45 of the NHEAct] The student status is suspended during the actual period of voluntary reservist service, during which the student is exempted from the obligations set out in the Study and Examination Regulation of the higher education institution.

(7) [Section (1) of Article 59 of the NHEAct] The student status is terminated,

a) if the student has been accepted by and transferred to another higher education institution, on the day of the transfer,

b) if the student communicates in writing that he or she is terminating his or her student status, on the day of the communication,

c) if the student cannot continue his or her studies in a state-financed (partial) scholarship academic programme and does not wish to continue them in a self-financed course, either,

d) on the last day of the semester in which the student obtained the pre-degree certificate (absolutorium),

e) in higher education vocational training, if the student has become medically unfit to continue his or her studies and there is no other suitable higher education vocational training at the higher education institution or the student does not wish to continue his or her studies or cannot continue his or her studies due to non-compliance with the necessary criteria for further studies, on the day the decision on the termination becomes final,

f) if the student's student status is terminated by the Rector – due to failure of payment in full – after an unsuccessful request sent to the student and the assessment of the student's social situation, on the day the decision on the termination becomes final,

g) the date on which the disciplinary decision of exclusion becomes final,

h) if the statutory condition for obtaining student status is no longer fulfilled, on the date on which the decision to terminate the student status becomes final,

i) if the student attending a state-financed (partial) scholarship academic programme withdraws his or her declaration made under Section (2) of Article 48/D of the NHEAct and does not agree to attend a self-financed course.

(8) [Section (3) of Article 59 of the NHEAct] The student status may also be terminated with a unilateral declaration

a) if the student fails to meet his or her obligations in connection with making progress in studies, that is

- if the student has not completed the compulsory subjects of the first semester of the model curriculum by the end of the third active semester (Section (19) of Article 44 of the SRS),
- if the student has not completed the minimum number of credits to be acquired by him or her during specified periods of study (Sections (20)-(21) of Article 44 of the SRS),
- if the student has exhausted the examination options for a particular subject (Sections (5-6) of Article 57 of the SRS),

b) if the student fails to enrol for the following academic semester for the third consecutive time,

c) if the student does not start his or her studies after the suspension of student status, provided that he or she has been reminded in writing in advance of his or her obligation to observe with the deadline and has been informed of the legal consequences of failure to observe.

The faculties/university centres may lay down additional criteria in their curricula, subject to the agreement of the SUUP.

(8a) The higher education institution will unilaterally terminate the student status of a student if the total number of the student's unsuccessful improvement and repeat improvement examinations in the same study unit reaches five.

(8b) A failed examination in the same study unit is a negative assessment, depending on the mode of assessment specified in the requirements for that study unit: as a result, in the case of a five-grade assessment scale, they are the examination marks (K, E) and the mid-term and continuous assessment marks (M, C) for closing a semester; in the case of a three-grade assessment system, the grade "failed"; and in the case of a subject where the lecturer's signature means the only form of assessment, the grade "rejected", regardless of whether the student obtained it during term time or the examination period. The refusal to sign does not count in the total of 6 failures (1 first attempt and a total of 5 improvement examinations and re-sits) only if there is a three-grade or five-grade assessment scale for the study unit.

(9) Students who have to be reclassified as self-financed students in accordance with Sections (1) and (10) to (11) of Article 83 of the SRS may not continue their studies in a state-funded (partial) scholarship programme.

(10) -

(11) Students leaving the University may not receive any documents related to their education until they have returned all the assets belonging to the University (borrowed books, sports equipment, etc.) and paid all their debts by filling in and submitting the Offboarding Form. Any amount paid by the student can be refunded only after the debts have been settled.

(12) [Section (5) of Article 59 of the NHEAct] If a student pursues studies in more than one degree programme at the same institution under his or her student status, the provisions of this Article shall apply with the exception that the termination of the student status must be understood as the termination of the given degree programme.

40. § Visiting student status

(1) [paragraph a) of Section (1) of Article 42 of the NHEAct] A student may obtain visiting student status at another higher education institution in order to pursue part-time studies related to his or her main studies.

(2) Students wishing to obtain their visiting student status with the University must use the form available on the DAA's website to submit their application by 30th June for the autumn semester and by 31st December for the spring semester. The Dean(s)/Director(s) of the host faculty(faculties)/University Centre(s) will decide on the application.

(3) [Section (1a) of Article 42 of the NHEAct)] The University uses its study administration system to issue a micro-certificate on the academic performance pursuant to Section (1) herein, containing the course description (curriculum), and transfers it electronically via the study administration system to the study system of the higher education institution with which the visiting student has student status.

41. § Student status for specialisation study modules

(1) [Section (2) of Article 42 of the NHEAct] The University may admit persons who are not students of the University – for the purpose of completing specialisation study modules – to any course or module of the institution by granting student status to them, without a separate admission procedure, on a self-financed basis. The University is obliged to issue a micro-certificate of academic performance from its study administration system, including the course description (syllabus). Completion of the course or module may be counted towards higher education studies in accordance with the rules on credit transfer.

(2) With regard to his or her student status, the student is not entitled to pursue studies in order to obtain an additional vocational or academic qualification, apply

for his or her transfer, obtain an additional (parallel) student or visiting student status, suspend his or her student status or receive financial support.

(2a) [Section (2a) of Article 42 of the NHEAct] The higher education institution may also establish a new training relationship with its student for the purpose completing specialisation study modules on a self-financed basis. The higher education institution issues a micro-certificate on the successful completion of the specialisation study module.

(3) The person wishing to obtain student status with the University for the purpose of completing a specialisation study module must submit an application to the DAA by 31st August if the person intends to start his or her studies in the autumn semester and by 31st January for the spring semester, using the form available on the website. The Dean of the host Faculty/Director of the University Centre will decide on the application. As a prerequisite for enrolment, the student must have an adult education contract concluded with the University.

(4) Participation in a specialisation study module is not possible if it is aimed at the completion of an ongoing or previously interrupted study course.

42. § Transfer

(1) [paragraph 1) of Section (1) of Article 42 of the NHEAct] The student may apply for a transfer to the same or another higher education institution to a specialisation in the same or a related field of study.

(2) [Section (6) of Article 42 of the NHEAct] Except as provided by the relevant Government decree, transfer may only take place between specialisations leading to the same level of qualification, in the case of bachelor's and master's degrees, provided that the student has actually acquired at least 30 credits at his or her previous institution.

(3) [Section (1) of Article 52 of the ImpDec] Transfers and changes of major, specialisation, place of training, language of training and schedule can take place from the end of the previous term time until 15th September for the autumn semester and 15th February for the spring semester.

(4) [Section (2) of Article 52 of the ImpDec] If new student status is obtained, the transfer pursuant to Section (1) herein will be effected upon enrolment following the decision of the host higher education institution on the transfer. If no new student status is created, the transfer will be effected by enrolment in the study programme following the decision of the host higher education institution on the transfer. In the case of a transfer, the University will send the decision on the transfer and the date of enrolment or registration following the decision on the transfer to the home higher education institution and the student after the enrolment or registration of the student being transferred. The host higher education institution will report the date of the transfer and the name of the home institution in the

HEIS (Higher Education Information System). The student must report the transfer to the home institution, while the home institution must designate the transfer in the HEIS as the reason for the termination of the study programme.

(5) [Section (3) of Article 52 of the ImpDec] During the transfer procedure, the student must maintain student status on a continuous basis until enrolment or registration following the admission decision, otherwise the higher education institution will revoke its decision on the transfer in accordance with the Section (6) of Article 57 of the NHEAct.

(6) [Section (4) of Article 52 of the ImpDec] Transfer can only be applied for between study programmes of the same level, except for transfers

a) to be effected in accordance with Article 8 of Government Decree 283/2012 (X. 4.) on the system of teacher training, the order of specialisation and the list of teacher specialisations,

b) from one-tier (undivided) to bachelor's study programmes,

c) from bachelor's or one-tier (undivided) study programmes to tertiary vocational education and training.

(7) The Dean or Director of the host faculty/university centre will decide on the transfer, the minor, the specialisation, the enrolment to or leaving a study programme and other conditions.

(8) Upon transfer, the subjects already completed up to that time are assessed by the competent ECTC. The decision on transfer must specify the major in which the transferred student may begin his or her studies and the semester in which he or she may continue his or her studies. It must also specify the credits of the subjects accepted and the method of financing. Transfer applications must be submitted to the DAA using the form on the website by 15th August for the autumn semester and 15th January for the spring semester. A decision on transfer must be taken within 5 working days of the expiry of the deadline. The method of financing during the transfer is subject to the availability of state-funded programme options at the host department and the assessment of the decision-maker.

(9) The student must be given the opportunity to take courses based on the subjects the credit transfer of which is accepted in the semester when the transfer takes place.

(10) A student who has to complete fewer credits than the institutional credits required for the pre-degree certificate must not be admitted (see Section (2) of Article 62 of the SRS).

43. § Obligation of students to enrol, prepare study schedule and register for classes

(1) Enrolment takes place by means of an enrolment form at the time of the establishment of the student status. At the time of enrolment, the institution will create a student master file.

(2) [Section (5) of Article 42 of the NHEAct] No new enrolment is required as long as the student status is active. Students must register for the relevant period of study by the end of the registration period. Students who have not fulfilled their overdue payment obligations may not enrol.

(3) [Article 51 of the ImpDec] Except as provided for in Section (5) of Article 39 of the SRS*, students may withdraw their registration pursuant to* Section (2) of Article 43 (2) of the SRS *within one month of the beginning of the semester, but no later than 14th October or 14th March, or request a suspension of their studies until the same dates after enrolment. If, after enrolment or registration, a student does not request a break in his or her studies by these dates, the semester in question is considered an active semester and will give rise to obligations arising from the acceptance of the conditions of the state-financed (partial) scholarship study programme or the obligations contained in the training contract, regardless of the fulfilment of his or her study obligations. If a student discontinues his or her studies or does not enrol and this does not result in the termination of his or her student status, the semester in question will be registered as an inactive semester.*

(4) Students must, by the end of the registration period, indicate in the UES whether they will continue their studies or report the discontinuation of their student status for the given period of study. Students must register for a course by 8.00 a.m. on the first working day following the registration period of each semester, otherwise the semester is considered inactive. Students who have registered for at least one course for the semester, have no overdue financial debts and have fulfilled their registration obligations are considered to be registered for an active semester. If a student fulfils only one of the obligations to enrol and register for a course, the semester in question will be considered to be inactive and a default fee will be imposed on the student.

(5) Students must prepare a preliminary timetable except for the semester when enrolment takes place. It is not possible to cancel or deregister from a course after 12.00 p.m. on the last working day of the registration period. Students must finalise their timetable by 8.00 a.m. on the first working day following the registration week.

(6) If a level assessment is required for a course placement, the results of the assessment must be published and sent to the President of the SUUP no later than 12 p.m. on the last working day of the registration period.

(7) In order to prepare the curriculum, the DAA must publish – by the end of the previous semester or, in the case of specialised further education, by the end of the

week preceding the registration period – the list of the names and codes of the subjects to be started in the following semester, their requirements, lecturers, the dates of the classes, the minimum number of students required to start the subject and the maximum number of students who may take the subject. For this, the EUs are required to provide the relevant data by the deadline set by the DAA in accordance with the approved curricula. When a new subject is announced, the EU first sends the course description and the revised curriculum to the ECTC for its opinion. The ECTC formulates its opinion and makes it available to the DAA no later than the 12th week of the term time of the previous semester. The DAA will then ensure that the subject and the revised curriculum be recorded in the UES.

(8) [Sections (2) and (2a) of Article 49 of the NHEAct] Students must be given the opportunity during their studies to take optional courses in accordance with the curricula of the courses – or to participate in voluntary activities in lieu of such courses – up to at least five per cent of the total credits required for the award of the diploma, and to choose from a range of courses with a total credit value of at least twenty per cent more than the total credits. It must be ensured that students may take, without any extra charge or fee, in their individual study schedule

a) subjects with a total credit value of more than ten per cent of the total number of credits required, and

b) subjects taught in a language other than Hungarian up to ten per cent of the total number of credits required.

(9) Students may choose between parallel courses in the same subject based on the options available.

(9a) [Section (3) of Article 49 of the NHEAct] Students may take the subjects related to their studies, including optional courses, in another course at the higher education institution where they hold student status or at another higher education institution as a visiting student, depending on the capacity of the institution.

(10) Compulsory subjects must be offered in the model curriculum semester. In the case of optional subjects, the minimum number of students for the course is specified in the subject's descriptions. If the minimum number is reached, the course must be started.

(11a) Registration to a compulsory subject in the model curriculum semester may not be refused for students who have met the preliminary criteria of the subject. The unit responsible for academic affairs has the option of accepting applications from students on a waiting list or by using a comprehensive course, however, in such cases, it must be ensured that students are placed in the actual course or, if no additional capacity is available, that registrations are cancelled.

(11b) Compulsory subjects may be offered in cross-semesters at a reduced number of hours compared to the model curriculum for students who have already taken the subject in question, at the discretion of the unit responsible for academic affairs.

(12) In the case of subjects where the method of knowledge assessment makes it possible, an examination course may be offered if students have completed the course in the respective subject in a previous semester (where no exam is needed for completion). In the case of an examination course, there are no timetabled classes. If the examination course has examination dates offered only in the registration period, this must be clearly indicated in the course description. In determining the number of examination dates for an examination course, the method for calculating the examination date given in Section (4) of Article 54 does not have to be applied. In the case of a phase-out course, if the number of applicants for the course does not reach the minimum number of applicants for the course, the EU may provide the opportunity to take the course as an examination course by taking another, non-equivalent course with unchanged examination requirements. In such a case, it is not a prerequisite to complete a course in the respective subject (where no exam is needed for completion).

(13) Only subjects for which the student has fulfilled the prerequisites may be included in the finalised study schedule.

(14) After the study schedule has been finalised, courses may only be added or dropped with the written permission of the Vice Dean/Vice Director, up to the end of the seventh week of term time, provided that the requirements of the course can be fully met in the time remaining. The Vice Rector for Education may authorise to accept a request for a late registration to/deregistration from a study course submitted after the end of the seventh week, only if the student has failed to submit it through no fault of his or her own. Students may submit a complaint about the information provided on the registration to the course within 5 days after the end of the registration period. The head of the DAA must investigate the students' objections to course enrolment within 3 working days. The students will be notified by electronic message of the result of the closure of course enrolment by the end of the 3rd week following enrolment, at the latest.

(15) Students are obliged to check their data in the UES at the time of registration and report any changes. The consequences of failing to do so shall be borne by the students.

44. § Rules for credit accumulation

(1) [Section (1) of Article 49 of the NHEAct] In the course of studies, the fulfilment of academic requirements must be expressed in academic credit points (hereinafter referred to as "credits") assigned to each subject or curricular unit and must be

assessed with grades. The progress of a student in a given course is expressed by the number of credits earned, while the grade shows the quality of performance.

(2) [Section (4) of Article 49 of the NHEAct] The faculty/university centre responsible for the course will issue a recommended curriculum to help the students compile their own study schedule. *[Section (1) of Article 54 of the ImpDec] When determining the credit value, the total student study hours include both classroom hours and individual student study hours. In the curricula recommended by the higher education institution – with the exception of specialised further education courses, doctoral degree programmes and continuous individual school practice in the case of teacher training – the credit value of each semester may not deviate by more than three credits from thirty credits, with consideration to the period of training determined by the institution.*

(3) [Section (2) of Article 54 of the ImpDec] The curriculum, which is defined by the competencies that can be acquired according to the training and exit requirements, is made up of compulsory subjects, compulsory subjects with elective modules and elective subjects, curricular units and criteria requirements. In the case of elective subjects, the University may not restrict the students' choice of subjects among the subjects those offered by higher education institutions.

(4) [Section (3) of Article 54 of the ImpDec] Teaching hours and a credit value must be assigned to subjects and curricular units in the curriculum. The credit value expresses the amount of coursework required to fulfil the requirements and the number of credits a student can earn by taking the subject or curriculum unit and fulfilling course requirements. Credits can only be assigned to a subject or curricular unit that is classified in accordance with Section (23) of Article 55 of the SRS. *Only non-decimal whole credits may be assigned to a subject.*

(5) [Section (4) of Article 54 of the ImpDec] The average number of individual student coursework hours specified for a full-time student for the entire study programme may not exceed three times the number of teaching hours in full-time education, seven times the number of teaching hours in part-time education and at evening courses, twelve times the number of teaching hours in correspondence education and twenty-five times the number of teaching hours in distance education.

(6) Section (5) of Article 54 of the ImpDec] In part-time education, the number of credits to be completed for a given study programme is the same as the number of credits allocated to full-time training.

(7) [Section (6) of Article 54 of the ImpDec] The curriculum determines which other subjects must be completed by a student to be able to register for a specific subject (course prerequisites). A maximum of three other subjects or a maximum of one group of subjects (module) with a maximum value of 15 credits, covering several subjects for the purpose of the course, may be assigned to a given subject as course prerequisites. The simultaneous

enrolment of other subjects may also be specified as a requirement for certain subject in the curriculum.

(8) The model curriculum must be drawn up in such a way that there are no more than 6 subjects per semester where assessment is by examination, chosen from the methods of assessment set out in paragraphs c) and d) of Section (3) of Article 55 of the SRS (except for double-major one-tier (undivided) teacher training programmes).

(9) [Section (1) of Article 57 of the ImpDec] Students may earn the credits required for a degree in a shorter or longer period than the training period specified in the training and exit requirements.

(10) The curriculum of the major contains in Hungarian and English:

a) the training aim of the major, the duration of the course and the attainable qualification;

b) all the compulsory subjects and compulsory subjects with elective modules broken down by teaching period; the responsible organisational unit;

c) the number of *teaching hours* per week (or semester) of the subjects (broken down to lecture + classroom practice + laboratory practice) and the *credits* assigned to them;

d) the method of assessment of the subjects;

e) the *criteria requirements* and the deadlines for their fulfilment;

f) the conditions and deadlines for credit make-up arrangements required as a precondition for admission to the master's programme, with the proviso that, if the curriculum does not provide for a specific deadline, they must be completed by the end of the study period;

g) assessment levels;

h) the conditions and rules for selecting the *subprogramme* or specialisation or choosing the *modules* of the minor;

i) the duration of the practicum and the conditions for the completion thereof;

j) course prerequisites;

k) the forms of assessment;

l) the requirements for the completion of the written test closing the programme, as provided for in its training and exit requirements (hereinafter referred to as the “TER”);

m) the detailed conditions for taking the final examination;

n) the type and subjects of the *final examination* and the rules of the selection thereof;

o) the method of calculation of the final examination result

p) the method of specifying the degree class.

(11) The course description specifies the aim of the subject within the general training programme targets, the prerequisites for registration to the course, the limits of course registration in the case of subjects with the same content, the number of teaching hours and the value of credits during the training period, the major coordinator, the breakdown of the subject's syllabus, the compulsory and, if relevant, the recommended literature. The competent EU is responsible for the communication of the course description.

(12) The course requirements include: the nature of the mid-year assignments, the conditions for verification of course completion by signature, the examination requirements, the method of awarding marks and make-up arrangements, the possibility and conditions for attaining marks offered by the lecturer.

(13) The EU responsible for the subject determines the course requirements. The SUUP has the right to give an opinion on determining requirements and conditions.

(14) If a mark obtained in a subject counts towards the class of the degree, students must be specifically advised on this before the start of the course and this must be reflected in the course requirements.

(15) The course requirements must be finalised no later than 4 p.m. on the second day of the registration period. Any changes to the finalised requirements may be initiated by the lecturer with the agreement of at least 50% of the students enrolled in the course and only with the cooperation of the DAA. The change must be recorded and the students taking the course must be informed.

(16) The verification of course completion by signature may be refused for absence from class only if the student's absence exceeds 35% of the teaching hours of the given subject in full-time courses in the semester and 50% of the consultation hours of the subject in correspondence courses.

(17) It does not qualify as absence if the student has verifiably attended a compulsory extracurricular university activity (study trip, sports and academic competitions authorised by the University, school teaching practice, educational farm practice, university committee or council meeting).

(18) The compulsory subjects of the first semester of the model curriculum must be completed in the first 3 active semesters.

(19) The minimum number of credits to be acquired by the student during the specified periods of study must be specified in the curricula of the courses.

(20) All the requirements for the issue of the pre-degree certificate must be fulfilled during the active semester corresponding to twice the duration of the training.

(21) The credit values of subjects accepted from previous studies will not be taken into account for filter levels determining the minimum number of credits to be obtained for a given period of study.

(22) Students must attend compulsory physical education classes for 2 hours per week for 2 semesters in the case of full-time higher education vocational trainings and for 4 semesters in the case of bachelor's and one-tier (undivided) study programmes. For master's degree courses, the curriculum of the respective course provides for physical education classes. The student is free to choose from among the courses offered, subject to the number of places available, but may only take one PE course per semester. With the permission of the head of unit, more than one PE course may be taken in individual cases. Completion of the physical education course is certified by the signature of the lecturer. The conditions for signing the course must be published in accordance with Section (1) of Article 53 of the SRS. No exemption may be granted on the basis of physical education classes completed during previous studies, except:

- Transfer within the institution, resulting in continued study at the same level of training/in the case of admission in the next admission period, the number of PE courses completed in the previous training and in the new training may be added together,
- Students who have already completed 2 semesters of physical education in a higher education vocational training programme are required to complete 2 semesters of physical education instead of 4 semesters in the bachelor's degree programme;
- In the case of parallel studies at the same training level or with back to back courses, students must obtain as many physical education credits as is required by the curriculum which requires the highest number of semesters to be completed during the entire period of study, with the proviso that physical education credits taken and completed in any semester may be counted in any course that was active during the period of study.

The completion of PE classes is a prerequisite for the award of the pre-degree certificate. The EU responsible for physical education is the Institute of Sport and Physical Education (ISPE).

(23) The range of voluntary activities to substitute elective courses, along with the principles of assessment, will be determined by the ECTC.

(24) [Section (11) of Article 49 of the NHEAct] Upon the student's request, the higher education institution shall issue a micro-certificate on the student's study performance.

45. § Partial training

(1) Upon prior application, students may be granted permission to continue their studies at another higher education institution (abroad) for a given period.

(2) Students participating in a partial training programme must also enrol for the semester in question in accordance with Section (4) of Article 26 herein.

(3) Partial training is authorised by the Dean/Director. Permission may be rejected if the credits earned as a visiting student cannot be counted towards the student's studies.

(4) The recognition of the academic performance of students participating in organised partial training programmes abroad is based on the conditions laid down in the relevant contract.

46. § Participation in the student mobility programme

(1) Support for the educational, cultural and professional mobility of students of the University on an international level is provided through scholarship programmes. Scholarships are awarded on the basis of an application system. The call for applications is published by the institutional mobility coordinator in accordance with the decision of the MC.

(2) The eligibility criteria for applicants must be specified in the call for proposals. Applicants must be enrolled students of the University in the semester when the application is submitted and during the scholarship period.

(3) Applications must be submitted in the form and with the content specified in the call for proposals.

(4) If a student cannot provide evidence of language proficiency with a language examination (intermediate and/or advanced level), he or she must attend a language interview.

(5) Students are ranked by the MC.

(6) The detailed description of the scoring system for the assessment of student mobility applications is included in the call for proposals.

(7) If the amount of the scholarship has been paid but no mobility was taken by the student, he or she must repay the full amount.

(8) The provisions of Article 50 of the SRS shall apply to the inclusion of credits earned abroad in studies conducted in Hungary.

(9) Students who have active student status must continue to receive their scholarships and student loans due in Hungary even when they go abroad for studies.

47. § Rules of procedure for mobility

(1) The current application deadlines are published on the University's website by the institutional mobility coordinator.

(2) Visiting students may be admitted after the application procedure has been completed.

(3) Applications will be evaluated by the MOB. An extension of the visiting student status may only take place within one academic year. An extension does not constitute a reapplication.

(4) 15 working days before the start of the semester, the DAA will register the personal data and course selection of visiting students in the UES. The data of visiting students who decide not to establish visiting student status will be deleted from the UES no later than 30 days after the start of the semester in question.

(5) The visiting student must contact the institutional mobility coordinator within 1 week of arrival.

(6) Students have the opportunity to take a course offered by the faculty/university centre that is not included in the published list of courses or in the Learning Agreement. The visiting student will be informed of this by the faculty/university central coordinator.

(7) Visiting students must finalise their course registrations with the help of the faculty/university central coordinator no later than 2 weeks after arrival.

(8) The faculty/university central coordinator submits the list of courses to the DAA by the end of the 4th week of the term time. The DAA will ensure that students are admitted to the appropriate courses.

(9) Lecturers are obliged to enter students' grades obtained in the subjects they have registered to in the UES according to the rules specified in Article 55 of the SRS.

(10) The DAA is responsible for issuing credit certificates, stating the results of the studies, and for closing the students' studies in the UES.

(11) The institutional mobility coordinator will send visiting students a credit certificate with the courses taken and their results, as well as a document certifying residence, within 5 working days after the end of their stay.

48. § Obligations of foreign visiting students

(1) Responsibilities of visiting students:

a) signing a residence contract in the case of student hostel accommodation, compliance with the house rules of the student hostel,

b) contact the institutional mobility coordinator within 1 week of arrival,

c) finalising course registrations and sending it to the faculty/university central mobility coordinator no later than 2 weeks after its arrival.

(2) If a visiting student seriously violates the mobility and institutional rules and regulations, the institutional mobility coordinator will terminate the Learning Agreement with the prior approval of the Rector.

49. § Mentoring foreign visiting students

(1) Activities within the responsibility of the SUUP:

a) promoting the social integration and well-being of exchange students,

b) deepening the relationship between Hungarian and foreign students,

c) assisting foreign exchange students arriving in Hungary in their new cultural environment,

d) contributing to the organisation and running of Orientation Days for visiting students at the beginning of each semester, in cooperation with the institutional coordinator,

e) having a mentoring system in place,

f) defining the tasks of the mentors and coordinating their work.

(2) The tasks of mentors may include:

a) welcoming foreign students on arrival and accompanying them on departure,

b) assistance with various administrative matters (e.g. enrolment, issuing student cards, residence permit administration),

c) showing them around at the institution, the dormitory, the city and the surrounding area and escorting foreign students,

d) participation in the organisation of various cultural and social events and leisure activities for visiting students (e.g. museum visits, sightseeing programmes, excursions).

50. § Rules on subject/course recognition

(1) [Section (5) of Article 49 of the NHEAct] Credits may be awarded for a given learning outcome only once. Credits are recognised on the basis of the specific outcome requirements of the subject (module), solely by means of a comparison of the learning outcomes on which the credits are based. Credits must be recognised if they are for optional courses or there is at least a seventy-five percent match

between the learning outcomes compared on the basis of the course descriptions. The comparison of learning outcomes is carried out by the central faculty/university ECTC.

(2) [Section (6) of Article 49 of the NHEAct] The Credit Transfer Committee may recognise any knowledge and work experience acquired through prior non-formal, informal learning and any learning outcome leading to a vocational qualification as fulfilling a learning requirement, as defined in this Act and in the applicable government decree.

(3) [Section (7) of Article 54 of the ImpDec] Curricular requirements do not need to be met if the student has already achieved the relevant learning outcome and can provide credible evidence of this. In accordance with Section (1) of Article 50 of the SRS*, credits awarded in a study programme must, if all the prerequisites for this are fulfilled, 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 them. Recognition, based on a course, is performed solely by means of a comparison of the competencies [knowledge, application (sub)skills and additional (sub)competencies] on which the credit is based.*

(4) [Section (8) of Article 54 of the ImpDec] The credit value of the academic achievement recognised under Section (1) of Article 50 of the SRS *is equal to the credit value of the curricular requirement that is deemed to have been fulfilled, however, the grade awarded cannot be changed during the recognition process.*

(5) [Section (2) of Article 57 of the ImpDec] If the student's performance has been accepted, the value of the credit does not depend on the assessment of the student's knowledge.

(6) [Section (5) of Article 57 of the ImpDec] Under the credit system, a prior declaration of recognition of the student's performance made by the University *during the student's participation in a partial training programme may not be withdrawn subsequently. The prior declaration requires the decision of the Credit Transfer Committee.*

(7) [Section (6) of Article 57 of the ImpDec] The University *must carry out the preliminary credit transfer procedure upon request. In the course of the preliminary credit transfer procedure, the* central faculty/university ECTC *will decide if the credits required by the admission criteria have been acquired and also on the recognition of the credits awarded for study requirements already fulfilled by the applicant and those expected to be fulfilled by the end of the semester in progress at the time of application. Credits recognised by the* central faculty/university ECTC *must be considered as recognised without further application at the time of the actual start of studies.*

(8) [Section (7) of Article 57 of the ImpDec] Students may request the higher education institution to recognise their competencies acquired in formal, non-formal and informal education as a learning outcome of a curricular unit (hereinafter referred to as "recognition of competencies").

(9) For the recognition of the fulfilled requirements based on work experience, the lecturer in charge of the subject must obtain proof of the mastery of the knowledge by means of oral, written or practical assessment.

(10) The recognition of courses already taken must be requested by the end of the first week of term time at the latest – exceptions to this are only possible with the permission of the Vice Dean/Vice Director. The decision on the result of the examination must be published within 15 working days. A procedural fee must be paid at the time of submission of the request in accordance with Section (4) of Article 96 of the SRS if the course was not completed at the University.

(11) If there is already a positive decision on the recognition of courses, the student must submit his or her request for recognition of credits electronically via the UES by the end of the first week of term time or, in the examination period scheduled according to the traditional training pattern, by the second working day following the last working day of the examination period. The recognised subject will be counted towards the grade point average of the given semester.

(12) If a student applies for credit recognition for a course completed as a visiting student in the semester of completion, the recognised subject will be included in the grade point average and the scholarship index for that semester.

(13) If the student participates in a higher-level training programme, no recognition of credits awarded for elective courses required for entry (except for tertiary/university vocational education in the case of specialised further education) may be requested, if these credits were required for the award of a degree at the lower level training.

(14) If the student participates in a higher-level training programme, no recognition of credits awarded for compulsory courses with elective modules required for entry (except for tertiary/university vocational education in the case of specialised further education) may be requested, if these credits were required for the award of a degree at the lower level training.

51. § Special study schedule

(1) A special study schedule may be granted in justified cases, with the permission of the central faculty/university ECTC. An electronic application for a special study schedule may be submitted via the UES until the end of the first week of term time.

(2) The special study schedule will be assessed by the ECTC within 15 days after the deadline for submission. Approval may be granted for one semester at a time for the subjects indicated by the student.

(3) On the basis of the approval, the student may be fully or partially exempted from attending compulsory courses and may close the period of study sooner or enjoy other similar benefits. In the context of a special study schedule, no exemption may

be requested which is contrary to curricular requirements, in particular exemption from course prerequisites.

(4) Students pursuing studies under a special study schedule must meet the special requirements specified for the subject by the relevant lecturer/EU.

(5) Special study schedules agreed with the lecturer will be granted to the President of the SUUP, during his or her term of office, for the performance of the duties of his or her office and to students participating in the Sport and Learning Programme during the period of his or her participation in the programme.

52. § Information to students

(1) [Section (1) of Article 53 of the ImpDec] The higher education institution must prepare the university prospectus in Hungarian and at least one foreign language (preferably English). The university prospectus must contain general information about the higher education institution and, separately for each period of study, information about each course.

(2) [Section (2) of Article 53 of the ImpDec] The part of the university prospectus including general information about the higher education institution must be drawn up in such a way that the following information can be obtained before the start of the training period:

a) the name, address and institution identification number of the higher education institution;

b) general characteristics of the higher education institution, specific criteria for state-funded (partial) scholarship programme;

c) the student requirement system or access to an electronic version thereof;

d) the timetable for the academic year and training periods, with key dates for students;

e) rules of procedure for the administration of students' academic affairs, office hours;

f) the procedure for applying for the final examination, the various parts of the final examination;

g) the name and contact details of the institutional mobility coordinator and the coordinator for students with special needs, with a brief description of their activities;

h) legal remedy procedures for students;

i) how to access academic guidance and career guidance;

j) the enrolment and registration procedure;

k) specific information for foreign students (in particular on how to obtain a residence permit, criteria for admission to higher education, costs of living, health care, insurance);

l) fees and charges to be paid to the higher education institution, the general terms and conditions of training contracts;

m) accommodation at dormitories and student hostels;

n) library and IT services;

o) sports and leisure activities.

(3) [Section (3) of Article 53 of the ImpDec] The part of the university prospectus containing information on the courses must be drawn up in such a way that students can familiarise themselves with the following in relation to their recommended curriculum before the end of the term time preceding the course selection in the current semester:

a) the recommended curriculum for students obtaining student status in the given period of study, which includes the subject and curricular unit-specific learning outcome of the various fields of knowledge specified in the training and exit requirements broken down by training period specified in the training and exit requirements, study prerequisite requirements, the credit values assigned to subjects and curricular units, criteria requirements, the methods of student performance assessment and the conditions for taking the final examination,

b) for each of the subjects

ba) the name of the subject, number of lessons, credit value, code, number of semesters according to the recommended curriculum and how frequently the course is offered,

bb) the language of the course, if other than Hungarian,

bc) study prerequisites,

bd) the classification of the subject as compulsory, compulsory with elective modules or elective,

be) the timetable of the course,

bf) the person responsible for the subject and the lecturer,

bg) the purpose of learning the professional content of the course,

bh) a description of the course that enables decision-making in accordance with Section (5) of Article 49 of the NHEAct, including a description of the knowledge to be acquired, the (sub)skills and (sub)competences to be acquired,

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

bj) the methods and timing of assessment of the knowledge, (sub)skills and (sub)competences acquired,

bk) the learning materials and aids available to help students acquire the knowledge, skills and competences, and

bl) the recommended literature.

(4) [Section (4) of Article 53 of the ImpDec] The university prospectus must also be made accessible on the website of the higher education institution, in paper format or on electronic media, as specified in the regulations and policies of the higher education institution, in such

a way that all amendments and the effective date of changes can be clearly followed by students as long as they have active student status.

(5) [Section (1) of Article 58 of the ImpDec] The University *will make the following accessible* in the UES *at least three weeks before the end of term time*

a) the dates of each exam,

b) the names of the persons involved in the examination,

c) the time and method of application,

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

e) resit option.

RULES FOR KNOWLEDGE ASSESSMENT

53. § Verification of course completion by the lecturer's signature

(1) The conditions for verifying course completion by the lecturer's signature must include the following:

- the conditions for taking the exam,
- requirements for participation in classes,
- the number, requirements, make-up and improvement options of examinations (in-class tests) during the semester,
- make-up options for absences.

The lecturer's signature for a course certifies that the student has fulfilled the requirements for the theoretical and practical sessions of the subjects in the curriculum. If a refusal to sign the course is expected, it must be communicated in the UES as soon as the reason becomes apparent, but no later than the start of the examination period.

(2) If a student fails to fulfil an in-term obligation which, in accordance with the requirement system, is a prerequisite for verifying course completion by the lecturer's signature and which can be made up due to its nature, the student may be given the opportunity to retry to fulfil the requirement during the examination period without having to register for an examination date offered in the UES. The conditions for registering for a make-up exam and the method of registration must be published by the end of the 14th week of term time.

(3) A student may not take an examination in any subject if he or she owes payments to the University. In such a case, the registration for the examination must be blocked in the electronic registration system. The lecturer must take such blocks into account.

(4) If the EU fails to publish the course requirements by the prescribed deadline, the verification of course completion by the lecturer's signature may not be refused, except for refusal due to absence (Section (17) of Article 44 of the SRS). The signature requirements must be published by 4 p.m. on the second day of the registration period at the latest. If this obligation is not complied with, the Dean/Director must take action and inform the SUUP.

54. § The examination period

(1) [Section (4) of Article 49 of the NHEAct] The University must ensure that all its students are able to demonstrate their knowledge and repeat the assessment, whether successful or unsuccessful, in such a way as to ensure that the repeated assessment is conducted and evaluated in an unbiased manner.

(2) The end-of-semester examinations must be held during the examination period(s) specified by the Rector's resolution pursuant to Section (3) of Article 38 of the SRS.

(3) The lecturer of the subject must inform the students of the scheduled examination dates at least 3 weeks before the beginning of the examination period and the dates must be communicated by the DAA via the UES and sent to the SUUP in electronic form for verification.

(4) Examinations must be organised in such a way that all the students concerned can register and take the examination, ensuring that the students can repeat the examination during the training period (hereinafter referred to as "improvement examination"). Based on this, the dates of the examinations must be determined by the EU in such a way that they are evenly distributed throughout the entire duration of the examination period.

- Once published, an examination date cannot be cancelled and there is no minimum number of registered students required to hold the exam.

- In the case of subjects ending with an examination as described in paragraphs c and d of Section (3) of Article 55 of the SRS, the number of examination dates ≥ (number of students enrolled in the subject / maximum number of students who may take the examination at a time [=limit]) +3 dates, which means a minimum of 4 examinations. For the purposes of the above calculation, for a given subject, the examination dates which fall on the same working day are considered as one examination, in which case the limits are added together. If the limits for the examination dates for a given subject are different, their average must be taken into account in the calculation. In the case of quarterly implementation, subjects ending in an examination ("V" or "K") in the first quarter must be timed and announced so that at least one of them falls in the first examination week of the quarter.

The above calculation does not apply to examination courses. The number of examination dates is determined by the EU with the subsequent agreement of the student representatives. In the light of the examination dates, students may decide for themselves which of the examination dates they wish to sit within the time limits set by the EU.

(5) With the permission of the lecturer, a preliminary examination may be taken, the result of which will be valid upon fulfilment of the condition for admission to the examination. During the registration week, a preliminary examination may be taken as part of an examination course. The preliminary examination taken during the registration week will be counted towards the grade point average for the semester. If a student has taken a preliminary examination during the registration week, the semester cannot be passivized.

(6) Preliminary examinations may not be counted in the examination dates calculated in Section (4). Examinations taken during term time may not interfere with study obligations.

(7) In the case of specialised further education, the examination schedule may be adapted to the timetable of the course, however, students must be informed of this in writing at the beginning of the semester. The end of the semester may not deviate from the timetable for the academic year.

(8) EUs are required to enter all examination marks into the UES by the 3rd working day after the examination[3]. In the case of examinations held on the last two days of the examination period[4], the marks must be recorded no later than 12:00 p.m. on the first working day following the examination period. If the EU fails to fulfil the above obligations, the Dean of the relevant faculty/Director of the University Centre is obliged to take action.

55. § Rules for assessments

(1) [Section (6) of Article 56 of the ImpDec] Students' performance is subject to assessment throughout the entire training period. Student performance can be assessed using different assessment methods: diagnostic, supportive (formative), summative, and can be carried out on a continuous basis or on a single occasion. The various assessment methods and occasions may be used in combination. The completion of subjects and curricular units may be by means of an in-term mark or an examination mark. The in-term mark is based on a continuous assessment of the fulfilment of the learning requirements of the subject throughout the semester. The examination mark is based on an oral or written examination taken during the examination period.

[3] This deadline is to be applied also to the examination week in the first quarter.
[4] In the case of quarterly implementation, the rule on the last two days must be applied only to the examination period in the second quarter.

(2) Only subjects accepted and registered during the course registration process may be awarded a mark.

(3) With respect to obtaining a mark, subjects are divided into the following groups:

a) *Continuous assessment (marked with 'F' in the study system): a mark based on continuous assessment with the possibility of one improvement option* within the examination period.

b) *in-term mark (marked with 'É' in the study system): a mark based on continuous assessment without any improvement option during the examination period* (when the opportunity of grade improvement during the examination period would mean a make-up of laboratory practice, practical sessions during the semester or teaching practice). In case of a fail mark, the course must be repeated.

c) *Colloquium (marked with 'K' in the study system): a mark based on an assessment within the examination period* – can be written, oral or a combination thereof.

d) *Examination (marked with 'V' in the study system): a combination of in-term and examination period assessments* – the in-term performance is part of the mark to be awarded during the examination.

(4) The assessment specified in paragraphs a) and b) of Section (3) (hereinafter collectively referred to as: the practical mark) must be carried out by the last working day of the term time and the mark must be determined and published within three working days of the assessment. If this is not done, in the case of paragraph a) of Section (3), the lecturer must provide an additional make-up opportunity in addition to the opportunity provided for in the course requirements. Exceptions to the deadline of determining and publishing the mark may be made in the case of final examination, the thesis, the dissertation and the practicum, where the lecturer's signature and the mark may be awarded before the end of the examination period.

(5) In the case of paragraphs c) and d) of Section (3) (hereinafter collectively referred to as: examination), no in-class tests are possible in the last week of term time, and the results of the in-term examination must be published before the beginning of the examination period.

(6) At the examination, students must prove their identity by means of a photo ID upon request of the lecturer.

(7) Oral examinations, including the examination of theses and dissertations, must be open to the public, except for the defense of theses of a confidential nature. Students may, if they so request, obtain an exam certificate from the DAA. In the case of an oral examination, the result is immediately registered on the examination sheet and the exam certificate which the lecturer must sign. In the absence of an exam certificate, the student may countersign the examination result on the examination sheet. The student retains the exam certificate, and any

incorrect entry in the UES will be reviewed by the DAA on the basis of the declaration. The exam certificate cannot be used as a transcript of academic records.

(8) *The comprehensive examination* is a final examination covering the entire material of the subjects that are essential for the training objective. The syllabus may provide for the comprehensive examination of several subjects together. It is assessed by means of a five-grade scale. No comprehensive examination may be required in final examination subjects. The prerequisites for the completion of the comprehensive examination must be checked by the examination board.

(9) The comprehensive examination must be taken before an examination board of at least two members and minutes must be taken.

(10) The exact time and place of in-class tests must be published at least 5 days before the test takes place.

(11) In the case of written examinations, in-class tests and electronic examinations, the student concerned has the right to have access to the corrected and assessed examination at the time published by the EU. The EU must treat the documents of any written examination as educational documents and keep them for at least 5 years, as specified in the Document Management Regulation.

(12) Students must register for the selected examination date in the UES by 02:00 p.m. on the working day before the examination. They may cancel former registrations before 12:00 p.m. on the working day before the examination. Students must appear at the examination at the time of their choice, be available from the beginning of the examination and take the examination in order to ensure the continuity of the examination. If the examination does not start within 30 minutes of the scheduled start time, the students will notify the EU or the DAA or the SUUP. If the examination cannot be started within 60 minutes of the scheduled start time, the procedure under Section (19) shall apply. A record of the case must be drawn up and sent to the Dean of the Faculty/Director of the University Centre responsible for the subject and, in case of relevance, to the Rector of the University.

(13) Examiners must, after the assessment of the examination, register the mark obtained in the examination by number in the UES. At the end of the examination period, an aggregate examination score sheet must be printed from the electronic academic administration system and compared with the examination result. By signing the aggregate examination score sheet, the lecturer certifies the validity of the data entered in the UES. All examination score sheets must be kept at the EU for 5 years. The head of the DAA may check the examination score sheets and modify, at the request of the lecturer or on the basis of a justified complaint by the student, the marks in the electronic academic administration system in the event

of a discrepancy between them and the marks recorded on the examination sheet or the written test.

(14) The student must provide proof of the legitimate reasons for absence from the examination to the DAA within 5 working days of the end of the period of inability to take examinations. The rules for the presentation of a certificate for absence apply with the condition that, if the student was unable to attend the examination due to technical difficulties, then the absence due to technical reasons must be notified to the DAA (oik@uni-pannon.hu) on the day of the examination and simultaneously to the examiner, primarily by e-mail. If, due to the nature of the technical difficulty, this is not possible, it must be done within 5 days by post.

(15) [Section (3) of Article 58 of the ImpDec] In the case of absence from the examination, the student's knowledge cannot be assessed.

(16) A student who is absent from an examination must be required to pay the fee pursuant to Section (2) of Article 97 of the SRS if the student cannot prove that his or her absence was justified.

(17) Examinees must be allowed a short preparation period before the examination. At the student's request, the examination may be started without preparation, immediately after the question has been given.

(18) The examiner, or in the case of the examiner’s absence, the head of the educational organisational unit or the chair of the board of examiners will be responsible for the smooth running of the examinations and the calm atmosphere.

(19) If the examiner is unable to conduct or finish the examination, a new date must be set in consultation with the students.

(20) A student who uses aids that are not allowed at an examination will receive a fail mark and must not be allowed to resit the examination in the subject in the given semester. Disciplinary proceedings may be initiated against such a student.

(21) The head of the competent EU or, in case of relevance, the person designated by the Dean/Director will appoint the board conducting the comprehensive examination and the resit (Section (8) of Article 57 of the SRS).

(22) The appropriate forms of assessment, which are built on each other in accordance with the training objective, are specified in the curriculum, and their content requirements are specified in the course programme.

(23) [Section (7) of Article 56 of the ImpDec] Student performance can be assessed:

a) on a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1),

b) on a three-grade scale: excellent (5), satisfactory (3), fail (1),

c) with other assessment systems set out in the curriculum*, if they ensure comparability with other assessment systems.*

(24) In the case of a five-grade assessment scale:

- *excellent (5)* is awarded to students who have a thorough and coherent knowledge of the entire material and who are able to apply their knowledge independently and confidently,
- *good (4)* is awarded to students who have a thorough knowledge of the entire material and are able to apply their knowledge with confidence,
- *satisfactory (3)* is awarded to students who have a firm knowledge of the essential parts of the material and are able to apply their knowledge with sufficient confidence,
- *pass (2)* is awarded to students who have an acceptable knowledge of the essential parts of the material and can demonstrate acceptable competence in the application of that knowledge,
- *fail (1)* is awarded to students who do not possess the theoretical and practical knowledge necessary for further studies or practising their profession.

56. § Proposed marks

(1) Pursuant to Section (13) of Article 44, the lecturer may propose a mark to the student on the basis of the student's performance during term time or the student's academic student association activities.

(2) The lecturer will present the proposed assessment (mark) to the student by the beginning of the examination period at the latest and register it in the UES, so that the student has the opportunity for improvement afterwards. The student is not obliged to accept the mark proposed and he or she may request to take an examination instead. The student must accept the proposed mark in the UES during the examination period. Any proposed mark not accepted by the end of the examination period will become invalid. The student must be notified of this by the DAA 3 working days prior to cancellation.

57. § Retaking failed examinations, reregistration to courses

(1) In case of failure of the examination, the examiner must enter the fail mark or the expression "failed" on the examination sheet and in the UES.

(2) Students may attempt to improve a fail mark at an improvement examination during the examination period. A maximum of two examinations per subject per semester may be taken. At the student's request, a third examination or, in the case of a subject with continuous assessment, a second resit may be permitted, for a total of two subjects in a semester.

(3) Students may register for the improvement examination for any remaining examination day without time limitation until 2:00 p.m. on the working day before the examination at the latest, if there are free places.

(4) If the subject is not passed in the given examination period, the number of examinations must be added up when the subject is retaken.

(5) The higher education institution will terminate the student status of a student unilaterally if the total number of failed improvement and repeat improvement examinations in the same study unit reaches five.

(6) A failed examination in the same study unit is a negative assessment, depending on the mode of assessment specified in the requirements for that study unit: as a result, in the case of a five-grade assessment scale, they are the examination marks (K, E) and the in-term and continuous assessment marks (M, C) for closing a semester; in the case of a three-grade assessment system, the grade "failed"; and in the case of a subject where the lecturer's signature means the only form of assessment, the grade "rejected", regardless of whether the student obtained it during term time or the examination period. The refusal to sign does not count towards the total of 6 failures (1 first attempt and a total of 5 improvement examinations and re-sits) only if there is a three-grade or five-grade assessment scale for the study unit.

(7) The provisions on the improvement of a failed final examination are contained in Article 65 of the SRS.

(8) [Section (2) of Article 58 of the ImpDec] If a resit following a failed examination is not successful, the student must be given the opportunity to resit the examination with another examiner or examination board at the student's requests.

(9) The student will have the right described in Section (8) of Article 57 of the SRS even if the examination is to be taken in a new training period. Any examination to be taken before a board must be requested in writing from the competent EU in the first case, and in all other cases from the Dean of the Faculty/Director of the University Centre at least three working days before the examination date which the student has registered for. The invitation of the board must be made in accordance with Section (21) of Article 55 of the SRS. The chair of the board must not be the lecturer concerned. The board must include a student appointed by the President of the SUUP as observer.

58. § Improvement of a successful examination

(1) If a student wishes to improve the mark or assessment received, he or she may resit the examination in the same examination period. In the resit, the mark may also be lowered.

(2) A successful examination may be improved only once per subject within an examination period, however, a second resit is allowed in a total of two subjects. The mark for the resit examination will be final unless it is a fail.

(3) In the case of courses organised on the basis of a quarterly timetable, the examinations taken during the semester and at the end of the semester shall count together towards the examination period of the semester in question, subject to the provisions included in Section (5) of Article 38.

(4) With the entry of the resit examination in the electronic academic registration system, the previously received mark will become invalid.

(5) The provisions on the improvement of the final examination are set out in Section (3) of Article 65 of the SRS.

(6) With the exception of paragraph b) of Section (3) of Article 55 of the SRS, these provisions shall also apply to the improvement of a mark other than a fail mark.

59. § Benefits and allowances provided for students with special needs

(1) a) [Section (8) of Article 49 of the NHEAct] Students with disabilities must be provided with opportunity to prepare for and take examinations in a manner adapted to their disabilities, and receive assistance for meeting the obligations arising from their student status. Where justified, they must be exempted from studying certain subjects or parts thereof, or from the obligation to take examinations. If necessary, exemption must be granted in respect of a foreign language examination or a part thereof, or from a language level requirement. Extended preparation time must be allowed for them during examinations, the use of aids, such as a typewriter or computer, for written tests and, if necessary, the option of taking a written test instead of an oral one and vice versa. Exemptions granted under this Section may be provided only in the context of the circumstances giving rise to the exemption and may not lead to exemption from the essential academic requirements for the award of the qualification attested by the diploma. The Committee for Students with Special Needs is entitled to decide on the granting of benefits.

b) [Subsection 6 of Article 108 of the NHEAct] For the purposes of this Act, a student (applicant) with a disability is a person who has a mobility, sensory or speech disability, or multiple disabilities, or an autism spectrum disorder or other mental disability (severe learning, attention or behavioural disability).

c) [Section 3 of Article 4 of Act CXC of 2011 on National Public Education (NPEAct)] For the purposes of this Act, a child or pupil with integration, learning and behavioural difficulties is a child or pupil requiring special treatment who, according to the opinion of the expert committee, is significantly underachieving in relation to his or her age, has problems with social relationships, has learning

and behavioural difficulties, and whose integration into the community and personality development shows negative traits or specific tendencies, but who is not considered to have special educational needs.

d) [paragraph d) of Section (1) of Article 2 of the GFDec] For the purposes of this Decree, a student with a disability or a special medical need is a student who

da) requires permanent or increased care or nursing because of his or her disability, or who regularly needs personal and/or technical assistance and/or services because of his or her disability, or

db) has lost at least 67% of his or her capacity to work or has a disability rating of 50% or more and this condition has been present for at least one year or is expected to continue for at least one year;

e) Students with special needs do not include students who are chronically ill or whose medical report issued during their time in public education includes a diagnosis of learning, behavioural or integration disability.

(2) [Section (1) of Article 62 of the ImpDec] On the basis of an expert opinion issued by the body specified in Article 63 herein, the higher education institution may grant students with disabilities the following benefits, depending on their individual characteristics, subject to Section (8) of Article 49 of the NHEAct:

a) replacement of written examinations with oral ones and vice versa,

b) allowing longer time for preparation and answering than that specified for non-disabled students during examinations,

c) the use of disability-appropriate aids and equipment during the student's studies and examinations,

d) providing a facilitator, note-taking interpreters and sign language interpreters during the student's studies and examinations,

e) for clarity and comprehension, the simultaneous written presentation of lectures and exams to the student, the use of audiovisual presentation, Braille writing or enlarged versions,

f) minimising the time students have to wait for examinations, taking longer examinations in several parts or allowing breaks without leaving the examination room,

g) at oral examinations, if required by the student, writing down questions, clarifying expectations and questions, making questions and instructions more precise,

h) allowing to take individual examinations,

i) exemption from tasks requiring manual or visual skills by requiring theoretical knowledge only,

j) partial or total exemption from the practical requirements or choosing a different form of accomplishment,

k) exemption from the language examination or a part thereof, or from a language level requirement.

(3) [Section (2) of Article 62 of the ImpDec] The longer preparation time must be at least 30% longer than the time allowed for non-disabled students.

(4) [Section (3) of Article 62 of the ImpDec] In justified cases, upon the student's request and on the basis of the expert opinion, the higher education institution may grant the student additional allowances or benefits other than those provided for in Section (1) herein.

(5) [Section (5) of Article 62 of the ImpDec] In the case of a non-disabling health impairment or chronic illness, the higher education institution may provide the student with personalised assistance on the basis of a specialist medical opinion.

(6) [Section (1) of Article 63 of the ImpDec] Students (applicants) with disabilities must provide evidence of the type of their disabilities by means of an expert opinion as specified in Sections (2) to (5) herein.

(7) [Section (2) of Article 63 of the ImpDec] If the student's (applicant's) disability or special educational needs already existed during secondary education, the disability or special educational needs can be certified by an expert opinion issued by the county-based (metropolitan) Pedagogical Professional Services and their member institutions acting as county or national expert committees.

(8) [Section (3) of Article 63 of the ImpDec] If the student's (applicant's) disability or special educational needs did not exist during secondary education, the disability that arose afterwards can be certified by an expert opinion issued by the ELTE National Pedagogical Professional Services.

(9) [Section (4) of Article 63 of the ImpDec] If the applicant who is not a Hungarian citizen does not have a domicile in Hungary and, as a result of this, does not have a habitual place of residence, the disability may be certified by a certified translation of an expert opinion issued abroad, notwithstanding Sections (2) and (3). The University will publish on its website a list of languages for which it accepts non-certified translations.

(10) [Section (5) of Article 63 of the ImpDec] If the applicant or student who is not a Hungarian citizen has an expert opinion issued abroad, the disability may be proven by a certified translation of the expert opinion issued abroad, notwithstanding Sections (2) and (3). The University will publish on its website a list of languages for which it accepts a non-certified translation.

(11) [Section (1) of Article 64 of the ImpDec] Students may request partial or total exemption from the fulfilment of their study obligations or from examinations, or permission to fulfil

them by other means, on the basis of the expert opinion referred to in Section (1) of Article 63, in view of their disability.

(12) [Section (2) of Article 64 of the ImpDec] As defined in the University's regulations,

a) the University will consider request submitted by disabled students for assistance, exemptions and benefits,
b) a coordinator will be appointed by the higher education institution and the faculty and will carry out his or her tasks for the support of students with disabilities,
c) students with disabilities may use the personal and technical assistance and services provided by the higher education institution or otherwise available to them, depending on the type and extent of the disability,
d) students with disabilities may use technical devices in place of ordinary or special university course books, facilitating a special way of preparation.

(13) [Section (2) of Article 63 of the ImpDec] a) Students with special needs must submit the documents certifying their disabilities or a copy thereof, certified by the DAA, as an attachment to the application submitted via the UES. The DAA will forward the application electronically to the SSN Committee.
b) Students with special needs requiring long-term medical treatment or having learning, behavioural or integration difficulties (hereinafter referred to as: student with special needs) may, in the case of special needs affecting learning due to their illness and/or condition, enjoy the benefits that the University of Pannonia may grant for the fulfilment of academic requirements during their studies [Section (8) of Article 49 of the NHEAct, Article 62 of the ImpDec], provided that the information on their special needs is submitted with the request via the UES. The DAA will transmit the application electronically to the SSN Committee.

(14) a) Students must present the decision to the lecturer concerned at the beginning of each semester if they wish to enjoy such benefits.

b) Students must directly inform the lecturer of the course concerned, the major coordinator or any other person concerned of the benefits, allowances or exemptions to which they are entitled at least 5 working days in advance by presenting this decision, before actually taking advantage of the benefits or exemptions granted for examinations in the decision.

60. § Calculation of the grade point average

(1) The student's academic records in the electronic academic registration system must be closed by the study administrator at the end of the academic period. The student may object to their assessment data entered in the registration system by submitting an electronic request within 14 days after the last day of the examination period. The head of the education administration unit must investigate the objection and inform the student of the outcome of the investigation.

(2) [Section (3) of Article 57 of the ImpDec] In credit-based education systems, the students' performance is monitored by the (cumulative) weighted grade point average calculated for a period of study or for the entire training period. The weighted grade point average is calculated by multiplying the credits received for the subjects completed in a given period and the marks given for the same and by dividing this sum by the sum of the credits for the subjects completed.

(3) [Section (4) of Article 57 of the ImpDec] The credit index and the adjusted credit index are used to assess the quantitative and qualitative performance of a student in a given course during a semester. The credit index is calculated by multiplying the sum of the credit value of the courses taken in the semester by the mark of the same and by dividing this sum by the thirty credits to be completed in one semester, assuming average progress. The adjusted credit index is calculated by multiplying the credit index by a factor expressed as a ratio of credits completed during the semester to the number of credits undertaken in the individual study schedule. The cumulative adjusted credit index is used to assess the quantitative and qualitative performance of the student over several semesters. The calculation of the cumulative adjusted credit index is the same as the calculation of the adjusted credit index, except that, in the case of the cumulative adjusted credit index, thirty credits per semester and credits taken and completed over the entire period are taken into account.

(4) The student's grade point average must be determined by the 4th week of the next term time.

(5) A subject in which the student has not obtained the lecturer's signature as a verification of course completion or in which the student has not attempted an examination or has received a fail (1) mark or a "failed" assessment, and, in the case of an improvement examination, the previously obtained mark will not be included in the average. The calculation of the grade point average for a semester is not the same as the calculation of the scholarship index, as defined in Article 85 of the SRS, on which the scholarship is based.

(6) The marks of the subjects completed as a visiting student or recognised on the basis of previous studies will be included in the average result. Courses taken for credit makeup by master's degree students will be counted in the academic result for the semester in question.

(7) The curriculum provides for the inclusion of the results of the various forms of assessment listed under Section (3) of Article 55 of the SRS in the grade point average.

(8) The final mark obtained at a given course during the examination period will be taken into account.

(9) The result of an examination in a subject not recognised with credit points must not be included in the grade point average.

(10) The grade point average at the end of a semester must be calculated to two decimal places, taking the grades and the provisions of Sections (2) to (7) into account.

(11) The mark obtained in the preliminary examination must be included in the grade point average mark for the semester in question.

61. § Applying the principle of equity in study-related issues

(1) In special cases, students may request the principle of equity to be applied on a total of one occasion during their studies, excluding requests submitted for a reason strictly related to states of emergency. Requests for applying the principle of equity may be submitted only in academic matters. The grounds on which the request is based must be duly documented.

(2) The Dean/Director has the power to apply the principle of equity. The request must be submitted electronically in the Unified Education System. The request must be processed by the start of the following semester.

(3) The Dean/Director may not grant exemptions from the completion of studies based on the principle of equity.

PROVISIONS FOR THE COMPLETION OF STUDIES

62. § Conditions for obtaining the pre-degree certificate

(1) [Section (1) of Article 50 of the NHEAct] The University issues a pre-degree certificate (absolutorium) to students who have fulfilled the study and examination requirements and the required practicum specified in the curriculum – with the exception of the bachelor's and master's thesis – and who have acquired the required credits.

(2) [Section (7) of Article 49 of the NHEAct] Issues related to the implementation of the provisions set out in Sections (3) to (6) must be regulated in the Study and Examination Regulation, with the proviso that, in order to obtain the pre-degree certificate (absolutorium), the student must obtain the credits specified in the Study and Examination Regulation, but at least one third of the credits of the course at any given course of the given institution, even in the case of recognition of previous studies completed at the higher education institution or any previously achieved learning outcome as credit value.

(3) [Section (7a) of Article 49 of the NHEAct] The requirement under Section (7) to obtain at least one third of the credits of the course at any given course of the given institution does not apply in the case of
a) doctoral studies,

b) joint study programmes within the framework of programmes funded by the European Union, the Visegrad Fund and the Central European Higher Education Exchange Programme,
c) students transferred to the same major in the same field of study on the basis of an agreement pursuant to Section (1) of Article 23 and
d) former students admitted to the same major. [Section (47) of Article 108 of the NHEAct] The pre-degree certificate (absolutorium) certifies the successful completion of the examinations prescribed in the curriculum and – with the exception of the bachelor's (or master's) thesis – the fulfilment of other academic requirements, as well as the acquisition of all the credits provided for in the training and exit requirements, verifying without any grading or assessment that the student has fulfilled all the study and examination requirements laid down in the curriculum,
e) students who are refugees, asylum seekers or protection seekers.

63. § Master's thesis, bachelor's thesis and final essay

(1) In accordance with the curriculum, students are required to write a final essay, a bachelor's thesis or a master's thesis.

(2) The regulations on the list and choice of topics are disclosed by the relevant faculty/university centre.

(3) The requirements of the bachelor's and master's thesis on form and content, the general criteria for assessment and the deadline for submission must be specified in the curriculum/procedural instructions.

(4) The curriculum must ensure the time necessary for the preparation of the final essay, the bachelor's thesis or the master's thesis. The final essay, the bachelor's thesis or the master's thesis must be submitted in the manner prescribed by the relevant faculty/university centre.

(5) The EU acting as thesis supervisor must ensure the assessment of the thesis (inviting an assessor and preparing the opinion of the thesis supervisor). It must be ensured that the candidate receives the written opinion of the assessor and the thesis supervisor at least 4 working days before the final examination. If this does not happen, the Dean/Director must take action. The thesis may not be accepted for defense if either the thesis supervisor or the assessor rejects it or if the thesis is rejected for plagiarism in accordance with the rules of procedure adopted by the faculty/university centre. In the case of rejection, the candidate will not be allowed to start the final examination and the student will be informed of this no later than the day before the final examination. The candidate must submit a new thesis before the next final examination period at the earliest.

(6) The defense of the final essay, the bachelor's thesis or the master's thesis will take place during the final examination period. The final examination board will

determine the assessment of the thesis (with a mark) on the basis of the assessments and the defense.

64. § The final examination

(1) [Section (2) of Article 50 of the NHEAct] Students must complete their studies in higher education vocational trainings, bachelor's and master's degree programmes and further education courses with a final examination.

(2) Students must register for the final examination at the UES no later than 4 weeks before the start of the final examination period. The final deadline for submission of the master's thesis/bachelor's thesis/portfolio is set by the faculty/department in charge.

(3) To be admitted to the final examination, the candidate must hold a pre-degree certificate and have his or her final essay/bachelor's thesis/master's thesis/portfolio submitted and approved by the given deadline.

(4) [Section (4) of Article 50 of the NHEAct] The final examination is a test and assessment of the knowledge, skills and competencies required to obtain a degree, during which students must also demonstrate that they can apply the knowledge acquired. The final examination may consist of several parts, as specified in the curriculum, such as the defense of the bachelor's thesis or master's thesis and additional oral, written and practical parts.

(5) The requirements of the final examination and the examination topics (including the bibliography) must be officially communicated by the faculty/university centre responsible for the major by the 3rd week of term time.

(6) Final examinations may be held during the final examination period determined by the Rector's resolution issued on the timetable of the academic year. The conditions for admission to the final examination must be fulfilled by the student 3 working days before the final examination.

(7) [Section (3) of Article 50 of the NHEAct] Students may be released for the final examination after obtaining the pre-degree certificate. The final examination may be taken in the examination period following the award of the pre-degree certificate in any examination period while the student status is still active and within two years after the termination of the student status, in accordance with the applicable training requirements. The faculty/university centre may make the final examination subject to the submission of a new final essay, bachelor's thesis or master's thesis after the second year from the submission of the original final essay, bachelor's thesis or master's thesis. No final examination may be taken after the fifth year following termination of the student status. Final examinations and professional examinations taken with passive student status are subject to a procedural fee, which is determined by the council of the faculty/university centre.

(8) [Section (5) of Article 50 of the NHEAct] Students who have not fulfilled their payment obligations to the University may not be admitted to the final examination.

(9) [Section (1) of Article 59 of the ImpDec] The final examination must be taken before a final examination board consisting of a chair and at least two other members. The composition of the final examination board must be such that at least one of its members is a university or college professor or associate professor and at least one of its members is not employed by the higher education institution concerned or is a lecturer in another major at the higher education institution. Minutes shall be taken of the final examination.

(10) The Dean/Director must appoint the chair, the members of the final examination board and the member of staff responsible for keeping the minutes. Minutes must be taken of the final examination and the person who takes the minutes must register the final examination in the UES. The candidate's preparedness is assessed by the members of the board and the mark is determined in a closed session, with a vote in case of any disagreement. In the event of a tie, the chair will have a casting vote.

65. § Result of the final examination

(1) The method of calculation of the final examination result is set out in the curriculum.

(2) The results of the final examination will be announced by the chair of the final examination board on each examination day after the examination has finished.

(3) If a student wishes to improve his or her successful final examination, he or she must indicate this intention at the time the results are announced or on the working day following the final examination at the DAA and this fact must be entered in the minutes of the final examination. At the same time, the final examination taken will become invalid.

(4) If the student fails to appear for any part of the final examination, the final examination is failed.

(5) In the case of a failed final examination at the end of the training programme, the candidate may take an improvement final examination not more than twice. An improvement final examination needs to be taken only for the missing or failed part of the examination.

(6) Repeat and improvement final examinations may be taken in the next final examination period.

66. § General rules on records

(1) [Article 60 of the ImpDec] The higher education institution must keep a record of the completion of studies, measured in credits, for those students, visiting students and students taking specialisation study modules who establish student status with the institution. The data processed pursuant to paragraph b) of Section 1 Chapter I/B of Annex 3 of the NHEAct:

a) the form of financing of the student's studies;

b) the characteristics of the training programme: the major, the higher education vocational training programme, the qualification, the training cycle, the organisational unit responsible for the training programme, the work schedule, the language and the location of the training, the chosen specialisation;

c) details of the subjects included in the student's individual study plan: title of the subject, its code, credit value, number of teaching hours, name of the course coordinator, name of the lecturer, if the subject is compulsory, compulsory with elective modules or elective;

d) additional information on the registration to and completion of the subject or curricular unit: number of course registrations, number of examination attempts in the semester and in light of all the registrations to the subject, number of course registrations in the case of courses ending with an in-term mark, number of attempts to obtain a mark, mark and credit value awarded for fulfilling requirements, mark and date of the examination;

e) the titles of the subjects and curricular units included in the individual study plan for the given semester, their credit value, the total credit value of the subjects included; the total credit value of the subjects and curricular units completed in the given semester, the credit index;

f) the total number of credits earned in the given period of study, the cumulative weighted grade point average calculated for the entire period of study to date; the ratio of credits completed in the given semester to the number of credits taken in the individual study plan for the given semester; the adjusted credit index for the semester;

g) the number of active and passive semesters up to the end of the given semester; information on the minimum number of credits to be accumulated for the period in question, as required by the relevant regulations of the higher education institution;

h) in the case of taking specialisation study modules abroad, the place of the training and the total number of credits that can be counted towards the given course for the given semester;

i) the maximum number of credits for elective courses that can be counted towards the grade point average, as specified by the recommended curriculum of the course; the number of credits that the student has already completed and still needs to complete by the end of the given semester by taking elective courses;

j) previous or parallel courses and curricular units – and their credit values – recognised on the basis of studies completed as a visiting student or based on work and other experience;

k) the duration, date of completion, credit value and mark of the practicum;

l) the fact that language requirements have been met;

m) compliance with other criteria set out in the training and exit requirements;

n) the marks awarded for the bachelor's thesis, the master's thesis, the subjects and marks of the final examination, the assessment (mark) of the final examination, if the mark of the final examination and the class of the degree are different, the class of the degree and the date of issue of the diploma.

(2) The purpose of keeping academic records is the accurate and complete processing of the data required by law, which serves as the basis for the compulsory provision of data. Student records shall be kept electronically in the UES.

(3) All the users who have access to the data processed in the UES must comply with the applicable data protection legislation and university policies.

(4) All users are obliged to provide true and accurate data in the UES.

(5) Students must report any change in their personal data within 8 working days, and provide documentary evidence thereof.

(6) The lecturer in charge of the subject is responsible for the registration of the subject description in the UES.

(7) The lecturer of the course is responsible for the registration of the course results in the UES.

(8) The Head of the EU is responsible for the provision of complete information and for its verification.

(9) The Director of Academic Affairs is responsible for compliance with the UES legislation.

67. § Documents relating to the students' studies

(1) [Section (1) of Article 35 of the ImpDec] Records that the University is obliged to keep:

1. student's master file, master file extract;

2. doctoral candidate master file;

3. enrolment form;

4. doctoral candidate registration form;

5. certificate of student status;

6. registration course book, score sheet;

7. credit certificate;

8. examination sheet;

9. minutes of the final examination;

10. minutes of the comprehensive doctoral examination, minutes of the complex examination;
11. minutes of the doctoral defense;
12. the lecturer's declaration pursuant to Section (3) of Article 26 of the NHEAct;
13. pre-degree certificate (absolutorium);
14. a verification of completion of the pre-degree certificate (absolutorium);
15. a certificate of successful completion of the final examination (in the case of a diploma that cannot be awarded because the language requirements have not been met);
16. a certificate of the award of the diploma;
17. diploma;
18. diploma supplement;
19. certificate of specialisation in the field of teacher training.

The rules on the minutes of the comprehensive doctoral examination, the minutes of the doctoral defense and the doctoral degree are set out in the University's Doctoral Regulations.

68. § The master file and the master file extract

(1) [Section (1) of Article 36 of the ImpDec] The master file is used to record the student's personal and academic data in relation to the student status indicated in the master file.

(2) [Section (3) of Article 36 of the ImpDec] The University *may keep a separate master file of the same person for each type of student status. After the termination of a student status, a new master file must be opened when new student status is established.*

(3) [Section (6) of Article 36 of the ImpDec] The master file must be authenticated within three months of termination of the student status.

(4) [Section (7) of Article 36 of the ImpDec] A closed and authenticated master file must be supplemented and reauthenticated if

a) only after the termination of the student status are the bachelor's thesis, the master's thesis and the final examination completed, the language requirements fulfilled and the diploma and diploma supplement issued,

b) an amendment is necessary to correct an error or to record a change in the data registered in the master file,

c) the degree certificate is corrected, a duplicate is issued or the degree certificate is annulled.

(5) [Section (4) of Article 34 of the ImpDec] Paper documents are authenticated by the signature of the person specified in the applicable regulations of the higher education institution, the stamp of the higher education institution, along with the place and date of signature, while electronic documents are authenticated by a time stamp and the electronic

signature of the person specified in the applicable regulations of the higher education institution or by an electronic stamp.

(6) The master file must be prepared in accordance with the applicable legal requirements on the basis of the UES data by the study administrator responsible for the last course before the termination of the student status or the one appointed by the Director of Academic Affairs. All pages of the printed master file must be authenticated by the administrator. When it is placed in the archives, the staff member of the DAA responsible for checking master files (hereinafter referred to as the "supervisor") checks the master file and places it in the archives organised by serial number. The removal of a master file from the archives is subject to the approval of the supervisor or the Director of Academic Affairs.

(7) [Section (9) of Article 36 of the ImpDec] A replacement for the destroyed or lost master file must be issued on the basis of the available records, documents and data.

(8) -

(9) [Section (11) of Article 36 of the ImpDec] The University *does not need to issue a certified master file extract to students to whom a registration course book is issued.*

(10) The master file extract must be printed out from the UES by the study administrator with content required by the applicable legal provisions, and certified by the Director of Academic Affairs.

(11) Only a registration course book must be issued to students who obtained their student status before September 2015 and only a master file extract must be issued to students who obtained their student status afterwards.

(12) The above provisions shall apply to doctoral candidate master files and master file extracts in accordance with the applicable legal provisions.

69. § Enrolment form

(1) [Section (1) of Article 38 of the ImpDec] Enrolment can be initiated by filling in and signing the enrolment form.

(2) The enrolment form is a document produced from the data recorded in the UES. It must be authenticated by the study administrator no later than the 5th working day after enrolment.

(3) [Section (4) of Article 38 of the ImpDec] Attachments to the enrolment form:

a) a copy of the document(s) submitted during the admission procedure as part of the admission criteria, authenticated by the higher education institution after comparison with the original document or the electronically-certified original document,

b) an original copy of the training contract concluded between the higher education institution and the full fee-paying student, signed by all parties,

c) other declarations requested by the higher education institution, and

d) in the case of students enrolled by proxy, the representative's document authorising him or her to represent the student.

(4) [Section (5) of Article 38 of the ImpDec] If the information on the enrolment form does not prevent the establishment of student status, the enrolment form will be authenticated within the time limit specified in Section 2 herein*. Enrolment will be effected through the authentication of the enrolment form.*

(5) [Section (6) of Article 38 of the ImpDec] The enrolment form is an attachment to the master file.

(6) [Section (7) of Article 38 of the ImpDec] In the case of applicants who have been found eligible for a state-financed (partial) scholarship training programme, the applicant's declaration and an original copy of the training contract between the institution and the full fee-paying student, signed by all parties, *may be concluded later than the date of enrolment, in which case it must be attached to the enrolment form.*

(7) [Section (1) of Article 39 of the ImpDec] Doctoral candidates are enrolled by filling in and signing the doctoral candidate registration form.

(8) The doctoral candidate registration form is subject to the requirements specified for the enrolment form, in compliance with the applicable legislation.

70. § Certificate of student status

(1) [Section (1) of Article 40 of the ImpDec] The certificate of student status attests to the existence or the previous existence of the legal status of the student or doctoral candidate.

(2) [Section (2) of Article 40 of the ImpDec] Upon the request of the student or doctoral candidate, the DAA *issues the certificate of student status on the basis of the master file.*

(9) The certificate of student status must be issued on a document produced from the data recorded in the UES and certified by the study administrator.

(10) [Section (6) of Article 40 of the ImpDec] The data of the student status certificates issued must be recorded on the basis of the unique identifier of the certificate*.*

(11) [Section (7) of Article 40 of the ImpDec] All student status certificates are issued free of charge as long as the student status is active.

(12) For a certificate issued to someone with non-student status, a procedural fee of HUF 2,000 must be paid.

71. § Registration course book

(1) Pursuant to Section (1) of Article 41 of the ImpDec, the University will not issue a registration course book for the studies of students who obtained their student status after September 2015.

(2) In the case of students who obtained their student status prior to September 2015, a master record extract printable from the UES must be issued at the time of termination of the student status, as authorised by Resolution OH-FF/384-2/2012. The master file extract is certified by the Director of Academic Affairs.

(3) Lost or destroyed registration course books/master file extracts must be issued upon payment of a procedural fee. The replacement of the document must be made on the basis of the information contained in the students' register. The fact of replacement must be recorded in the register. A fee of HUF 5,000 is payable for the issue.

72. § Credit certificate

(1) [Section (1) of Article 43 of the ImpDec] The credit certificate is a paper document issued and certified by the University*, which contains a description of the course (curricular requirement) completed by the student, which, in order to make decisions on the* acceptance of the subjects*, allows for the assessment and evaluation of the extent to which the knowledge and other competencies acquired and demonstrated by the student correspond to the specific competencies defined in the substituted course (curricular requirement).*

(2) [Section (2) of Article 43 of the ImpDec] The credit certificate must be issued at the request of the student. In his or her application, the student must indicate which requirements he or she wishes to be certified.

(3) [Section (3) of Article 43 of the ImpDec] When issued, the credit certificate must be given a unique serial number and its details must be registered in the UES.

(4) The credit certificate must be certified by the Director of Academic Affairs.

73. § Pre-degree certificate and certificates to be issued on completion of the studies

(1) [Section (1) of Article 44 of the ImpDec] If the student has fulfilled the conditions for the issue of the pre-degree certificate, the University *will issue the pre-degree certificate within twenty days of the date of completion.*

(2) [Section (2) of Article 44 of the ImpDec] The student must be notified of the issue of the pre-degree certificate at the same time as it is issued.

(3) [Section (3) of Article 44 of the ImpDec] The pre-degree certificate must be issued as a certified document.

(4) [Section (4) of Article 44 of the ImpDec] The pre-degree certificate must be given a unique serial number when issued and its details must be recorded in the UES.

(5) [Section (5) of Article 44 of the ImpDec] The pre-degree certificate is an attachment to the master file.

(6) [Section (1) of Article 45 of the ImpDec] The certificate of the issue of the pre-degree certificate, the certificate of successful completion of the final examination, the certificate of entitlement to the diploma and the certificate of specialisation in the case of teacher training must be issued at the student's request, on the basis of the student's master file.

(7) [Section (2) of Article 45 of the ImpDec] Certificates must be given a unique serial number when issued and their details must be recorded in the UES.

(8) The pre-degree certificate and the certificates referred to in Section (6) must be certified by the Director of Academic Affairs.

74. § Examination sheet

(1) The examination sheet must be printed from the UES. The lecturer conducting the examination is responsible for the production of the examination sheet.

(2) [Section (2) of Article 42 of the ImpDec] Examination sheets must be issued also for assessments that are granted by means other than examinations. The lecturer conducting the examination must record the assessment of the examination on the examination sheet and sign it immediately after the examination to validate it. The data on the examination sheet must be recorded in the UES in accordance with Section (13) of Article 55 of the SRS. *If there is a discrepancy between the assessment on the examination sheet and the assessment recorded in the UES, the assessment on the examination paper will prevail. If there is a discrepancy between the assessment on the examination sheet and that on the score sheet or in the registration course book, the assessment on the score sheet or in the registration course book will prevail.*

(3) The EU is obliged to keep the examination sheet for 5 years in accordance with the records 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 UES.

(4) [Section (3) of Article 42 of the ImpDec] The minutes of the final examination include:

a) the student's name and educational identification number,
b) the name of the major,
c) the date of the final examination, the parts of the examination and their assessment,
d) the names, lecturer identification numbers and signatures of the members of the final examination board,
e) the title of the bachelor's (or master's) thesis,
f) the name of the thesis supervisor, the name of the assessor and their academic identification number,
g) the date of the thesis defense,
h) the questions asked,

i) the final assessment and marking of the final examination.

(2) The minutes is closed by the signature of the person responsible for keeping them.

(3) In the case of a repeat final examination, the minutes of the repeat final examination must be merged with the minutes of the final examination taken previously.

(5) [Section (6) of Article 42 of the ImpDec] The minutes of the final examination, the minutes of the comprehensive doctoral examination, the minutes of the complex examination and the minutes of the doctoral thesis defense are attached to the master file.

76. § Diploma

(1) [Section (1) of Article 51 of the NHEAct] A prerequisite of the award of a diploma certifying the completion of higher education studies is a completed and successful final examination.

(2) -

(3) The diploma must be issued within 30 days to students who have successfully passed the final examination.

(4) [Section (1) of Article 46 of the ImpDec] The diploma attesting the successful completion of higher education studies and the acquisition of the qualification must be issued within thirty days of the date of the successful completion of the final examination or the last part thereof (hereinafter referred to collectively in this section as the "final examination"), provided that the student has previously fulfilled the language examination requirements. Upon presentation of a document certifying that the language examination requirements have been fulfilled, the diploma must be issued in the year of the final examination even if less than thirty days are left of that year.

(5) [Section (2) of Article 46 of the ImpDec] The diploma template is a printed paper-based security document issued by the Authority, bearing a unique serial number, consisting of two A4-size sheets, one in Hungarian and the other in a foreign language, and having the coat of arms of Hungary printed on it.

(6) [Section (3) of Article 46 of the ImpDec] The diploma is issued on the basis of the master file.

(7) [Section (4) of Article 46 of the ImpDec] The diploma may have a clause in accordance with the relevant legislation. *It shall form an integral part of the diploma.*

(8) [Section (5) of Article 46 of the ImpDec] When issued, the diploma must be given a unique institutional serial number and its details must be recorded in the UES.

(9) [Section (6) of Article 46 of the ImpDec] The diploma is issued by the University *in a hardback form.*

(10) [Section (7) of Article 46 of the ImpDec] Before awarding the diploma, the University *will make a certified copy of it, which will be attached to the master file.*

(11) [Section (8) of Article 46 of the ImpDec] The award of the diploma must be recorded on the master file. The handover of the document must be evidenced by a handover/acceptance document.

(12) The diploma must be signed by the Rector.

(13) The qualification of the diploma must be determined on the basis of the results of the final examination in the curricula of the various majors as follows:

- Outstanding (5) if $4.80 \leq DQ \leq 5.00$
- Excellent (5) if $4.50 \leq DQ < 4.80$
- Good (4) if $3.50 \leq DQ < 4.50$
- Average (3) if $2.50 \leq DQ < 3.50$
- Satisfactory (2) if $2.00 \leq DQ < 2.50$,

where DQ is the numerical value of the diploma qualification as defined in the curriculum.

(14) A diploma 'with honours':

A diploma 'with honours' is awarded to a person who has obtained a diploma certifying an academic degree (bachelor's, one-tier undivided or master's level) and who, throughout their studies:

- has never had a mark worse than 'average'
- has never had a refusal of signature in the case of a courses where this is the only required verification of course completion
- has a cumulative grade point average of at least 4.25
- if applicable, has passed all the comprehensive examinations required for the award of the diploma with an 'excellent' mark, and
- has passed all parts of the final examination with an 'excellent' mark.

77. § Diploma supplement

(1) [Section (2) of Article 52 of the NHEAct] Diplomas awarded in bachelor's, master's and higher education vocational trainings must be accompanied by a Hungarian and English-language diploma supplement specified by the European Commission and the Council of Europe. At the request of the student, the diploma supplement must be issued in Hungarian and in the language of the nationality concerned in the case of nationality training, while in the case of training conducted in a language other than Hungarian, the supplement must be in Hungarian and the language of the training. At the student's request, the diploma supplement may also be issued in the case of specialised further training. An

electronic copy of the diploma supplement issued must be stored in the study registration system and must bear the electronic signature of the institution and a time stamp issued by a service provider that is a qualified service provider. On the basis of the records in the study registration system of the higher education institution, the higher education institution is obliged to issue a copy of the diploma supplement upon request of the holder of the diploma supplement. At the request of the holder of the diploma supplement, the diploma supplement shall also be issued in electronic form, which shall be provided with the electronic signature of the institution and a time stamp issued by a service provider that provides this service as a qualified service provider.

(2) [Section (1) of Article 47 of the ImpDec] The diploma supplement form is a uniquely numbered document, a specimen of which is made available to higher education institutions by the Authority.

(3) [Section (2) of Article 47 of the ImpDec] Before handing over the diploma supplement, the higher education institution will make a certified copy thereof and attach it to the master file.

(4) [Section (3) of Article 47 of the ImpDec] Unless otherwise provided by law, the diploma supplement must be handed over together with the diploma. The handover of the document must be evidenced by a handover/acceptance document.

(5) [Section (4) of Article 47 of the ImpDec] The Minister will review the description of the Hungarian higher education system presented in the diploma supplement and, if amendment is needed, make the amended description public.

(6) -

(7) The diploma supplement must be certified by the Director of Academic Affairs.

(8) The applicant must pay a fee of HUF 10,000 for the duplicate.

(9) The diploma supplement for students graduating after 1st March 2006 must be issued in Hungarian and English. The University will not issue a diploma supplement for students who have completed their studies before 1st July 2003. For those who graduated between 1st July 2003 and 1st March 2006, the institution will issue the diploma supplement in Hungarian on request and, for a fee specified in Section (8), also in English.

78. § Withdrawal of the diploma

(1a) [Section (1) of Article 52/A of the NHEAct] The higher education institution must withdraw the diploma and diploma supplement issued by it or its predecessor within five years of the issue of the diploma if the diploma was obtained unlawfully. In other respects, the provisions of the Act on General Administrative Procedure shall apply mutatis mutandis to the withdrawal.

(1b) [Section (2) of Article 52/A of the NHEAct] By way of derogation from the provision of Section (1a), if the award of the diploma was influenced by a criminal offence and the court, in its final decision, established that the offence had been committed or the public prosecutor terminated the criminal proceedings because the period of conditional suspension of the prosecution expired successfully, the institution must annul the diploma without time limitation if it does not affect a right acquired and exercised in good faith. In other respects, the provisions of Act on General Administrative Procedure Act shall apply mutatis mutandis to the annulment.

(1c) [Section (3) of Article 52/A of the NHEAct] The higher education institution withdraws any annulled or cancelled diploma. The name of the higher education institution that issued the withdrawn or annulled diploma and, where applicable, its legal successor, the serial number of the diploma, the date and reason for the annulment must be published on the website of the Educational Authority.

(1d) [Section (4) of Article 52/A of the NHEAct] An appeal may be lodged against a decision under Sections (1a) and (1b).

(1e) [Section (6) of Article 52/A of the NHEAct] The body issuing the final decision pursuant to Section (1b) must immediately notify the issuer of the diploma and the Educational Authority of the decision.

(1) The DAA must send its reasoned request for the withdrawal of a diploma or diploma supplement to the Educational Authority.

(2) [Section (9) of Article 48 of the ImpDec] The higher education institution must issue a master file extract pursuant to Section (10) of Article 36 on the studies on which the diploma withdrawn or annulled pursuant to Article 52/A of the NHEAct was based, upon the decision on the withdrawal or annulment becoming final.

79. § Management of forms, re-issuing diplomas

(1) [Section (1) of Article 48 of the ImpDec] The University *must register blank forms of diplomas and diploma supplements – following consultation with the printing house that produced them – from the time they are delivered until termination of their issuance in accordance with the regulations applicable to documents subject to strict accountability. The Educational Authority may carry out an official audit on the institution's records.*

(2) [Section (2) of Article 48 of the ImpDec] The University *must keep blank diplomas and diploma supplement forms in a secure place with restricted access.*

(3) Forms may be managed only by the staff member designated by the Director of Academic Affairs (hereinafter referred to as the “records officer”). Forms released from a secure place with restricted access for printing purposes must be the responsibility of the recipient. The records officer must keep a record of the recipients, including printing serial numbers.

(4) [Section (3) of Article 48 of the ImpDec] The records officer *must keep a record of the data of any incorrectly completed and replaced diplomas, and of any diplomas and diploma supplement forms withdrawn by the issuer and not completed by the higher education institution, pursuant to Section (1), and then prepare a scrapping report in the manner and at the time specified in the applicable regulation of the higher education institution and destroy the incorrectly completed, replaced and withdrawn copies.*

(5) [Section (4) of Article 48 of the ImpDec] The records officer *must keep an up-to-date record of lost, stolen or destroyed blank diploma and diploma supplement forms.*

(6) [Section (5) of Article 48 of the ImpDec] By way of derogation from Government Decree No. 335/2005 (XII. 29.) on the General Requirements of Document Management by Bodies Performing Public Duties, the University *will issue a duplicate diploma on request on the form specified in* Section (6) of Article 76 of the SRS *for diplomas lost, stolen or destroyed after they have been awarded. The duplicate must contain the same information as the copy of the diploma attached to the master file and must include the duplicate clause and the authentication. The procedure for registering the duplicate must be the same as for registering the diploma. Any further duplicates of the same diploma must be issued in the same way as the first duplicate.*

(6a) [Section (4) of Article 68 of the ImpDec] A duplicate of a diploma awarded before 15th August 2015 must be issued pursuant to Section (6)*, with the same content as the original diploma, except that if the diploma was originally issued only in Hungarian, the foreign language page of the form pursuant to* Section (6) of Article 76 of the SRS *will not be issued in the case of the issue of a duplicate. The unissued page must be entered in the records of* the DAA *and then destroyed along with a record being kept on the destruction, and the details referred to in* Section (10) *must be notified to the Authority.*

(7) The applicant must pay the statutory costs of issuing the duplicate diploma.

(8) [Section (6) of Article 48 of the ImpDec] The University *will, on its own initiative or upon request, withdraw and destroy any incorrectly issued diploma, enter the correction of the error on the master file in accordance with* paragraph b) of Section (4) of Article 68 *and reissue the diploma on the basis of the corrected master file on the form specified in* Section (6) of Article 76. *The diploma must contain the correction clause and the authentication.*

(9) [Section (7) of Article 48 of the ImpDec] If the higher education institution issues a new diploma in accordance with Section (8) *herein and the change affects the content of the diploma supplement, it must reissue the diploma supplement, along with the withdrawal and destruction of the previous diploma supplement.*

(10) [Section (8) of Article 48 of the ImpDec] The Director of Academic Affairs *shall, without delay, report to the Authority the data, pursuant to Section (8b) of Article 48 of the ImpDec, of any diplomas and diploma supplements discarded, lost, stolen or destroyed pursuant to Sections (3) to (7) of Article 48 of the ImpDec or withdrawn or destroyed pursuant to Section 52/A of the NHEAct.*

Chapter IV: REGULATION ON STUDENT BENEFITS AND FEES

80. § Scope of the regulation

(1) The scope of the Regulation on Student Benefits and Fees (hereinafter referred to as "RSBF") extends to students taking part in

a) tertiary/university vocational trainings,
b) bachelor's level training programmes (including phase-out college or university training models),
c) master's level training programmes,
d) one-tier (undivided) training programmes,
e) specialised further education courses,
f) preparatory trainings and
g) partial trainings

at the University.

(2) The RSBF applies to students taking part in PhD courses only if explicitly provided for.

(3) The RSBF applies to all faculties/university centres of the University.

(4) The RSBF lays down the principles for the award of student benefits, the conditions, methods and procedures for the award of benefits, the duration and title of benefits and the system for monitoring the use of financial resources and other benefits.

(5) The RSBF provides for the fees and charges payable by students, exemptions and discounts, the rules for the payment and administration of fees, the principles for the use of the proceeds of fees and charges, and the system for controlling the use of financial resources.

(6) In the case of a passive semester, the student does not receive any benefits and does not pay any fees or charges.

(7) Students who are nationals of a country party to the Agreement on the European Economic Area or nationals (or family members thereof) of a country which a specific treaty with the European Economic Community and its Member States and thus have the right of free movement and residence shall have the same rights and obligations as Hungarian students taking part in higher education in respect of fees payable and benefits received.

(8) Students of foreign nationality, to whom the provisions of Section (7) do not apply will be entitled to the benefits specified in the training contract concluded at the time of commencement of studies.

(9) The fees payable under non-student legal status are determined by a separate provision.

81. § Funding status of students

(1) [Section (1) of Article 46 of the NHEAct] According to the form of financing, a participant in higher education can be

a) a student supported by a Hungarian state scholarship,

b) a student supported by a Hungarian state partial scholarship,

c) a self-financed student.

(2) [Section (3) of Article 46 of the NHEAct] The state bears the statutory costs of the education of students funded by Hungarian state scholarship and a part of the costs of the education of students funded by Hungarian state partial scholarship, while the costs of self-financed education are borne by the student or the natural or legal person who is responsible for paying the cost of the student's self-financed education. With regard to the training funded by Hungarian state (partial) scholarship, the repayment obligation established by the body responsible for registering the fulfilment of the conditions of Hungarian state scholarship is a public due collectible as taxes. Any student participating in any training cycle, higher education vocational training or specialised further education may be funded by a Hungarian state (partial) scholarship, regardless of his or her study schedule.

(3)[paragraph i) of Section (2) of Article 2 of the GFDec] For the purposes of the RSBF*, a state-funded student is a student enrolled in a state-funded course and one who has been admitted to state-funded (partial) scholarship study programme as of September 2012.*

(4) [Section (3) of Article 114/D of the NHEAct] A student participating in a state-funded training programme is a student who has been admitted to a state-funded course or who has been transferred from any fee-paying course in any major to a state-funded place available at the institution, on the basis of the institution's decision, for the remaining period of the student's training period.

(5) The financial status of students who have had their student status since the academic year 2007/2008 in any form of study is valid for two semesters.

(6) [Section (8) of Article 47 of the NHEAct] If a student has exhausted the funding period available to him or her under the NHEAct, he or she may only pursue studies in higher education on a self-financed basis.

82. § Funding period

(1) [Section (1) of Article 47 of the NHEAct] A person may pursue studies in higher education – in higher education vocational trainings or bachelor's or master's level study programmes – for a total of twelve semesters funded by Hungarian state (partial) scholarship (hereinafter referred to as the “funding period”). The funding

period is up to fourteen semesters if the student is enrolled in a one-tier (undivided) training programme and the training period exceeds ten semesters in accordance with the training requirements.

(2) [Section (3) of Article 47 of the NHEAct] The maximum funding period for a given degree (diploma) may be two semesters longer – or six semesters longer if Section (3) is applied – than the training period of the studies concerned. The funding period for a given major must include the funding period previously used for the same major. If the student is unable to obtain the degree (diploma) in question during the funding period determined this way, he or she may continue his or her studies in that major on a self-financed basis even if he or she has not otherwise exhausted the funding period referred to in Section (1).

(3) [Section (4) of Article 47 of the NHEAct] The higher education institution may extend the funding period for a student with a disability specified in Section (1) by a maximum of four semesters. This benefit may be used to obtain several degrees (diplomas), provided that the total funding period used in respect of this section does not exceed four semesters.

(4) [Section (5) of Article 47 of the NHEAct] All the semesters for which the student is enrolled are considered as part of the funding period used by the student.

(5) [Section (6) of Article 47 of the NHEAct] The following will not be taken into account in the calculation of the funding period:

a) any semester that the student started but was unable to complete due to illness, childbirth or other reasons beyond the student's control,

b) any semester completed during the funding period if the higher education institution was closed down without the student having been able to complete his or her studies, provided that he or she was not able to continue his or her studies at another higher education institution,

c) any semester not recognised by the higher education institution for the continuation of studies among completed semesters at the institution which was closed down.

d) any semester that the student, who has a legal relationship as defined in paragraphs a) and b) of Section (1) of Article 21/A of Act CXXXII of 2011 on the National University of Public Service and on the Higher Education of Public Administration, Policing and Military (hereinafter referred to as the Act on the National University of Public Service), has attended at the National University of Public Service.

(6) [Section (7) of Article 47 of the NHEAct] Participation in a training programme funded by Hungarian state (partial) scholarship is also possible for those having a degree and qualification obtained in higher education, with the proviso that if a

person pursues studies in a state-funded (partial) scholarship course in a training cycle, then, in the case of further (parallel) training within the same training cycle, the number of semesters corresponding to the number of parallel courses funded by state (partial) scholarship must be deducted from the funding period every semester.

(7) In the case of students who obtained their student status before September 2012, for the calculation of the funding period or the time available for fee-paying training programmes, it must be counted as one semester if the student – with regard to any additional (parallel) student status established in the third semester of the first course at the latest –

a) has student status with more than one higher education institution at the same time, or

b) is studying to acquire several professional or vocational qualifications at the same time in the same higher education institution.

83. § Rules of procedure for reclassification between state-funded and self-financed/fee-paying training programmes

(1) [Section (2) of Article 48 of the NHEAct] The University is obliged to reclassify to a self-financed course every academic year those students taking part in a state-funded (partial) scholarship programme who have not acquired at least the credits specified in Section (10) of Article 83 of the SRS or have not achieved at least the grade point average specified in Section (10) of Article 83 of the SRS in the last two semesters completed with active student status or who have not received training abroad as defined in Section (1) of Article 45 of the SRS and students who withdraw their declaration of acceptance of a state scholarship.

(1a) [Section (2a) of Article 48 of the NHEAct] The provisions of Section (1) do not apply to doctoral studies.

(1b) [paragraph c) of Section (3) of Article 73 of the NHEAct] The consent of the operator is required for the provision by the University under Section (10) of Article 83 of the SRS.

(1c) [Section (10) of Article 61 of the ImpDec] The University must inform the Authority by 15th July each year of the number of decisions to reclassify students to self-financed training in each field of training.

(2) [Section (3) of Article 48 of the NHEAct] If the student status of a student admitted to a training programme funded by state (partial) scholarship is terminated before the completion of his or her studies or if the student continues his or her studies on a self-financed basis for any reason, the student may be replaced by another self-financed student of the same major, if so requested. The University will decide on the reclassification on the basis of the academic

performance of self-financed students who apply for reclassification to a course funded by a Hungarian state (partial) scholarship. Students applying for reclassification must comply with the conditions set out in Section (10). The ranking must be based on the (cumulative) weighted grade point average over the whole period of study.

(2a) [Section (4) of Article 48 of the NHEAct] A student enrolled in a course funded by a Hungarian state scholarship may be replaced by a student enrolled in a course funded by a Hungarian state partial scholarship in accordance with the provisions set out in Section (2).

(3)[Section (4) of Article 61 of the ImpDec] Self-financed students can only apply for a reclassification to a training programme funded by a Hungarian state scholarship, while fee-paying students only to a state-subsidised study programme.

(4)[Section (2) of Article 61 of the ImpDec] In order to determine the number of students who may be reclassified in the next training period, the University must determine, on the basis of the students' academic performance in the given academic year and in the given major,

a) the number of Hungarian state (partial) scholarship holders and state-funded students who had their student status terminated before obtaining their final certificate,

b) the number of Hungarian state (partial) scholarship holders and state-supported students who are reclassified to self-financed or fee-paying courses,

c) the number of students who have already exhausted the funding period available under Section (2) of Article 82 *for the given major by the end of the semester completed.*

(5)[Section (3) of Article 61 of the ImpDec] Students who have pursued their studies in no more than one period of study at the University *and who were unable to complete their semester due to the reasons specified in* Section (5) of Article 82 of the SRS *do not need to be taken into account in the reclassification decision of the academic year in question.*

(6) In its decision on the change of the form of financing, the higher education institution must determine – simultaneously examining the funding period available to the student pursuant to Sections (2) to (6) of Article 82 of the SRS – the maximum number of semesters available to the student within his or her funding period after the reclassification.

(7)[Section (6) of Article 61 of the ImpDec] When registering for the first semester after the reclassification to the Hungarian state scholarship, the student must make a declaration on a separate form. The declaration must be attached to the master file.

(8)[Section (7) of Article 61 of the ImpDec] If the successful applicant or the student applying for reclassification does not accept the conditions of the training programme funded by the Hungarian state (partial) scholarship, he or she must be offered the possibility to participate in the same training programme but on a self-financed basis.

(9)[Section (8) of Article 61 of the ImpDec] The decision on reclassification pursuant to Section (1) of Article 83 of the SRS *must be taken once per academic year, by 31st July of each year. If, pursuant to* Section (1) of Article 38 of the SRS*, the credits for a given semester are completed after 31st July and* the University *has a Hungarian state scholarship place available, the reclassification decision must be reviewed and, if necessary, amended accordingly.*

(10) [Section (9) of Article 61 of the ImpDec] A student who fails to obtain the number of credits to be acquired or the weighted grade point average to be achieved in each field of study as determined by the Senate and the operator of the University of Pannonia in this Section *must be reclassified. Earned credits are the credits obtained by the student in the given training programme and academic year and the credits recognised in the given academic year on the basis of previous studies, work and other experience.*

The total number of credits to be acquired per field of study during the last two active semesters taken into account:

- Humanities	30
- Economics	36
- Information sciences	30
- Engineering	30
- Teacher training	30
- Social sciences	30
- Natural sciences	30

The weighted grade point average to be achieved per field of study, calculated on the basis of the number of credits obtained during the last two active semesters taken into account:

- Humanities	3.25
- Economics	3.00
- Information sciences	2.75
- Engineering	2.75
- Teacher training	3.25
- Social sciences	3.25
- Natural sciences	2.75

(11) [Article 77 of the ImpDec] With regard to the academic year 2021/2022, the higher education institution must make its decision pursuant to Section (8) of Article 61 immediately after the decision of the operator pursuant to Section (2) of Article 117/H of the NHEAct, but no later than 31st August 2022. The expected values for the academic year 2021/2022 are the same as those set out in Section (10).

BENEFITS THAT CAN BE GRANTED TO STUDENTS

84. § Student grants, appropriations and allocation

(1) The University may grant its students benefits:

a) from student appropriations provided for in state support arrangements,

b) other benefits may be granted using resources outside the central budget (own resources). Own revenue includes tuition fees, student service fees, income originating from the University's business activities, the financial support received from economic organisations and subsidies received specifically for the payment of scholarships through funding projects.

(2) [Article 85/C of the NHEAct] The University may use the funds available for student grants for the following purposes:

a) payment of merit-based scholarships, which can be

aa) study scholarship,

ab) national higher education scholarship,

ac) institutional scholarships for professional, scientific and public life achievements;

b) social grants, which can be

ba) a regular social grant,

bb) an exceptional social grant,

bc) the institutional part of the Bursa Hungarica Municipal Scholarship for Higher Education Students,

bd) ministerial scholarships for foreign students,

be) basic support,

bf) support for participation in practicum;

c) payment of doctoral scholarships,

d) other scholarships specified in the higher education institution's Regulation on Student Benefits and Fees, as well as scholarships to cover the training costs of students participating in state-funded (partial) scholarship training programmes, especially disadvantaged students and athletes,

e) financing the operating costs of the institution, which may be

ea) support for the production of university course books, the purchase of electronic course books, teaching materials and electronic equipment needed for examination preparations, and the purchase of tools to help students with disabilities,

eb) support for cultural activities and sport,

ec) maintenance and operation of the dormitory,

ed) renting dormitory rooms, dormitory renovation,

ee) support for the operation of students' and doctoral students' unions,

ef) support for the functioning of student advisory organisations.

(2a) [Section (1) of Article 114/D of the NHEAct] Pursuant to Section (1) of Article 85/A of the NHEAct,

a) the normative grant per student is 166,600 HUF/year,

b) the per-capita support for those taking part in doctoral programmes

ba) 1,680,000 HUF/year for the training and research phase,

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

bc) a one-off sum of 400,000 HUF for successful completion of a doctoral degree.

c) a normative grant of 400,000 HUF /year for those receiving the national higher education scholarship,

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

e) the normative amount of the housing allowance is 67,200 HUF /year,

f) the normative amount of subsidy of 14,566 HUF/year for university course books and textbooks and for sport and cultural activities.

(2b) [Section (3) of Article 85/E of the NHEAct] A student who is entitled to a performance-based scholarship or social grant as defined in paragraphs (a) and (b) of Section (2) under the applicable government decree will be entitled to this benefit, excluding the scholarships provided for in subparagraph (ac) of paragraph a) and subparagraphs (bc) and (bd) of paragraph b) of Section (2), for a period not exceeding the period of the grant under Article 82 of the SRS. *[Section (2) of Article 8 of the GFDec] The grants referred to in subparagraphs ba) to bb) and be) to bf) of* Section (2) of this Article *must be covered from the grants received for students in higher education vocational training, bachelor's and master's degree programmes and one-tier (undivided) training programmes in the following proportions:*

a) at least 20 percent of the normative grant per student,

b) the proportion of the normative rate for housing allowance as determined by the institution at its own discretion, but not less than 30 percent, and

c) 56 per cent of the normative amount of subsidy for course books and textbooks

and for sports and cultural activities.

(3)[Section (1) of Article 9 of the GFDec] 24% of the normative grant for course books and textbooks and for sports and cultural activities for students in higher education vocational training, bachelor's and master's degree programmes and one-tier (undivided) training programmes must be used in accordance with subparagraph ea) of Section (2) of this Article*.*

(4)[Section (2) of Article 9 of the GFDec] 20% of the normative grant received for students for course books and textbooks and for sports and cultural activities must be used in accordance with subparagraph eb) of Section (2) of this Article*.*

(5)[Section (3) of Article 9 of the GFDec] The amount received by the institution for students having a national higher education scholarship in accordance with subparagraph ab) of Section (2) of this Article*.*

(6)[Section (4) of Article 9 of the GFDec] The amount received by the institution for dormitory allowance in accordance with subparagraph ec) of Section (2) of this Article*.*

(7)[Section (5) of Article 9 of the GFDec] A maximum of 70% of the housing allowance for students in accordance with subparagraph ed) of Section (2) of this Article*.*

(8)[Section (6) of Article 9 of the GFDec] A minimum of 1% of the normative grant received by the institution for students in accordance with subparagraph ee) of Section (2) of this Article*.*

(9)[Section (1) of Article 10 of the GFDec] For the purposes of paragraphs (a) to (d) of Section (2) of this Article*, the grant may be provided to eligible students only in the form of a cash grant.*

(10) [Section (2) of Article 10 of the GFDec] The scholarship provided for in paragraphs a), ba), bc) to bf) and c) to d) of Section (2) of this Article *must be paid to the student on a monthly basis. With the exception of the first month of the academic semester, the University must arrange for the transfer of the grants by the 10th day of the month in question at the latest.*

(11) [Section (3) of Article 10 of the GFDec] Students participating in state-funded full-time bachelor's and master's degree programmes, one-tier (undivided) training programmes and higher education vocational training may receive support under the entitlements specified in subparagraphs aa) and be) of Section (2) of this Article*. Students enrolled in full-time bachelor's and master's degree programmes and one-tier (undivided) training programmes may be eligible for the entitlements specified in paragraph ab) of Section 85/C of the NHEAct. Students enrolled in full-time bachelor's and master's degree programmes, one-tier (undivided) training programmes, higher education vocational training or doctoral studies may receive a grant under the entitlement specified in subparagraph ac). Students entitled to social benefits may receive a grant under the entitlements specified in subparagraphs ba) to bb). Students enrolled in full-time bachelor's and master's degree*

programmes, one-tier (undivided) training programmes and tertiary or higher education vocational training may be eligible for the entitlements set out in subparagraph bc). Students participating in state-funded full-time bachelor's and master's degree programmes, one-tier (undivided) training programmes and partial training may receive grants under the entitlement specified in subparagraph bd). Students participating in state-funded full-time bachelor's and master's degree programmes and one-tier (undivided) training programmes may receive grants under the entitlements specified in subparagraph bf). Students enrolled in state-funded full-time doctoral programmes may receive grants under the entitlement specified in Section (c).

(12) [Section (5) of Article 10 of the GFDec] The amount available to support the production of university course books may be used to produce course books, distribute them to students and purchase equipment to help students with disabilities in their studies. The use of the grant is subject to the prior approval of the SUUP, and the Rector must inform the SUUP of its use on an annual basis.

(13) [Section (7) of Article 10 of the GFDec] A student may receive grants from only one higher education institution at a time under the entitlements specified in Sections b) and c) of Section (2) of this Article. *If a student maintains student status with more than one higher education institution at the same time, he or she may receive these grants from the higher education institution with which he or she first established a state-funded student status. If a student attends two majors jointly conducted under a contract between higher education institutions – one of which is a non-religious programme and the other is a course of study for religious education (catechetics) or religious education (teacher of religious education) –, the student may receive grants from the public higher education institution. In the case of Hungarian state-funded (partial) scholarship courses jointly offered under Section (9) of Article 103 of the NHEAct, the student may receive these grants from the institution offering the course and awarding the degree. A student may only receive a grant from one institution at a time under the entitlement specified in subparagraph ab) of* Section (2) of this Article. *If several institutions propose to recognise the same person, the student will receive the grant provided for in subparagraph ab) of* Section (2) of this Article *from the institution with which he or she first established student status.*

(14) [Section (8) of Article 10 of the GFDec] The scholarship provided for in subparagraph aa) of Section (2) of this Article *may be applied for on the basis of the academic results achieved in the first and further bachelor's or master's degree programmes in the case of additional (parallel) student statuses.*

(15) [Section (3) of Article 11 of the GFDec] The grant provided for in paragraph b) of Section (2) of this Article *may be granted on application by the student.*

(16) The amount of grants to be awarded to students will be rounded to HUF 100.

85. § Study scholarships

(1)[Section (1) of Article 13 of the GFDec] The study scholarship is awarded for one academic

semester. A maximum of 50% of the students enrolled in a state-funded full-time training programme may receive a study scholarship in a way that the monthly amount of the study scholarship awarded to each student must be equal to five percent of the normative grant received for students.

(2)[Section (2) of Article 13 of the GFDec] When awarding scholarships, the number and scope of recipients must be determined in such a way as to ensure that the results obtained on the basis of the same or similar study requirements are comparable and that the scholarships awarded are of the same amount.

(3) The amount of the scholarship must be determined on the basis of the scholarship index of the previous active semester per faculty/university centre.

(4) Only courses completed, completed as a visiting student and accepted in the given semester will be counted in the scholarship index. Courses previously completed and accepted through an accreditation process – with the exception of courses completed and accepted within the international mobility programme – may not be taken into account in the calculation of the scholarship index for the given semester.

$$\text{Scholarship index} = \frac{\sum_{\text{semester}} (\text{credit value of the course completed} * \text{mark})}{30}$$

During a declared state of emergency, for students whose finalised study schedule for the semester in question included certain course(s) indicated by faculties/university centres as courses not to be retained due to emergency measures in the semester preceding the semester in question, the value of 30 in the denominator of the scholarship index must be corrected by the credit value of the courses.

(5)[Section (3) of Article 13 of the GFDec] Students enrolled in a higher education institution for the first time are not entitled to a study scholarship for the first period of study after enrolment.

(6)[Section (4) of Article 13 of the GFDec] In the case of a student with previous studies at a higher education institution, the conditions under which the student may receive a study scholarship must be specified in the decision on transfer.

(7) In the first semester of a master's degree programme, a study scholarship may be awarded on the basis of the admission points. The 1/20th of the admission points will constitute the scholarship index for the first semester of the master's degree programme.

(8) In the first semester of a bachelor's level training programme, following the completion of higher education vocational training awarded with a diploma, a scholarship may be awarded on the basis of the student's application submitted in the UES. The student's final examination result is the scholarship index for the first semester of the bachelor's degree programme.

(9) The faculty/university centre SSC is entitled to determine the minimum scholarship index necessary for the determination of the study scholarship and the minimum amount of the monthly scholarship in each semester.

(10) The scholarship index for students and the amount of scholarship per student will be determined by the DAA. The student may submit an appeal against an incorrect determination within one week in the form of an electronic request. No appeal is possible after the expiry of the deadline for appeals.

86. § National higher education scholarship

(1)[Section (1) of Article 24 of the GFDec] The national higher education scholarship is awarded for one full academic year (10 months). The monthly amount of the national higher education scholarship is equal to one tenth of the amount laid down for this purpose in the Act on the Central Budget.

(2)[Section (2) of Article 24 of the GFDec] The number of students eligible for national higher education scholarships is 0.8% of the number of students in state-funded full-time bachelor's and master's training programmes and one-tier (undivided) educational programmes as recorded in the statistical data repart showing the situation on 15th October of the previous year, but at least one student per institution.

(3)[Section (3) of Article 24 of the GFDec] The national higher education scholarship is awarded to students enrolled in a bachelor's or master's degree programme or one-tier (undivided) educational programmes, who have registered for at least two semesters of their current or previous studies and have earned at least 55 credits.

(4)[Section (4) of Article 24 of the GFDec] The national higher education scholarship is awarded following an application. The call for applications, including the criteria for the evaluation of applications, must be published on the websites of the University and the SUUP *30 days before the deadline for applications. Applications must be submitted by the students to* the University. *To be eligible to apply, the applicant must be enrolled in a full-time training programme at the time of application. On the basis of the applications, the Senate will make a proposal to the Minister by 1st August each year for the award of a national higher education scholarship, separately for students enrolled in bachelor', master's and one-tier (undivided) training programmes.*

(5) Academic criteria for the application:

- an outstanding credit index and the achievement of the cumulative credit points expected in the major in the academic year of application.

- successful academic student circle activities: a paper presented at a National Student Research Conference or at the University Student Research Conference or a presentation (poster) delivered at a professional conference or participation in the writing of a university course book or a professional article.

In the first semester of a master's degree programme, the result of the thesis, in addition to the last semester of the bachelor's degree programme, is taken into account for the calculation of the credit index.

The deadline for submission of the application and the ranking criteria are set out in the call for applications. The application is submitted by the student to the DAA.

(6) The applications will be ranked by the appointed representatives of the faculties/university centres and a committee composed of the representatives of the SUUP, under the authority delegated by the Senate. There is no right of appeal against the principle used for ranking.

(7) The Rector of the University will submit a proposal for the awarding of the national higher education scholarship to the Minister responsible for education by 1st August of each year, under the authority delegated to him or her by the Senate.

(8)[Section (5) of Article 24 of the GFDec] National higher education scholarships awarded for a given academic year can only be paid in that academic year.

(9)[Section (6) of Article 24 of the GFDec] If the student's student status is terminated or suspended for any reason, the national higher education scholarship will not be paid.

(10) [Section (7) of Article 24 of the GFDec] If, in the case of a student who has applied for a national higher education scholarship but has been rejected, it is established in the course of an institutional legal remedy procedure that the student is eligible for the national higher education scholarship and would be entitled to it on the basis of the criteria set out in Sections (1) to (6) and the institution's quota, but has not received it due to an institutional procedural error, the Minister is entitled to award the student a national higher education scholarship on the basis of the institution's proposal. In such a case, however, the student may not be taken into account when determining the budget of the national higher education scholarship. The scholarship must be paid to the student by the institution from the normative grants received for students or from its own income.

(11)[Section (8) of Article 24 of the GFDec] A student who has been awarded a national higher education scholarship may not be excluded from receiving a study scholarship.

87. § Scholarship for professional, scientific and public life achievements

(1)[Section (4) of Article 10 of the GFDec] The University's scholarship for professional, scientific and public life achievements is a non-compulsory grant awarded by means of an application, for a fixed period of time, on a monthly basis or as a one-off payment, to students who perform outstanding activities beyond their curricular requirements.

(2) The conditions are set out in detail in the central call for applications of the faculty/university centre concerned. Applications must be submitted by the last working day of the third week of term time of each semester in the UES, if an

electronic application form exists at the faculty/university centre concerned, otherwise in the place and manner specified in the call.

(3) The scholarship is awarded by the Dean/Director with the agreement of the President of the constituent union of the SUUP for one semester.

(4) The applications will be ranked by the appointed representatives of the faculties/university centres and a committee composed of the representatives of the SUUP. The principle of ranking will be determined by the committee and shall not be subject to appeal.

(5) The maximum monthly amount of the scholarship shall be two-thirds of the national higher education scholarship, rounded up to 100 HUF. In the case of doctoral studies, it may not exceed the doctoral scholarship.

(6) A maximum of 5% of the normative grants received for full-time students of the faculties/university centres may be spent on the scholarships referred to in Section (1).

(7) The national higher education scholarship and the scholarship referred to in Section (1) may not be awarded together in the same academic year.

(8) The list of students to whom scholarships have been awarded must be made public.

88. § Doctoral scholarships

(1) [Section (1) of Article 14 of the GFDec] The annual amount of the doctoral scholarship for a doctoral student participating in a state-funded full-time training course (hereinafter referred to as "doctoral scholarship") is the annual amount of the normative grant set for this purpose in the NHEAct, increased by 56% of the normative support for course books and textbooks and for sports and cultural activities.

(1a) [Section (1a) of Article 14 of the GFDec] The higher education institution may set the amount of the doctoral scholarship at a higher amount than the amount specified in Section (1) herein, in which case the higher education institution shall cover the difference from its income, external donations or contributions.

(2)[Section (2) of Article 14 of the GFDec] Registered doctoral students must be paid one-twelfth of the annual amount specified in Section (1) per month.

89. § Grants based on social needs

(1)[Section (1) of Article 21 of the GFDec] When assessing the student's social situation, the following must be taken into account:

a) the number and income status of the persons living together in the property where the student resides or registered to,

b) the distance between the place of training and the place of residence, the duration

and cost of travelling,

c) if the student does not live in a common household pursuant to Act LXXX of 1997 on Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services (hereinafter referred to as "SSE"), *the costs of this,*

d) the amount of money the disabled student has to spend on the purchase and maintenance of special equipment, special travel needs and the use of a personal facilitator or sign language interpreter,

e) the regular medical expenses incurred by the student or a close relative living in the same household due to his or her health condition,

f) the number of dependants living in the same household as the student, in particular the number of dependent children,

g) the costs of looking after a relative in need of care.

(2)[Section (2) of Article 21 of the GFDec] For the calculation of income, the average of the last three months must be taken into account for regular monthly income and one-twelfth of the last year for other income. At the request of the student, proven future income changes must also be taken into account.

(3) Applicants must comply with the conditions set forth in the relevant call for applications. If this is not the case, the application will be rejected. Each student must provide evidence of all the criteria as specified in the call for applications. There is no possibility to submit certificates afterwards. If the income situation of the applicant's household cannot be established and the net income per person exceeds 75% of the current gross minimum wage, the application will be rejected. The results must be made public no later than 1 month after the deadline for submissions. There is a 10-day period after results have been made public to submit a written appeal on the basis of the call for applications.

(4)[Section (4) of Article 21 of the GFDec] The social situation of the student – with the exception of the application for an extraordinary social grant – is assessed once every semester by the committee appointed by the SUUP *at institutional level, and the results are used for the assessment of both social grants and dormitory admissions, as well as for all other need-based benefits.*

(5)[Section (1) of Article 16 of the GFDec] The regular social grant is a monthly allowance paid for a period of study based on the student's social situation. A student is entitled to submit an application, regardless of the number of courses he or she is attending.

(6)[Section (2) of Article 16 of the GFDec] The monthly amount of the regular social grant may not be less than 20% of the annual normative grant provided for students, if the student is entitled to a regular social grant on the basis of his or her social situation, taking into account the provisions of Sections (1) to (4), and in accordance with the provisions set

out in Section (1) of Article 2 of the GFDec*, he or she*

a) is disabled or is in financial need due to his or her health condition, or

b) is multiply disadvantaged, or

c) is a breadwinner, or

d) lives in a large family, or

e) is an orphan.

(7) *[Section (3) of Article 16 of the GFDec] The monthly amount of the regular social grant may not be less than 10% of the annual normative grant provided for students, if the student is entitled to a regular social grant on the basis of his or her social situation, taking into account the* provisions of Sections (1) to (4), *and he or she*

a) is disadvantaged, or

b) is no longer under legal guardianship because he or she has come of age; or

c) is a semi-orphan.

(8)[Section (4) of Article 16 of the GFDec] The monthly amount of the regular social grant may not be less than 10% of the annual normative grant provided for students, if the student receives a scholarship pursuant to Section (11) of Article 13*, awarded for a training period other than partial training.*

(9)[Section (1) of Article 17 of the GFDec] The exceptional social grant is a one-off payment to alleviate an unexpected deterioration in a student's social situation.

(10) The exceptional social grant may be awarded in the following cases:

a) if the student got married in the six months preceding the application,

b) if the student had a child in the six months preceding the application,

c) if the student's supporter or dependant brother or sister died in the six months preceding the application,

d) in particularly justified cases involving an unexpected deterioration in the student's social situation, requiring special consideration.

(11) [Section (2) of Article 17 of the GFDec] An exceptional social grant may be awarded to a student on the basis of an application which is considered by the Vice President of the SUUP responsible for social affairs who will also decide on the amount of the grant in agreement with the President of the SUUP*. A decision on applications submitted must be taken at least once a month. Payment must be made within eight working days of the decision.*

(12) The budget for the extraordinary social grant is determined by the central SSC of the faculty/university centre each semester.

(13) The amount of the extraordinary (one-off) social grant may not exceed HUF 40,000. In exceptional cases, this amount may be increased up to twice this amount with the approval of the faculty/university centre SSC on the proposal of the SUUP.

(14) [Section (1) of Article 15 of the GFDec] A student obtaining student status for the first time in a state-funded full-time higher vocational training programme, bachelor's degree programme or one-tier (undivided) training programme will be entitled, upon application at the first registration, to a basic support that is equal to 50% of the normative grant for students, provided that the student meets the conditions set out in Sections (6) to (7).

(15) [Section (2) of Article 15 of the GFDec] A student obtaining student status for the first time in a state-funded full-time master's degree programme will be entitled, upon application at the first registration, to a basic support that is equal to 75% of the normative grant for students, provided that the student meets the conditions set out in Sections (6) to (7).

(16) The data sheets and certificates of the applicants will be processed and stored by the SUUP in accordance with the relevant data security regulations. The amount of the pecuniary social grant and the personal data of the students who have received the grant must be made public in a manner that the students cannot be personally identified by others.

(17) The pecuniary social grant must be accounted for by the competent DAA on the basis of a transfer order officially signed by the President of the SUUP and the its Vice President responsible for social affairs. The Director of Academic Affairs and the President of the SUUP will monitor the use of the budget for social grants. The faculties/university centres can check the amount of social grants paid to students in the UES.

90. § Practicum scholarship

(1)[Section (1) of Article 14/A of the GFDec] A practicum scholarship is awarded for a maximum of one academic semester to a student participating in a continuous practicum of up to one semester, as defined in the training and exit requirements, on the basis of an application.

(2) Applications may be submitted electronically in the UES. In the case of summer practicum, the application must be submitted in the semester following the practicum, accompanied by the relevant supporting documents.

(3)[Section (2) of Article 14/A of the GFDec] The practicum scholarship may be awarded to students who complete their practicum at a place other than the University's registered address or premises, who do not receive dormitory accommodation at that place and whose place of residence is more than 20 km *away from the place of the practicum.*

(4)[Section (3) of Article 14/A of the GFDec] The monthly amount of the practicum scholarship may not exceed 10% of the annual normative grant for students. The SSC is

authorised to determine the exact amount.

91. § Institutional scholarship for self-financed students

(1) An institutional scholarship for self-financed students is awarded for the duration of one academic semester. An institutional scholarship for self-financed students may be awarded to students enrolled in a self-financed full-time training programme, with the proviso that the monthly amount of the institutional scholarship for self-financed students may not exceed the amount of the study scholarship that can be awarded for the same academic result.

(2) When awarding an institutional scholarship for self-financed students, it must be ensured, when determining the number and scope of recipients, that the results obtained on the basis of the same or similar study requirements are comparable and that the scholarships so awarded are of the same amount.

(3) The amount of the institutional scholarship for self-financed students must be determined on the basis of the scholarship index of the previous active semester per faculty/university centre.

(4) Students enrolled in a bachelor's degree programme or a higher education vocational training programme after admission may not be entitled to receive an institutional scholarship for self-financed students in the first semester following their enrolment.

(5) a) In the first semester of a master's degree programme, a study scholarship may be awarded on the basis of the admission points. One-twentieth of the admission points will constitute the scholarship index for the first semester of the master's degree programme.

b) In the case of first admission to a bachelor's degree course after graduation from higher vocational education with a diploma, the scholarship can be applied for on the basis of the student's application submitted in the UES. The student's final examination result is the scholarship index for the first semester of the bachelor's degree.

(6) The faculty/university centre SSC is authorised to set the minimum scholarship index necessary for the determination of the institutional scholarship for self-financed students.

(7) The institutional scholarship for self-financed students is financed from at least 30% of the amount of the course non-completion fees and the course re-registration fees.

(8) Students who become self-financed during their studies will be entitled to the scholarship only if the number of semesters they have started in the given major would entitle them to a state-funded training programme.

92. § Other scholarships

(1)[Section (6) of Article 10 of the GFDec] The faculty/university centre SSC *decides on the support of cultural and sports activities with the consent of the Students' Union, pursuant to Section (2) of Article 61 of the NHEAct, with the following provisions:*

a) cultural activities include, in particular, cultural activities, events, career counselling, life management and study counselling and mental health and life guidance organised and provided for students by the higher education institution;

b) sports activities include, in particular, activities, physical exercise, sports, competitions, education for a healthy lifestyle and lifestyle counselling organised or provided for students within the framework of higher education.

(2) Students who do not have a permanent registered address at the place of training and thus would be entitled to dormitory accommodation on the basis of the admission principles but have been refused due to applications over dormitory quota may be granted a monthly *social housing grant*.

(3) The social housing grant is awarded by means of an application. A student is entitled to submit one application, regardless of the number of courses he or she is enrolled in.

(4) Applications for a social housing grant may be submitted even if the place of training does not have a dormitory.

(5) Students who are accommodated in a dormitory may not be awarded a social housing grant. Detailed information on the conditions of the social housing grant is provided by the Dormitory Office and the method of awarding is decided by the SSC.

(6) The housing allowance budget may be used not only for the payment of social housing grants, but may also be used by the University, with the consent of the SUUP, for renting or purchasing buildings and accommodation and for dormitory developments. No more than 70% of the housing allowance budget may be used for the rental and purchase of dormitory accommodation and dormitory developments. The rest of the housing allowance budget may be used for social housing grants and means-tested allowances.

(7) The amounts for social housing grants and for accommodation renting (or dormitory developments) must be treated separately after their allocation.

(8) Students pursuing full-time studies in state-funded higher education vocational training, bachelor's or master's degree programmes or one-tier (undivided) training programmes may, upon the decision of the SSC, be provided with a grant for university course book and textbook purchase to help students with their study costs. The amount of this grant may not exceed 56% of the amount of the normative grant for university course books and textbooks and for sports and

cultural activities.

(9) State-funded and self-financed full-time students may receive a reward or scholarship for the outstanding activities listed below:

a) an outstanding achievement at a Student Research Conference,

b) outstanding achievement at a university academic competition (I-III),

c) publication activities,

d) outstanding community activity,

e) outstanding sporting activity.

Rewards and scholarships may be proposed by organisational units.

(10) The amount of the reward per student for the activity described in Section (9) will be determined by the proposer, up to the limit set by the faculty/university centre SSC. The amount of the scholarship for outstanding community activities will be determined by the Statutes of the SUUP approved by the Senate. Before payment is made, the Director of Academic Affairs must check that the amount paid is in accordance with the Statutes, has been approved in accordance with the regulations and does not exceed the amount set by the SSC.

(11) For outstanding sporting activities, participants in the Sports and Study Programme may apply for regular funding within the limits set by the SSC. Applications will be assessed in accordance with the regulation for students participating in the Sports and Study Programme.

(12) *The scholarship of a faculty/university centre* is a non-compulsory allowance paid from the higher education institution's own income for a fixed period of time, in the manner specified in this Section, through an application procedure.

(13) The detailed conditions for the *faculty/university centre scholarship* are set out in the call for applications announced by the faculty/university centre. Applications must be submitted to the Dean's Office / Secretariat of the University Centre of the faculty/university centre announcing the call for applications.

(14) The *faculty/university centre scholarship* is awarded by the Dean/Director on the basis of the decision of the Faculty/University Centre Scholarship Committee.

(15) The Faculty/University Centre Scholarship Committee consists of at least 3 members. The composition of the Committee will be determined by the faculty/university centre, with the participation of a member of the relevant SUUP constituent union with the right of consent.

(16) The amount of the *faculty/university centre scholarship* for doctoral students may not exceed three times the doctoral scholarship per month, and five times the national higher education scholarship for students participating in bachelor's or

master's degree programmes, in higher education vocational trainings or specialised further education courses.

(17) The list of students who have been awarded a *faculty/university centre scholarship* must be made public.

(18) The Dean's Office/Secretariat of the University Centre will send the list of the recipients of the *faculty/university centre scholarship* to the DAA by the 5th day of the given month.

(19) Other scholarships *which may be awarded by means of an application* (in particular, but not exclusively, scholarships for the promotion of activities in support of third missionary activities; scholarships for doctoral studies; scholarships for the promotion of contemporary facilitators; scholarships for cultural activities, scientific or artistic activities).

(20) In all cases, the call for applications for scholarships to be awarded by means of an application must specify the exact purpose of the scholarship; the place, method and deadline for submission; the rules for ranking applications; and the person or committee entitled to decide and the frequency of payment of the scholarship (regular or exceptional), including the due date in the case of exceptional scholarships.

(21) Any university organisation which has sufficient financial resources for the award and payment of a scholarship to be awarded by means of an application may announce a call for applications for scholarships.

(22) The list of students who have been awarded scholarships by means of an application shall be made public.

(23) Other scholarships can be monthly scholarships or exceptional scholarships. Monthly scholarships must be paid to the student no later than the 10th day of the month in which the scholarship is due, while exceptional scholarships must be paid no later than the 10th day of the month following the month in which the scholarship is due. The list of scholarship recipients shall be sent to the DAA by the awarding body no later than the 5th day of the month in which the scholarship is due.

93. § Bursa Hungarica Municipal Scholarship for Higher Education Students

(1)[Section (1) of Article 18 of the GFDec] The Bursa Hungarica Municipal Scholarship for Higher Education Students (hereinafter referred to as the "Bursa Hungarica Scholarship") is a pecuniary social grant which consists of a social grant (hereinafter referred to as the "municipal part of the scholarship") awarded by the local and county governments participating in the Bursa Hungarica Municipal Scholarship Programme for Higher Education Students (hereinafter referred to as the "Scholarship Programme") of the given year and the social grant provided by the student's higher education institution on the basis of the municipal grant at the student's higher education institution in accordance with this

Decree (hereinafter referred to as the "institutional part of the scholarship").

(2)[Section (2) of Article 18 of the GFDec] Bursa Hungarica Scholarships are available to students who have been awarded a scholarship by the local government of the place of their permanent residence within the framework of the Scholarship Programme and are studying full-time in a bachelor's or master's degree programme, one-tier (undivided) educational programmes or tertiary or higher education vocational training programmes.

(3)[Section (3) of Article 18 of the GFDec] The institutional part of the scholarship is financed from the funds dedicated to this purpose in the University's central budget.

(4)[Section (5) of Article 18 of the GFDec] The maximum amount of the institutional part of the scholarship per person per month (hereinafter referred to as the "maximum amount") is published annually by the Minister on the website of the Ministry.

(5)[Section (6) of Article 18 of the GFDec] The monthly amount of the institutional part of the scholarship is equal to the amount of the municipal part of the scholarship, but may not exceed the amount determined pursuant to Section (4).

(6)[Section (8) of Article 18 of the GFDec] The institutional part of the scholarship is independent of any other grant provided by the higher education institution.

(7)[Section (2) of Article 19 of the GFDec] The institutional part of the scholarship is awarded by the Minister.

(8)[Section (4) of Article 19 of the GFDec] The scholarship is paid to students by the institution that is responsible for paying student benefits. The higher education institution is obliged to verify eligibility before starting any payment.

(9)[Section (5) of Article 19 of the GFDec] For students who have started their higher education studies before the scholarship is paid, the payment of the institutional part of the scholarship starts in March and is paid in the same manner as other student benefits. Payment of the municipal part of the scholarship starts in March, but no later than the first payment of scholarships following the transfer of the scholarship to the higher education institution; this is when the scholarships due up to that date must be paid and after that it must continue to be paid in the same manner as other scholarships, together with the institutional part of the scholarship.

(10) [Section (6) of Article 19 of the GFDec] If the student first started his or her higher education studies in the semester in which the scholarship is paid, the institutional part of the scholarship will be paid in the same manner as the institutional student benefits, starting in October (or March for cross-semester courses). The payment of the municipal scholarship component will start in October (March for cross-semester courses), but no later than the first payment of scholarships following the transfer of the scholarship to the higher education institution; this is when the scholarships due up to that date must be paid and after that it must continue to be paid in the same manner as other scholarships, together with the institutional part of the scholarship.

(11) [Section (7) of Article 19 of the GFDec] During the months in which the student's student status is suspended, the scholarship will be suspended in full, without any change to the end date of the scholarship.

(12) [Section (8) of Article 19 of the GFDec] If the scholarship holder fails to meet the conditions for receiving the scholarship, the higher education institution is obliged to terminate the scholarship. The higher education institution will settle accounts with the organisation responsible for the management of applications for the unpaid scholarships after the end of the academic semester, by 30th June or 31st January at the latest. After the settlement of accounts, the organisation responsible for the management of applications must notify the local and county governments of the termination of the payment of the scholarship.

(13) [Section (9) of Article 19 of the GFDec] If the student is not eligible for the scholarship, the higher education institution must return the transferred but unpaid municipal part of the scholarship to the organisation responsible for the management of applications within 30 days. The organisation responsible for the management of applications must return the amounts received from the institutions to the local or county governments that awarded the scholarship after the end of the academic semester.

(14) [Section (10) of Article 19 of the GFDec] During the period of the scholarship, the student receiving the scholarship must notify the awarding higher education institution and the organisation responsible for the management of applications in writing of any changes affecting the awarding of the scholarship as soon as possible, but not later than 15 days. The student is obliged to notify within 5 working days of any change in the following information:

a) the student's name, place of residence and e-mail address,

a. the name of the student's training programme, its study schedule and the form of financing,

b. postponement of studies.

(15) [Section (11) of Article 19 of the GFDec] Scholarship holders who fail to comply with the notification obligation may be excluded from receiving the scholarship and from the next annual round of the Scholarship Programme. The scholarship holder must repay any unauthorised scholarship to the awarding higher education institution within 30 days. Scholarship holders who do not receive their scholarships due to failure to comply with their notification obligation will not be entitled to any unpaid scholarships after the end of the academic semester (30th June or 31st January).

(16) [Section (1) of Article 20 of the GFDec] The University is obliged to pay the scholarship free of charge, on a monthly basis, together with and in the same manner as any other benefits it provides. The University is obliged to pay the municipal part of the scholarship only if the funds have been transferred to its account by the organisation responsible for the management of applications.

(17) [Section (2) of Article 20 of the GFDec] The institutional scholarship must be paid even if the municipal scholarship has not been credited to the institution's bank account.

94. § Requesting dormitory accommodation

(1) Students may be placed in halls of residence by application. Anyone who has submitted an application for admission to an institution of higher education or holds student status, regardless of the stage of study or the study schedule of the training programme for which he or she is applying for admission or has established student status, may apply for dormitory accommodation.

(2) The Dormitory Council adopts the principles for admission to a dormitory.

(3)[Section (2) of Article 12 of the GFDec] The scoring system on which admission is based *must be made available before applications are submitted.*

(4) Students must submit their application in the form of an electronic application. The deadline for submission must be set so as to allow at least 30 days from the date of the call for applications.

(5) When assessing applications, the following criteria must be taken into account:

a) social situation,

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

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

d) community work.

(6) Halls of residence and student hostels operating as special colleges may apply additional criteria which must be adopted by the Dormitory Council.

(7) Dormitory accommodation must be classified on a comfort scale of 4 points. When determining the level of comfort, primary consideration must be given to the general condition of the building, the provision of sanitary facilities and the number of students accommodated in a room.

(8) The classification of each dormitory must be made by 30th May preceding the beginning of the academic year, in agreement with the SUUP, by choosing one of the following options:

a) only dormitories which have shared sanitary facilities, provide accommodation for 3 or more people per room and have not been renovated within 10 years can be classified as category I;

b) category II dormitories include halls of residence where there are fewer than 3 persons per room;

c) dormitories can be classified as category III dormitories if there are complete

sanitary facilities in each room or in every two rooms and if there are fewer than 3 persons per room;

d) Category IV dormitories include halls of residence where there are complete sanitary facilities in each room or in every two rooms, there are fewer than 3 persons per room and the building has been renovated within 10 years.

(9) [Annex 3 of the ImpDec] Minimum (compulsory) conditions for the operation of a dormitory:

1. Equipment and infrastructure to be provided

a) property owned, leased, managed or used by the student hostel or, in the case of a dormitory, by the higher education institution for a period of at least 5 years, for the purpose of student residence or dormitory accommodation, with a permit for use;

b) 1 bed per person, study desk for personal use, chair, wardrobe;

c) 1 duvet and pillow per person;

d) bathing facilities and toilets in accordance with the provisions of the Government Decree on the National Urban Planning and Building Requirements (hereinafter referred to as "NUPBR");

e) in the case of student hostels and dormitories with at least 100 places, an accessible entrance and accessible traffic, a lift, handrail lift or a platform in accordance with the provisions of the NUPBR, and 1 accessible room per 100 places, as well as accessible bathrooms and toilets;

f) cooking and food preparation facilities: 1 gas hob of 1000 watts or equivalent for every 25 persons;

g) heating;

h) hot water supply, calculated at a minimum of 80 litres per person per day;

i) water supply, calculated at a minimum of 140 litres per person per day;

j) washing and ironing facilities: at least 1 automatic washing machine with a washing capacity of 5 kg of clothes and at least 1 ironing rack for every 50 places;

k) 1 internet access endpoint or wireless connection per dormitory place;

l) a minimum number of workstations equivalent to 5% of the dormitory's capacity, but at least 3 computers, where all the computers have internet access and can access the electronic services of the library of the higher education institution;

m) minimum net living area of 7 m^2 per person;

n) a number of study places equivalent to 5% of the dormitory's capacity, but at least 3 places in a study room, designed to provide at least 2 m^2 of floor space, table and chair per study place;

o) in the rooms, an electrical network with a minimum of 1 socket per occupant for the supply of refrigerators, hairdryers and non-heating appliances (TV, video, coffee and tea maker, electric shaver, consumer electronics, low-power household appliances) with an electrical output of less than 200 watts;

p) refrigerators with a capacity of 25 litres per occupant;

q) easy to clean flooring.

If there are several different student hostels or student hostel buildings of the same operator or several dormitories or dormitory buildings of the same higher education institution at the same place of training, the conditions set forth in paragraph e) may be provided in the designated student hostel or dormitory building or buildings, in aggregated numbers with respect to the number of accessible rooms.

4. Human resources to be ensured

a) 1 full-time manager;

b) on-call service available 24/7;

c) reception open 24/7, which can be replaced by an access control system.

(1) The Organisational and Operational Rules of the Dormitory are set out in Annex 1 to the SRS.

FEES TO BE PAID BY STUDENTS

95. § General rules on the fees to be paid

(1) [Section (1) of Article 82 of the NHEAct] In the case of a training programme supported by a Hungarian state-funded (partial) scholarship, the following are available to students in return for a fee:

a) conducting courses in a language other than Hungarian in the case of subjects specified in the curricula of the bachelor's and master's degree programmes in Hungarian, at the student's choice, except where the curricula contain a compulsory study requirement to be fulfilled in a foreign language,

b) items produced by the means of the higher education institution and provided by the higher education institution to the student, which subsequently become the student's property (e.g. photocopied teaching materials),

c) use of the facilities of the higher education institution (library, laboratory, IT, sports and leisure facilities), equipment beyond the free services available,

d) training programmes having a credit value beyond training programmes which are compulsory or which must be provided by the higher education institution pursuant to the applicable law.

(2) [Section (2) of Article 82 of the NHEAct] The Regulation on Student Benefits and Fees may make the third and any subsequent examination in the same subject, retaking lectures, seminars, consultations, practical sessions, field study or project tasks, the failure to fulfil or late fulfilment of an obligation laid down in the Study and Examination Regulations subject to payment of a fee. The extent of the payment obligation per case may not exceed five percent of the statutory minimum compensation (minimum wage) for a full-time job.

(3) [Section (3) of Article 82 of the NHEAct] The procedure for setting the fees that may be claimed under Sections (1) and (2) must be laid down in the RSBF, with the proviso that the cumulative amount of the fees, excluding the service provided under paragraph a) of Section (1), may not exceed half of the tuition fee for self-financed students.

(4)[Section (1) of Article 4 of the GFDec] Students may be granted exemption from their payment obligations or an instalment or deferred payment option upon request.

(5)[Section (2) of Article 4 of the GFDec] Students may enjoy an instalment payment option or deferred payment option on a social basis for the following payment obligations:

a)-
b) tuition fee,
c) dormitory fee.

(6) [Section (4) of Article 4 of the GFDec] A student who is disadvantaged, an orphan, a breadwinner or is no longer under legal guardianship because he or she has come of age may be exempted from the obligation to pay the dormitory fee on the grounds of his or her social situation. A student who works in the halls of residence may be granted a reduction or exemption from the dormitory fees.

(7)[Section (5) of Article 4 of the GFDec] No exemption, instalment payment option or deferred payment option may be granted for default fee or late payment fees, or on the basis of participation in a community activity.

(8)[Section (6) of Article 4 of the GFDec] Request in connection with payment obligations will be dealt with by the committee set up in accordance with the Organisational and Operational Rules or by the organisation designated in the Student Requirement System section of the Institutional Regulations.

(9)[Section (7) of Article 4 of the GFDec] A resolution must be taken on the decision made on the fulfilment of payment obligations. The resolution granting the instalment payment option must specify the deadline and timetable for payment and the consequences of non-payment. In the event of refusal, the resolution must state the reasons for the decision and provide information on the legal remedies available.

(10) Students participating in state-funded, state scholarship or state partial scholarship training programmes may be required to pay other fees in accordance with this Regulation.

(11) Students in fee-paying and self-financed courses must pay fees and other charges in accordance with this Regulation.

(12) Pursuant to Section (8) of this Article, the Chancellor or his or her delegate will have the authority to decide on a request submitted in connection with the fulfilment of payment obligations.

(13) A request in connection with the fulfilment of payment obligations may be submitted via the UES during the registration week and must be processed within 5 working days.

96. § Fees to be paid by students

(1) Fee for repeat and improvement examinations: Students must pay a fee for the third and any subsequent examination in the same subject during the training programme. Fees for the repeat and improvement examinations (including the final examination):
2nd and 3rd improvement examination: HUF 1,000,
4th and 5th improvement examination: HUF 3,000,
Fee for improvement final examination: HUF 1,000.

(2) Fee for unexcused absence from an examination: The student must pay a fee if he or she fails to provide a certificate for absence from the examination or final examination to the DAA within five working days of the end of the reason for the absence. The fee to be paid is HUF 5,000.

(3) Default fee: The student must pay a fee for missing any administrative deadline, failure to provide information, the completion of an assignment by a new deadline or the administrative correct thereof. The student must pay the fee per item (e.g. per subject, per incorrect financial transfer, per late payment of the dormitory fee). The fee to be paid is HUF 2,000.
The rules for determining the library late fee are set out in the Principles of Library Usage and Enrolment Rules. The list of fines to be imposed on students is sent to the DAA twice a month by the Central Library and Archives and it is the responsibility of the DAA to post it in the UES. Students must pay the late fee imposed by the library via the UES.

(4) Application fee for equivalency assessment: Students must pay a special procedural fee of HUF 2,000 per application for the equivalency assessment of subjects not completed at the University.

(5) Fee for the re-issue of a training related document: Students must pay a fee for the re-issue of any document related to the training programme. The fee to be paid is the cost of issuing the document.

(6) Course description: the fee for the publication of a certified course description is HUF 2,000 per description. The institution is not obliged to publish descriptions older than 10 years.

(7) Fee for failure to complete a course: Students must pay a non-completion fee of HUF 2,000 per subject in the case of compulsory subjects with elective modules, elective subjects and equivalency subjects taken but not completed in the given semester. The fee is payable by both state-funded and fee-paying students.

(8) Fee for re-taking courses: Students who have already enrolled in a course during their studies but have not completed it must pay a subject re-taking fee from the second retake. The fee is HUF 2,000 per subject. The fee must be determined and charged on the basis of the student's study schedule after the end of the course enrolment process. The fee is payable by both state-funded and fee-paying students.

(9) Excess credit fee: Students must pay an excess credit fee for exceeding the credits required for the degree by more than 10%. For the purpose, the total number of credits completed in a given training programme, including optional courses, must be taken into account. The credit value of courses accepted with accreditation from previous studies, courses taken as part of a credit make-up arrangements and courses taken as part of a mobility programme do not count. The fee to be paid is HUF 5,000 per each additional credit. The fee is payable by both state-funded and fee-paying students.

(10) Credit make-up fee: A fee set out in the credit recognition decision is to be paid, the amount of which is to be set by a decision of the Faculty Board/University Centre Board.

(11) Foreign language training contribution: For courses taken in a foreign language, students must pay a training contribution, except in the cases specified below. The contribution is calculated on a pro rata basis. In the case of courses taken by students with zero credits, the credit total of the course shown in the UEA is the basis for calculation. The amount of the contribution is determined by the Dean of the Faculty/Director of the University Centre offering the course, on the basis of a proposal from the Faculty Board/University Centre Board. The contribution must be determined per academic year, by 30th September of the previous year.

The following courses can be taken free of charge:

– Compulsory general and/or specialised language courses specified in the curricula of the various majors.

– Compulsory foreign language courses included in the curricula of the various majors.

– Foreign language courses of compulsory or elective subjects which serve to complete the foreign language contingent required by the curriculum of the major. In addition to the total number of credits of the contingent in the curriculum, an additional course worth three credits may be taken free of charge.

– Subjects taught in a language other than Hungarian up to ten per cent of the total number of credits required, in accordance with paragraph b) of Section (8) of Article 43 of the SRS.

No foreign language contribution is payable for courses taken at another institution and accepted by the relevant University Credit Transfer Committee.

The following rules apply to the foreign language contingent required by the curricula of the various majors:

– The completion of the contingent starts by taking the first course of a foreign language subject that is not included as a compulsory foreign language subject in the curriculum of the student's major.

– If the total number of credits of the courses taken to complete the contingent is greater than the contingent supplemented by extra credits that do not entail payment of a fee, a contribution must be payable for the extra credits, even if they represent only part of the credits of a course.

– Credits for courses taken at other institutions and approved by the relevant University Credit Transfer Committee are taken into account together with credits for courses taken at the University. If the total amount of credits obtained this way is greater than the foreign language contingent supplemented by extra credits that do not entail payment of a fee, a contribution must be payable for the extra credits.

– If a student fails to complete a course in a subject taken to complete a foreign language contingent, he or she can only take a subsequent course in the same subject free of charge. If the student takes more than one course to complete the foreign language contingent, this rule applies for each course.

The faculties/university centres may also reduce the foreign language contribution if the student takes all the courses of at least one semester of the model curriculum in the same foreign language. The amount of the reduced training contribution in the given semester may be reduced by the credit-proportional fee for courses taken to complete the foreign language contingent supplemented by extra credits that do not entail payment of a fee.

The foreign language training contribution is to be paid at the time of enrolment, via the UES.

Fee for postage of documents: at the request of the student, certificates and training-related documents issued to him or her may be sent by post, subject to prior reimbursement of the postage costs. The postage fee is payable on the basis of the fees published by the DAA in the UES system, irrespective of whether the issue is free of charge or subject to a fee.

97. § Tuition fee for fee-paying/self-financed training programmes

(1) A tuition fee for fee-paying/self-financed training programmes must be paid by:

a) students who have been admitted or reclassified to a fee-paying training programme,

b) students who obtained their student status in the academic years 2000/2001, 2001/2002, 2002/2003, 2003/2004, 2004/2005 and 2005/2006, if they are no longer considered to be state-funded students because they exceeded the duration of their training programme by 3 or more semesters in the case of studies of less than eight semesters, or by 4 or more semesters in the case of studies of eight semesters or more.

c) students obtaining their student status from the academic year 2006/2007, if they have exceeded the duration of their training programme by 3 or more semesters or have exhausted their funding period.

(2) The amount of the tuition fee to be paid by self-financed first-year students must be determined by the Dean/Director General, on the basis of a proposal of the Faculty Board/University Centre Board, by 15th September of the previous year. The decision must be approved by the Senate and the Board of Trustees and must be published on the websites of the faculties/university centres. In the case of specialised further training, the Dean/Director General will decide on the cost of the training on the basis of a proposal from the head of the specialised training no later than one month before the start of the semester. This decision must be approved by the Senate and the Board of Trustees.

(3) The tuition fee for self-financed training programmes cannot be unilaterally changed as long as the student maintains his or her student status for the course.

(4) The University will inform the enrolled student in the training contract of the fees to be paid by the student in the first academic year.

(5) A student who becomes a fee-paying student during his or her course of studies must pay the tuition fee established at the time of admission, as adjusted in accordance with Section (4).

(6) The student must pay the tuition fee for fee-paying/self-financed training programmes by the deadline specified in the notification.

(7) It is the responsibility of the DAA competent for each training location to verify the payment of the tuition fee for fee-paying/self-financed training programmes.

(8) The University will publish on its website the tuition fee for fee-paying/self-financed training programmes per academic year (broken down by faculty/university centre) and the payment procedure.

(9) The pro rata share of the tuition fee paid for fee-paying/self-financed training programmes must be refunded, taking Article 39 of the SRS into account, if the student's student status is terminated or suspended during the semester.

97/A. § Discounts and instalment payments that can be applied for in connection with tuition fees for self-financed training programmes

(1) [Section (4) of Article 83 of the NHEAct] The rules on the basis of which the Rector decides on the discounts that are due for students participating in self-financed courses based on academic results and that may be granted on the basis of social situation, as well as on the authorisation of instalment payments shall be laid down in the organisational and operational rules.

(2) [Section (1) of Article 4 of the GFDec] Students may be exempted from their payment obligation or granted instalment payment options or deferment of payment upon request.

(3) [Section (7) of Article 4 of the GFDec] A resolution must be taken on the decision on payment obligation. The decision granting the possibility of payment by instalments shall specify the deadline and timetable for payment and the consequences of non-payment. In the event of refusal, the decision shall state the reasons for the decision and provide information on the legal remedies available.

(4) An application for a reduction in the payment of a fee for a fee-paying or self-financed training programme (hereinafter referred to as a "fee reduction", which shall be understood in particular as a change in the payment deadline, payment in instalments, deferred payment, reduction of the payment obligation) may be submitted via the UES. The Dean of the competent Faculty/Director General of the competent University Centre or the person designated by them shall make a proposal to the decision-maker on granting the reduction. Students may submit their requests no later than the end of the registration week. In a social situation requiring assessment under the principal of equity – if the circumstance arises after the deadline for submission of the application –, students may notify the Dean of the Faculty/Director General of the University Centre concerned of their intention to submit the application. At the request of the Dean/Director General of the University Centre, the DAA may announce a specific submission period.

(5) The following may be requested on an application for a fee reduction:

a) a reduction may be requested based on the number of credits taken (if number of credits taken for a given semester <= 15 credits, then the fee to be paid = 0.2 x fee + credits taken/30 x fee), if the student cannot take more than 15 credits in a given semester in order to make proper progress according to the course curriculum.

b) in view of their social situation, a payment deadline adjustment, instalment payment, deferred payment or reduction

ba) in the event of a change in the students' social circumstances that makes it impossible for them to achieve their academic goals

bb) in the event of a change in/emergence of the students' circumstances under

Article 59 herein (based on the recommendation of the SSN Committee)

c) payment by instalments, if the students can prove that they are unable to pay the lump sum due to their financial situation or a change in their financial situation.

Summary table of discounts that can be claimed:

Type	Can be requested	Deadline for submission	Special assessment under the principal of equity	Payment deadline in case of special assessment under the principal of equity	Available discount	Additional conditions
Benefit on social grounds						
change of payment deadline	Y	end of registration period	Y	end of term time	by the end of term time at the latest	
payment by instalments	Y	end of registration period	Y	end of term time	up to 3 instalments, with the last instalment due no later than the last day of term time	
deferred payment by instalments	Y	end of registration period	Y	end of term time	up to 3 instalments, with the last instalment due no later than the last day of term time	
reduction of the tuition fee to be paid	Y	end of registration period	Y	end of term time	the maximum reduction of the tuition fee (that can be granted in exceptional cases) is 90% of the tuition fee to be paid	detailed supporting documentation (in the same format as the application for an exceptional social grant / SSN application)
Discount on the basis of studies						
setting a moderate, credit-proportionate tuition fee	Y	end of registration period	not available	–	in accordance with paragraph (a) of Section (4)	a time-proportionate pass rate of at least 50% in accordance with the

						model syllabus for the course

(6) The Rector shall decide on granting fee reductions.

(7) Reduced tuition fees shall be rounded to HUF 1,000.

(8) In the case referred to in paragraph bb) of Section (5), the decision-maker may only grant a fee reduction on the basis of a proposal from the SSN Committee.

(9) In the case of payment by instalments, payment in up to three instalments may be permitted, provided that the deadline for payment of the last instalment shall not be later than the last working day of the term time of the semester in question. When payment by instalments is authorised, a deferred payment may also be granted.

(10) No reduction, payment by instalments or deferred payment may be granted in the case of non-payment or late payment of a fee.

(11) No discounts or payment by instalment may be granted to a student who, at the time of application, has an outstanding debt to the University.

(12) In the case of a tuition fee/fee for a self-financed course, the decision on fee reductions is a decision taken under the principle of equity and is not subject to appeal.

98. § Fee for dormitory and halls of residence accommodation

(1) Students must pay a fee for the use of dormitory and halls of residence their basic services. For extra services beyond the basic services, a separate fee may be charged. The SUUP has the right of consent when determining such fees.

(2) The fee for dormitory and halls of residence accommodation must be approved by the Senate by 31st May of each year and published on the university website.

(3) In matters of financing of the dormitory and halls of residence system, the SUUP will have the right of consent on all elements of the student contribution, including dormitory and halls of residence fees and normative resources, for the entire duration of the scheme.

(4) The approved fees for dormitory and halls of residence accommodation will remain valid until different fees are adopted.

99. § Use of the fees

(1) The proceeds from the fees paid by students may be used for:

Fees paid by students	Purpose of the fees	Decision on use is taken by
Repeat and improvement examination fee, Fee for absence from examination	- increasing the budget for student grants, - supporting cultural, artistic and sporting activities at university level, - rewarding students, - rewarding the winners of academic competitions, - performance of the tasks of the SUUP	SUUP
Fee for failure to meet deadlines	- developments (in the first place) - operating costs (secondly)	Organisational unit imposing the fee
Fee for reissue of certificates	developments and operating costs	Organisational unit imposing the fee
Fee for (re-)issuing training-related documents	operating costs	Organisational unit issuing the documents
Fee for retaking a course and failure to complete it	-[(1)] operating costs, developments, faculty/university centre scholarships and a minimum of 30% for scholarships for self-financed students	SENATE

Fees paid by students	Purpose of the fees	Decision on use is taken by
Excess credit fee	- developments - operating costs - scholarships Allocation of the proceeds: Faculties/university centres 75% SUUP 10% DAA 15%	
Application fee for equivalency assessment	- developments, - operating costs, DAA 50% Faculties/university centres 50%	Faculty Board / University Centre Board
Dormitory fee	Operating costs, dormitory development	
Tuition fee, credit make-up fee	Operating and development costs of faculties/university centres, training and research costs, scholarships	Faculty Board / University Centre Board
Tuition fee for training programmes in foreign languages	Financing activities related to foreign language teaching	Faculty Board / University Centre Board

100. § Procedural provisions

(1) Regular grants must be paid for 5 months per semester, except for doctoral studies. The amount of the grants per person must be divisible by fifty without any remainder.

(2) The arithmetic mean of the eligible numbers of students as indicated in the statistical releases of March and October must be taken into account for the determination of the institutional budget for amounts that may be granted as student scholarships, dormitory support, housing allowance, course book and textbook support and grants for sports and cultural activities,

a) one-twelfth of the actual number of months of eligibility must be taken into account for doctoral scholarships,

b) one-tenth of the actual number of months of eligibility must be taken into account for the national higher education scholarship,

c) the actual amount to be paid must be taken into account in the case of the ministerial scholarship for foreign students and the institutional part of the Bursa Hungarica Municipal Scholarship for Higher Education Students.

(3) In the case of any change in the normative grants during the year, the determination of the number of eligible students follows the order of the training periods (semesters).

(4) When determining the institutional budget for student grants, the institutions must include in their statistical reports

- only state-funded students for whom the number of semesters registered for does not exceed the number of semesters of the training period specified in the qualification requirements applicable to them may be taken into account within the meaning of Section (3) of Article 81 of the SRS;

- all the state-funded students under Section (4) of Article 81 of the SRS may be taken into account.

(5) In the case of study scholarships and basic grants, the number of eligible students must be the number of students enrolled in state-funded full-time bachelor's and master's degree programmes and tertiary vocational education.

(6) In the case of a dormitory support, the number of eligible students is the number of students enrolled in state-funded full-time training programmes and are accommodated

a) in university's halls of residence,

b) in dormitories built or renovated under a Public Private Partnership (PPP) programme,

c) in a dormitory rented by the University.

(7) In the case of the grants available for social housing, the number of eligible students must be the number of students enrolled in full-time state-funded training programmes at the University, minus 95% of the number of students enrolled in state-funded full-time training programmes with registered addresses at the place of training, and minus the number of students specified in Section (7).

(8) In the case of doctoral scholarships, the number of eligible students must be the number of students enrolled in state-funded full-time doctoral training programmes at the higher education institution.

(9) In the case of grants to be allocated for the university course books and textbooks, sport and cultural activities, the number of eligible students must be the sum of the number of eligible students specified in Sections (5) and (8).

(10) Appeals concerning financial payments to students may be filed in writing with the Dean/Director within 30 days of the payment. After this deadline, no corrections may be made.

101. § Interpretative provisions

(1)[Section (1) of Article 2 of the GFDec] For the purposes of the RSBF,

a) teacher training courses in general subjects: teacher of Hungarian language and literature; teacher of history; teacher of foreign languages; teacher of mathematics; teacher of information technology; teacher of computer science; teacher of natural sciences; teacher of physics; teacher of biology; teacher of chemistry; teacher of geography; teacher of music; teacher of visual arts; teacher of arts and visual education; teacher of technology and life management; teacher of technology; teacher of physical education; teacher of economics; teacher of home economics and life management; teacher of ethics, teacher of human and social sciences; teacher of philosophy; teacher of film theory and history; teacher of the history of arts; teacher of psychology; teacher of health sciences; teacher of administration, and any training programme for which the student was exempted from the payment of the tuition fee before 1st September 2006, on the basis of a second course of training as a teacher of general knowledge;

b) orphan: a student under 25 years of age whose parents or whose unmarried, divorced or separated parent living in the same household have died and the student has not been adopted;

c) semi-orphan: a student under 25 years of age whose parent has died and the student has not been adopted;

d) a student with disability or a special medical need: a student who

da) requires permanent or increased care or nursing because of his or her disability, or who regularly needs personal and/or technical assistance and/or services because of his or her disability, or

db) has lost at least 67% of his or her capacity to work or has a disability rating of 50% or more and this condition has been present for at least one year or is expected to continue for at least one year;

e) breadwinner: a student, who

ea) has at least one child,

eb) is entitled to a nursing allowance under Act III of 1993 on Social Administration and Social Benefits;

f) a student having a large family: a student who

fa) has at least two dependent siblings or three children, or

fb) has at least two persons in his or her household, other than his or her supporter(s), who have a monthly income below the minimum wage, or

fc) is the guardian of at least two minor children;

g) a student entitled to social benefits: a student enrolled in a full-time higher education vocational training programme, a bachelor's or master's degree programme, a one-tier (undivided) training programme or a doctoral programme who

ga) participate in a state-funded or a Hungarian (partial) scholarship programme, or

gb) started his or her studies in a state-funded training programme and would be eligible for state-funded training on the basis of the number of semesters he or she has completed in the given major or vocational course;

h) own income: the fee pursuant to Sections (1)-(2) of Article 82 of the NHEAct, as well as the service fee specified in the applicable regulations of the institution, the income from the institution's business activities, the proceeds from support received from business organisations and subsidies received specifically for the payment of scholarships through a funding project;

i) state-funded student: a student enrolled in a state-funded training programme or a student who has been admitted to a training programme funded by a Hungarian state (partial) scholarship since September 2012.

j) Hungarian students living abroad: a student who is resident abroad and claims to be of Hungarian nationality, including a student subject to the Preferential Treatment Act.

Chapter V: RULES OF PROCEDURE FOR DEALING WITH STUDENT DISCIPLINARY AND COMPENSATION CASES

REGULATION ON STUDENTS' DISCIPLINARY MATTERS

102. § Interpretative part

(1) Intentional conduct is when a person foresees and intends the adverse consequences of his or her conduct or acts in the knowledge that such adverse consequences will occur.

(2) An act of negligence is when a person who foresees the adverse consequences of his or her conduct, but without reasonable grounds relies on the fact that they would not follow (conscious negligence), or who did not foresee the consequences of his or her conduct because he or she failed to exercise due care and diligence (gross negligence).

103. § Disciplinary liability

(1) A student who culpably (intentionally or negligently) fails to comply with an essential obligation arising from his or her student status is guilty of a disciplinary offence and must be liable to disciplinary action. The person exercising the right of disciplinary control will decide whether the breach of an obligation is material.

(2) A deliberate or negligent violation of the rules is deemed to constitute culpability.

(3) Students have a fundamental obligation arising from their student status to comply with the law and the applicable University regulations, to use and protect the equipment handed over to them or used by them as intended, and to observe the specified rules on health, safety and accident prevention.

(4) No disciplinary action shall be taken against a student who has breached his or her obligations because he or she has acted in accordance with the instructions of an authorised representative of the University, or because the instructions were contrary to the law or to the regulations governing the student status, and this fact was not apparent to the student.

(5) Conduct which is subject to adverse consequences under the SER shall not be considered a disciplinary offence.

104. § Particular disciplinary offences

(1) In addition to the provisions of Article 103, the offences set out in Article 104 also constitute a disciplinary offence.

(2) When completing academic assignments (e.g. homework, mid-year assignments, test paper, thesis project) or when their knowledge is being assessed, students are obliged to use only those tools which their lecturer has authorised them to use and which reflect the student's actual knowledge and performance. A

student who fails to do so commits a disciplinary offence. It is also a disciplinary offence for a student to pursue his or her academic interests unfairly, to the detriment of his or her fellow student(s).

(3) A student who uses or attempts to use any aid not authorised by the lecturer (e.g. books, notes, machine aid, calculator or computer) or any other person's help in the performance of his or her duties commits a disciplinary offence. Depending on the seriousness of the offence, the lecturer may impose academic sanctions and/or initiate disciplinary proceedings.

(4) In addition to the provisions of Sections (2) and (3), a student is liable for disciplinary action if he or she:

a) receives an answer from another person, either in person or with the help of a communication device (e.g. mobile phone, computer), in a written, oral or online assessment situation;

b) when taking written, oral or online examinations, entrusts another person to sit for the examination instead of himself or herself or attempts to sit for an examination instead of somebody else or offers or agrees to sit for an examination instead of another person when taking written, oral or online examinations;

c) obtains, transfers or attempts to obtain examination questions without authorisation. The same will apply if a student logs in to the on-line examination room without a valid UES registration for the examination day in question and without the explicit authorisation of the examiner.

d) takes unfair advantage of information technology (hardware or software) when taking a written, oral or online examination.

(5) A student commits a disciplinary offence if he or she:

a) presents or submits any material collected by others or any research, work or a summary of research (e.g. home assignments, theses, term papers) carried out by others as his or her own work;

b) although he or she has worked with another person or persons, he or she presents the joint work as his or her own independent work or gives false information about the extent of his or her involvement in the joint work;

c) has obtained printed teaching materials (e.g. course books, textbooks) by illegal or fraudulent means;

d) falsifies or changes an assessment for a course (mark or signature verifying completion of a course) or enters such into a document or electronic document without authorisation.

(6) Reproduction of copyrighted works in violation of copyright law, or the solicitation of such reproduction (e.g. photocopying, scanning) is a disciplinary offence.

(7) The unlawful use of the knowledge acquired at the University is considered to be a disciplinary offence. This includes, in particular, the creation or distribution of malicious software, unauthorised access to a computer or computer system or the intentional use of unsafe solutions to solve a problem or perform a task.

(8) It is a disciplinary offence for a student to present results as his or her own without any substantial contribution, or to falsify the results of someone else's work. Students will also be subject to disciplinary action if they, in written or – at an examination – oral communication, using the ideas, statements or the wording of others, fail to cite the source in the form required by the lecturer or in accordance with the established publication practices of the discipline, and make it appear as their own.

(9) A student who offers or undertakes to pass on to another person the material he or she has collected or the research he or she has carried out or a summary thereof (e.g. home assignments, theses, term papers), with the intention of submitting the collected material as his or her own work, commits a disciplinary offence.

(10) A student leader who uses or verifiably attempts to use his or her position, membership of a body or decision-making power to obtain an unauthorised academic or other unlawful advantage in the course of an examination commits a disciplinary offence.

(11) It is a disciplinary offence for a student to change the details of a private or public document.

(12) It is the student's obligation to behave respectfully during study sessions and to refrain from any behaviour that disturbs the lecturer, his or her peers or the educational activity.

105. § Initiation of disciplinary proceedings

(1) Disciplinary proceedings may be initiated by any citizen of the University in his or her name, by submitting evidence providing grounds for such proceedings. In the event of a reasonable suspicion of disciplinary offence, or if the student himself or herself requests that the proceedings be initiated against him or her, the competent Dean/Director must initiate the proceedings and simultaneously inform the student in writing of the initiation of the proceedings. If the Dean/Director fails to take action without justification, the Rector will act in the interests of the University. In dormitory matters, the Head of the Dormitory has the right to initiate the procedure.

(2) [Section (4) of Article 55 of the NHEAct] Disciplinary proceedings may not be initiated if at least one month has elapsed since knowledge was gained of the disciplinary offence or five months since the offence was committed. For the purpose of these provisions, knowledge is gained when the circumstances giving rise to the disciplinary proceedings come to the knowledge of the person entitled to initiate them.

(3) The student subject to the proceedings and his or her representative must be summoned in writing to the disciplinary hearing in order to hear his or her personal defence and position.

(4) The summons must state the place and time of the hearing and the procedural status of the addressee (defendant, representative, witness, expert, etc.).

(5) The disciplinary hearing may be held even if the student or his or her representative fails to appear despite being duly summoned.

106. § Representation

(1) The student subject proceedings may use the help of a legal or social representative. A social representative may be a student or a lecturer of the University. The right of representation must be evidenced by a written power of attorney in the form of a private document with full probative value.

(2) The representative must have the same rights as the student, i.e. he or she shall be entitled to

a) have access to the case file,

b) make motions, such as to call witnesses or make other requests for evidence.

107. § Conduct of the proceedings

(1) [Section (5) of Article 55 of the NHEAct] The disciplinary procedure is governed by the Organisational and Operational Rules of the higher education institution, with the proviso that at least one third of the members of the Disciplinary Committee (DC) must be delegated by the Students' Union and that the student must be heard during the procedure, however, the disciplinary hearing may be held even if the student fails to appear despite having been duly notified.

(2) Disciplinary hearings must be public, unless the chair of the Disciplinary Committee orders a closed hearing, which may be justified both by the public interest and by the interest of the student subject to the proceedings, upon the student's request.

(3) The student may object to the exclusion of the public, which the Rector must consider without delay after consulting the President of the SUUP. If the public hearing has been requested by the student, the public must not be excluded on the grounds of the student's interest.

(4) The student subject to the proceedings must be informed of the findings related to the misconduct allegations and the evidence thereof.

(5) The student subject to the proceedings must be given the opportunity to present his or her defence orally or in writing. The student must have the right to request a short postponement of the hearing in the event of his or her foreseeable absence for a justified and excusable reason or to request a new hearing in the event of his or her unforeseeable absence.

(6) A witness or expert duly summoned (in writing) must appear at the hearing or provide evidence of the reason for his or her absence if he or she is a student or employee of the University.

(7) A person who is a relative of a student subject to the proceedings or who would, by his or her witness testimony, accuse himself or herself of an act, misdemeanour or offence that would give rise to disciplinary proceedings is not obliged to cooperate as a witness.

108. § The disciplinary hearing

(1) The chair of the DC will be responsible for ensuring compliance with the provisions of this Regulation, maintaining order during the proceedings, identifying the persons involved, registering their personal particulars, ensuring the exercise of their rights, taking evidence, keeping the minutes and preparing the adoption of decisions.

(2) If the student subject to the proceedings proves within 8 days that he or she was absent for an excusable and unforeseeable reason, he or she may request a retrial. The hearing must be repeated if, on the basis of the above, the chair of the DC considers that a repeat hearing is justified. In such a case, the decision of first instance taken in the meantime may be annulled at the DC's own discretion.

(3) Minutes must be kept of the disciplinary hearing. The chair of the committee will request the keeper of the minutes to draw up the minutes, taking the rules on disqualification into account. The minutes will be authenticated by the joint signature of the keeper of the minutes and the chair. The findings of the minutes must be made known to the person subject to the proceedings at his or her request and, if substantiated, must be supplemented and/or amended at his or her request. If the request is unfounded, the request and its refusal must also be recorded in the minutes.

(4) If the student subject to the proceedings admits at the hearing that a disciplinary offence has been committed, further evidence may be waived and a decision may be taken.

(5) In the course of the evidentiary procedure, the committee will hear the student subject to the proceedings, the witness(es) and the expert, after the documents

have been reviewed. Witnesses and the experts must be warned of their obligation to truthfulness and of the criminal consequences of a false testimony, and must be asked to state whether or not they are impartial.

(6) A witness who has not yet been heard may not take part in the hearing.

(7) Any contradiction between the testimonies must be attempted to be resolved by confrontation.

109. § Termination or suspension of the proceedings

(1) Disciplinary proceedings must be completed within one month; however, the time limit may be extended by 30 days in exceptional and duly justified cases.

(2) If criminal proceedings are pending against a student subject to disciplinary proceedings in the same case, the disciplinary proceedings must be suspended until the final conclusion of the criminal proceedings, or, if the hearing or participation in the hearing of the person subject to disciplinary proceedings is not possible for reasons beyond his or her control, until such reasons cease to exist.

110. § Disciplinary sanctions and measures

(1) [Section (1) of Article 55 of the NHEAct] If a student commits a serious breach of duty, he or she may be subject to disciplinary sanctions by written decision, based on disciplinary proceedings.

(2) [Section (2) of Article 55 of the NHEAct] The disciplinary sanction may be

a) reprimand,

b) severe reprimand,

c) reduction or withdrawal, for a maximum period of six months, of the benefits and allowances provided for in the Regulation on Student Benefits and Fees,

d) a ban on further studies for a fixed period of up to two semesters,

e) expulsion from the higher education institution.

(3) [Section (3) of Article 55 of the NHEAct] In determining the disciplinary sanction, all the circumstances of the offence must be taken into account, in particular the persons harmed, the consequences, the repetition of the offence and the seriousness of the offence. The disciplinary sanction provided for in paragraph c) of Section (2) may not be the withdrawal of social grants. The imposition of a sanction provided for in paragraphs d) to e) of Section (2) will entail the permanent or temporary withdrawal of the benefits and allowances associated with the student status. During the period of the disciplinary sanction provided for in paragraph d) of Section (2), the student status will be suspended. The initiation of disciplinary proceedings or the imposition of disciplinary sanctions will not be influenced by the student's academic performance.

(3) Measures taken in the course of disciplinary proceedings:

a) a written warning if the seriousness of the act does not constitute grave misconduct or if the disciplinary offence is time-barred or the disciplinary proceedings could not have been ordered; and

b) suspension of student or dormitory status if this is necessary in special circumstances.

111. § Decision-making

(1) After the evidentiary procedure, the DC will take a decision in closed session, at which only the members and the keeper of the minutes may be present.

(2) The DC will impose a disciplinary sanction in the decision or – if the disciplinary offence constituting the subject of the proceedings cannot be established or a disciplinary sanction cannot be imposed – terminate the proceedings. The disciplinary decision may be based on evidence directly examined during the proceedings. Facts which have not been proven beyond reasonable doubt may not be alleged against the student subject to the proceedings. The decision must indicate the members of the Disciplinary Committee, the case number, the place and time of the hearing, if it is public and the personal particulars of the student subject to the proceedings.

(3) Where a disciplinary sanction is imposed, the decision must include, in addition to the provisions of Section (2):

a) indication of the disciplinary offence committed and the duty breached,

b) the disciplinary sanction imposed and the provisions relating thereto,

c) a reference to the possibility to appeal and the 15-day time limit for doing so,

d) the statement of the grounds for the decision, the facts established, the specification and assessment of the evidence, the facts indicating the student's culpability, the circumstances taken into account in imposing the sanction and a reference to any dissenting opinion of a member of the committee.

(4) In the event of termination of the proceedings, the decision must, in addition to the provisions of Section (2), state the reasons for the termination of the proceedings, which may be the following:

a) the act committed is not a disciplinary offence or was not committed by the student subject to the proceedings; or

b) there is no evidence that a disciplinary offence has been committed; or

c) the student's culpability cannot be established; or

d) the disciplinary offence is time-barred or the disciplinary proceedings could not have been ordered;

e) the act on which the proceedings are based has already been finally adjudicated by disciplinary proceedings.

The decision to terminate must also refer to the possibility of an appeal, the 15-day time limit thereof and the facts and evidence established during the procedure.

(5) After the decision has been taken, it will be announced by the chair of the Disciplinary Committee. In doing so, he or she will read out the operative part of the decision and state the reasons for the decision. He or she refers to legal remedies and the fact that any appeal may be filed orally or in writing within 15 days of the date of the decision. If the person entitled to file an appeal is absent, the 15-day time limit starts to run from the date of notification of the decision.

(6) The disciplinary decision must be recorded in writing within 8 days of its delivery. The written decision must be signed by the chair of the Disciplinary Committee in the required number of copies. The decision must be served on the student subject to the proceedings even if it was communicated to him or her when it was delivered.

(7) The Disciplinary Committee may not change its decision; however, it may correct errors not related to the merits of the decision (misspelling of names or numbers, calculation errors, etc.) at its own discretion.

112. § Legal remedy and second-instance decision

(1) The student subject to the proceedings or his or her representative may appeal against the disciplinary decision of the first instance. If the 15-day time limit for appeal is not observed, a maximum of 30 additional days will be available for a certificate of excuse. An appeal lodged orally when the decision is delivered must be recorded in the minutes. The appeal must be submitted to the chair of the DC and addressed to the Disciplinary Board of Appeal (DBA). The appeal shall have suspensory effect for the implementation of the decision.

(2) In the event of an appeal, the chair of the DC of first instance must submit the appeal to the DBA without delay, together with the records of the disciplinary proceedings. The DBA must decide on the appeal within 15 days of its receipt.

(3) The DBA must take its decision on the basis of the records, out of court, however, it may also order repeated or additional hearings or the taking of other evidence.

(4) The DBA will hold a hearing if the party subject to the proceedings or the appellant so requests, or if the DBA wishes to take evidence at its own discretion beyond the proceedings at first instance.

(5) The DBA will decide whether to grant or reject the appeal. The content and communication of the decision will be governed by the provisions applicable to disciplinary decisions of first instance. Minutes must be taken at the meetings of the DBA.

(6) If the appeal has not been filed in time or by the person entitled to file it, the DBA must reject the appeal by order without considering the merits of the case.

(7) In its decision, the DBA will

a) uphold or

b) alter the decision of the DC of first instance, or

c) in the event of a defect in the evidentiary procedure which could not be remedied in the second instance procedure, annul the contested decision and order the DC of first instance to start a new procedure.

(8) The DBA has the right to increase the severity of the disciplinary sanction imposed at first instance in the context of the modification of the decision of first instance.

113. § Final judgement, challenge before the court

(1) The decision may be enforced after it has become final. The decision shall become final on the date on which

a) the person entitled to appeal has declared that he or she does not wish to appeal or has withdrawn the appeal,

b) the time limit for appeal has expired without an appeal being lodged,

c) the DBA has dismissed the appeal or upheld or altered the decision at first instance.

(2) The final decision imposing disciplinary sanctions may be challenged in court within 30 days of the date of notification of the decision. The student subject to the proceedings must be informed of this in the decision at second instance. The action must be addressed to the Administrative and Labour Court.

(3) The decisions and the date on which they became final must be entered in the UES as part of the student's record.

114. § Repeated proceedings

(1) The student subject to disciplinary proceedings may challenge the final decision and submit an application for a retrial within 1 year, based on new facts or evidence not discovered or not accepted during the disciplinary proceedings or on a violation of the rules of the procedure.

(2) The DBA must decide on the application, against which an appeal may be lodged. The Rector will decide on the appeal after hearing the opinion of the President of the SUUP. In the event of new proceedings being ordered, the DBA must send the decision to the chair of the DC of first instance for the procedure to be conducted. The new procedure must be governed by the provisions of this Regulation.

115. § Exemption

(1) The student will be exempted from the adverse consequences of disciplinary sanctions:

a) in the case of disciplinary sanctions under paragraphs a) to c) of Section (2) of Article 94, 3 months after the decision becomes final,

b) in the case of disciplinary sanctions under paragraphs d) and e) of Section (2) of Article 94, after the expiry of the period specified in the decision,

c) in the case of suspension of disciplinary sanctions, upon the successful completion of the probationary period.

(2) Exemption from the consequences of the most severe disciplinary sanction provided for in paragraph e) of Section (2) of Article 94 may be granted only upon special request. It may be granted if at least 2 years have elapsed since the disciplinary decision became final and there are grounds for considering that the former student deserves to be exempted.

(3) The DC of first instance is entitled to exempt the former student, and must issue a decision to this effect. The procedure of the Committee must be governed by this Regulation.

(4) In the case of an exemption, the disciplinary decision must be deleted from the records. The deletion must be effected by recording the fact and date of the exemption on the decision placed in the file, on the basis of the decision of the chair of the Disciplinary Committee.

116. § Records management and disclosure

(1) The DBA returns its decision to the DC of first instance together with the file of the proceedings. The chair of the DC of first instance will then arrange for the decision to be registered and for a copy of the decision to be placed in the personal file of the student who has been disciplined.

(2) The chair of the DC of first instance will send the final decision for information or further action to

a) the decision which has become final at first instance to the Rector,

b) the Dean of the relevant faculty/Director of the relevant University Centre,

c) those concerned by the enforcement of the disciplinary sanction (e.g. dormitory, club, etc.)

d) President of the SUUP.

(3) For so-called general and special prevention purposes, the chair of the DC may order the decision to be communicated to the student's parent who has assumed the obligation to bear the costs of the study programme or to the student's legal representative or the initiator of the proceedings.

(4) The final disciplinary decision and the operative part of the relevant court judgment (if any) must be disclosed in the journal of the institution in a manner that does not reveal the identity of the student subject to the proceedings.

REGULATION ON STUDENT COMPENSATION

117. § Liability of the University for damages

(1) [Section (4) of Article 56 of the NHEAct] The University or the organiser of the practicum must compensate students for any damage caused to them in connection with their student status and the practicum, in accordance with the provisions of the Civil Code. The University or the organiser of the practicum may only be exempt from liability if it proves that the damage was caused by an unavoidable cause beyond it control or by the unavoidable conduct of the injured party.

(2) Any damage must be compensated for by the organisational unit organising the training programme (e.g.: faculty, university centre, university SUUP, constituent union etc.) from its own budget.

118. § Liability of the students for damages

(1) [Section (1) of Article 56 of the NHEAct] If a student causes unlawful damage to the higher education institution or the organiser of the practicum in connection with the fulfilment of his or her study obligations, he or she must be liable according to the rules of the Civil Code (hereinafter referred to as the "Civil Code"), with the derogation provided for in this Act.

(2) [Section (2) of Article 56 of the NHEAct] In the case provided for in Section (1), in the event of damage caused by negligence, the amount of compensation may not exceed fifty percent of one month's statutory minimum compensation (minimum wage) in force on the day of the damage. In the case of wilful damage, the total damage caused must be compensated for.

(3) [Section (3) of Article 56 of the NHEAct] Students must be fully liable for any loss or damage to items received from a list or against a receipt, under the obligation to return them or give account of their use, provided that such items are kept in their

custody at all times and are used or operated exclusively by the students. They must be exempt from liability if any items are missing due to an unavoidable cause.

119. § Rules of procedure

(1) The rules of disciplinary proceedings shall apply to student compensation cases, with the exceptions provided for in this Article.

(2) If the person who caused the damage fully compensates for the damage, the compensation proceedings may be waived or terminated.

(3) Claims for student compensation must be submitted to the Dean of the competent Faculty/University Centre (EU, Head of the Dormitory).

Chapter VI: RULES FOR THE PREVENTION OF ACCIDENTS INVOLVING STUDENTS AND THE PROCEDURES TO BE FOLLOWED IN THE EVENT OF AN ACCIDENT

The rules for the prevention of accidents involving students and the procedures to be followed in the event of an accident are set out in the University's Occupational Safety and Health Regulation.

The Organisational and Operational Rules, Part III Student Requirement System, in a consolidated structure with all amendments and additions, was approved by the Senate by Resolution No. 10/2025 (I.27.). The Organisational and Operational Rules, Part III Student Requirement System shall enter into force on 6th February 2025. At the same time, the Organisational and Operational Rules, Part III Student Requirement System, approved by Senate Resolution No. 139/2024 (VI.20) shall be repealed.

Dated at Veszprém, on 27th January 2025

Dr. János Abonyi
Rector

Zsolt Csillag
Chancellor

This Regulation has been adopted by the Board of Trustees of the Foundation for the University of Pannonia by Resolution No. 10/2025 (01.30).

Dated at Veszprém, on 30th January 2025

Dr. Zoltán Birkner
Chairman of the Board of Trustees

Annex 1 to the SRS: THE ORGANISATIONAL AND OPERATIONAL REGULATION OF THE DORMITORIES OF THE UNIVERSITY OF PANNONIA

The Organizational and Operational Regulations of the Dormitories of the University of Pannonia (hereinafter referred to as the "DUP") has been determined by the Senate of the University of Pannonia as follows. The DUP is established for the purposes set out in the Statutes of the UP.

PREAMBLE

The dormitories constitute a unit of the University of Pannonia (hereinafter referred to as "UP") with a dormitory self-government.
The DUP is made up of the following dormitories and halls of students:

Name of the dormitory	Address	Location (place of training)
Central Dormitory	Veszprém, Egyetem u. 12.	Veszprém
Hotel Magister	Veszprém, József Attila u. 34/2	Veszprém
Harsányi Special College	Veszprém, Egyetem u. 12.	Veszprém
Jedlik Ányos Special College	Veszprém, Móricz Zsigmond u. 8.	Veszprém
Nereus Dormitory	Balatonalmádi, Lóczy Tér 3.	Veszprém
Pethe Ferenc Dormitory	Keszthely, Festetics György u. 5	Keszthely
Zárda Street Dormitory	Nagykanizsa, Zárda u. 20	Nagykanizsa
Gaspa Dormitory	Zalaegerszeg, Gasparich u. 18/A.	Zalaegerszeg
Dormitory	-	Kőszeg

GENERAL PROVISIONS

1. § Principles

(1) The term 'dormitory' is used to refer to places providing accommodation for the students of the UP in an organised setting, regardless of the type of operation (own, rented) and the legal identity of the owner or operator (UP, market participant).
(2) In order to help students find accommodation in halls of residence, the UP may enter into rental contracts. The UP must ensure that the conditions for renting accommodation are met.
(3) The accommodation and housing conditions for the students of the UP are improved by rented halls of residence and rented rooms in student hostels built or renovated under the PPP scheme.
(4) The maintenance and development of the dormitories owned by the UP must be ensured by the UP.
(5) The operation, maintenance and development of the buildings used as accommodation in rented halls of residence must be the responsibility of the owners.

(6) The Dormitory Officer is responsible for the day-to-day running of dormitories operated by the UP, in close cooperation with the competent regional operational units, as necessary.

2. § Tasks of the DUP

(1) It provides accommodation for students not residing at the place of their training by
   a) providing a home for students living in the dormitory,
   b) providing them with opportunities for their education and self-education and to spend their leisure time in a meaningful way, as well as the opportunity to cultivate and develop dormitory student traditions.

(2) They play a role in preparing students for an intellectual career by:
   a) being connected to the UP's professional training tasks, broadening the professional and scientific work and the possibilities of preparation for the profession,
   b) paying attention to talented students, while at the same time helping disadvantaged young people from socially deprived backgrounds,
   c) teaching autonomy, conflict management, problem solving and democratic behaviour through the management system of the dormitory self-government,
   d) participating in the life of the University and the faculties/university centres, in the national dormitory movement and keeping in touch with other dormitories and the Students' Union of the University of Pannonia (hereinafter referred to as "SUUP").

THE ORGANISATION, MANAGEMENT AND SELF-GOVERNMENT OF THE DUP

3. § Dormitory Council

(1) The supreme decision-making body of the DUP is the Dormitory Council (hereinafter referred to as the "DoC").

(2) The chair of the DoC is the Dormitory Officer.

(3) Voting members of DoC:
   a) Dormitory Officer, 1 member,
   b) President of the SUUP, 1 member,
   c) from among the seniors of the dormitories delegated by the Senior Board, 1 person from each dormitory in the training location, maximum 13 members in total,
   d) 1 delegate from among the representatives elected by the Dormitory Management Committees from among the students living in the dormitory, maximum 13 members in total,
   e) the delegates of the SUUP, whose number equals to the sum of the number of delegates from the Senior Board and the College Management Committee, maximum 26 members in total.

(4) Members of the DoC with the right of consultation:
   a) dormitory owners (in the case of a dormitory not operated by the University) or dormitory operators (with whom the UP has a contract),

b) the Director of Academic Affairs.

(5) The functioning of the DoC is governed by the Dormitory Code of Conduct (hereinafter referred to as the "Code"), which is adopted by the DoC by a simple qualified majority. The Code must contain, in addition to the rules of operation, the procedures relating to the mandate, offices, committees, election, resignation and meetings of the members of the DoC. It must be adopted by the DoC at its first inaugural meeting and reviewed as necessary, but at least once a year.

(6) The role of the DoC is to:

a) adopt the college admission principles at each place of training,
b) prepare and publish the timetable for the college admission procedure,
c) make decisions on the ranking of students proposed for dormitory accommodation based on their community work,
d) make a proposal on the wording of the senior applications and comment on the applications received,
e) approve the tasks of the seniors on the basis of a proposal from the College Management Committee,
f) decide on the allocation of available dormitory places,
g) prepare the Disciplinary Regulation for Dormitories (hereinafter referred to as the "DRD").

(7) The DoC has the right of agreement on the rules of the dormitories, their own internal regulations and decisions taken by the dormitory's self-governing bodies.

(8) If the internal operational regulations of the dormitories provide for the rules of procedure of admission to the dormitory, the internal regulations must be submitted to the DoC for adoption.

(9) The DoC has the right to opinion on the setting of dormitory fees.

4. § Management of the DUP

(1) The DUP is supervised by the Director of Academic Affairs, while the Dormitory Officer is responsible for the management of the DUP and the supervision of the activities of the dormitories.

(2) The Dormitory Officer is the head of the DUP employed full-time, as defined by law (see Annex 3 of Government Decree No 87/2015 (IV.9.)).

(3) In some dormitories, the professional work may be supported by dormitory mentor teachers.

5. § Seniors' Board

(1) The work of the Dormitory Officer is supported by dormitory/special college seniors or floor supervisors, dormitory system administrator seniors (hereinafter referred to as "seniors"), on the basis of a call for applications announced by the Chancellor of the UP for each building and each academic year. Their tasks and responsibilities are defined by the DoC.

(2) Each place of training must have a Seniors' Board (hereinafter referred to as "SB"). It is responsible for preparing decisions affecting the dormitories and coordinating

community life and professional work. It must carry out its activities in line with the decisions of the DoC.

(3) Members of the SB:
   a) Dormitory Officer,
   b) the seniors of the dormitories at the place of training,
   c) a representative of the Students' Union at the place of training.

(4) The term of office of the members of the SB is from the date of their appointment until the date of its termination or revocation.

6. § Dormitory Management Committees

(1) The governing and executive bodies of the dormitory's self-government are the Dormitory/Special College Management Committees (hereinafter referred to as "DMC") elected in a democratic manner in accordance with the rules set out in Code.

(2) The DMCs have a reporting obligation to the DoC.

(3) The DMCs are assisted by dormitory seniors, the leaders of the voluntary groups in the dormitories and the staff of the dormitory office.

(4) The voting members of the DMC:
   a) the seniors of the given dormitory,
   b) the dormitory mentor teachers (if any) of the given dormitory,
   c) representatives elected by the students living in the given dormitory.

(5) The members of the DMC with the right of consultation:
   a) Dormitory Officer,
   b) a representative of the owner/operator (in the case of a dormitory operated by the University),
   c) the leaders of the voluntary groups in the dormitory.

(6) The Secretary of the DMC is elected by a simple majority of the members of the DMC from among the elected voting members.

(7) The main tasks and rights of the DMCs are:
   a) draw up and adopt the house rules of the dormitory, its internal regulations and rules of operation,
   b) determine room allocations,
   c) plan, organise and manage the work of the dormitory, assist and supervise the activities of special colleges and those of the voluntary groups in the dormitory,
   d) decide on the use of non-budgetary funds (proceeds from funding projects, etc.) allocated to the dormitory,
   e) exercise the right to opinion on the dormitory's financial management, investment, development and renovation issues.

(8) The DMC carries out its activities in accordance with the rules of procedure approved by the DoC.

7. § Dormitory Forum

(1) A Dormitory Forum must be convened once every six months in each dormitory for the purpose of providing information to the students.

(2) The Dormitory Forum is convened by the Secretary of the respective dormitory's DMC. The agenda of the Forum must include the following items:
   a) the report of the Secretary of the dormitory's DMC,
   b) the reports of the leaders of the voluntary groups in the dormitory,
   c) the report of the seniors working in the building.

8. § Dormitory Disciplinary Committee

(1) The purpose of the Dormitory Disciplinary Committee (hereinafter referred to as the "DDC") is to take action against violations of the Code, the Dormitory Contract, the house rules and other internal regulations of the dormitory.
(2) Voting members of the DDC:
   a) the senior of the dormitory resident,
   b) the delegates of the SUUP, 2 members,
   c) the delegate of the DMC of the respective building, 1 member.
(3) Members of the DDC with the right of consultation:
   a) Dormitory Officer,
   b) the representative of the owner/operator of the respective building,
   c) the dormitory seniors of the given dormitory.
(4) No disciplinary powers may be exercised in the case in question by:
   a) a relative of the person subject to the proceedings;
   b) a person who has suffered direct damage or detriment as a result of the act being judged;
   c) a person who has a dispute at law with the person subject to the proceedings,
   d) a person who cannot be expected to give an objective assessment of the case for any other reason.
(5) The meeting of the DDC must be convened within 3 working days after the disciplinary offence has been reported.
(6) The DDC must act in accordance with the DRD approved by the DoC.
(7) If the DDC considers that the act to be judged violated not only the interests of the dormitory but also the interests of the University, it may refer the matter to the Faculty/University Centre Disciplinary Committee/Board competent in the student's case.
(8) Students living in the dormitory may be subject to disciplinary sanctions imposed by the DDC in accordance with the DRD.

RIGHTS AND OBLIGATIONS OF STUDENTS LIVING IN THE DORMITORY

Dormitory resident: any university student or dormitory senior who is enrolled in the UP for a given period and has been admitted to the dormitory.

9. § Rights of dormitory residents

(1) Dormitory residents have the right to:
   a) have access to the educational, professional, cultural and recreational facilities and services of the dormitory,

b) be able to use the room allocated to them without being disturbed and enjoy life in the dormitory without disturbance, beyond the necessary constraints of living with others in the dormitory,
c) make proposals and initiatives for the improvement of community life in dormitory forums,
d) participate in the work of the various bodies of the dormitory's self-government, elect others and be eligible to be elected there,
e) be able to contact the DMC or the person in charge of the dormitories (Dormitory Officer, Director of Academic Affairs) in connection with dormitory, personal or community-related issues and receive a response to their requests and comments within 30 working days, and have their legitimate requests addressed,
f) participate in the work of the special colleges and voluntary groups present in the dormitory,
g) be granted a deferment of fulfilment of its payment obligations where justified.

10. § Obligations of dormitory residents

(1) Dormitory residents are obliged to:
a) comply with the dormitory's OOR, the Code, the DRD, the Dormitory Contract and its annexes forming an organic part thereof, the dormitory's house rules, the internal regulations established by decisions of the dormitory's self-government and the public health, fire prevention, occupational safety and accident prevention regulations,
b) use and protect the equipment handed over to them and the equipment of the special colleges and voluntary groups in accordance with the regulations,
c) promote the performance of the specified tasks, safeguard and cultivate the established traditions of the dormitory,
d) pay the specified fee for the dormitory services by the set deadline,
e) show respect for the staff of the dormitory and their work, respect their peers and adapt their behaviour to be able integrate into the community life of the dormitory.

11. § Financial liability of dormitory residents

(1) Dormitory residents are liable for any damage caused to the dormitory:
a) they are fully liable for any damage to items registered in the inventory,
b) the person who caused the damage must pay compensation for the damage caused and may be subject to disciplinary proceedings.
(2) Dormitory residents are morally and financially responsible for their guests. They are also liable to compensate for any damage caused by their guests.

MISCELLANEOUS PROVISIONS

12. § Buildings leased and used as dormitories

(1) The leased buildings are used as dormitories.

(2) The DMCs of leased buildings used as dormitories must draw up their House Rules and internal regulations in cooperation with the owner, taking into account the terms and conditions specified by the owner as a matter of priority, and must be approved by the DoC.

13. § Admission to dormitories

(1) The principles of admission to the dormitory and the admission procedure must be decided by the DoC with the consent of the SUUP.
(2) The decision on admissions will be prepared communicated to the students by the Dormitory Office.

14. § Termination of dormitory status

(1) The dormitory status is active for the period specified in the "Dormitory Contract".
(2) The dormitory status is terminated as follows:
    a) by termination by mutual agreement,
    b) by extraordinary termination,
    c) by the termination of entitlement to a place in a dormitory,
    d) upon termination of student status.
(3) The DMC may propose the termination of dormitory status in accordance with the DRD if the dormitory resident:
    a) violates the dormitory's House Rules or other internal regulations,
    b) violates the fire prevention, occupational safety and health or public health regulations,
    c) unnecessarily maintains his or her accommodation (e.g. does not use it for a long period of time, rents or maintains accommodation for his or her own purposes other than the dormitory, etc.),
    d) illegally accommodates a person who is not a dormitory resident in his or her own or somebody else's room,
    e) does not respect the rules of cohabitation,
    f) a final disciplinary decision has been taken by a court or a competent university body against him or her,
    g) has caused damage to a fellow resident or the dormitory.
(4) Termination may be initiated by the DMC, the DoC, the dormitory residents, the Dormitory Officer, the dormitory mentor teacher, the seniors or the staff of the DUP.
(5) If the Dormitory Disciplinary Committee decides on termination, the termination may be with immediate effect or with effect on a future date.

15. § Cooperation of dormitories with other higher education dormitories

Dormitories may be members of the National Association of Higher Education Dormitories /NAHED/ or any other representative body with ties to higher education dormitories in the country if they need the advocacy and organisational activities of such organisation. The DUP representatives may regularly participate in regional or national events organised by NAHED.

16. § Implementing provisions

(1) The entry into force of these Organisational and Operational Rules shall not affect the mandate of the members of the existing Boards.