

OPERATIONAL AND ORGANIZATIONAL RULES OF ÓBUDA UNIVERSITY

VOLUME III.



ANNEX 7. OF THE STUDENT REQUIREMENTS SYSTEM OF ÓBUDA UNIVERSITY

REGULATIONS OF STUDENT IDENTIFICATION CARDS AT ÓBUDA UNIVERSITY

BUDAPEST, 2017

(version 2, in effect from the 23rd of May 2017)

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The Senate of Óbuda University (hereinafter referred to as the University or institution) establishes the following regulation based on Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv) and Government Decree 362/2011 (XII. 30.) on Education Certificates.

Part 1.

Chapter I

General Provisions

Scope of the regulation

1. § The scope of this regulation applies to all students of the University, as well as to individuals involved in the issuance and validation of student identity cards.

Student Identification Card

2. § (1) The student identity card belongs to the category of educational certificates in accordance with the specifications of the National Unified Card System (hereinafter referred to as the NEK system).

(2) The student identity card is an official document with an electronically managed unique identifier (hereinafter referred to as the data chip), which falls under the scope of Government Decree 86/1996 (IV. 16.) on the protection of security documents.

(3) The types of student identity cards are distinguished by the inscription displayed on the card. The types of student identity cards include: full-time, part-time, correspondence, distance learning, and other specific student identity cards.

(4) The student identity card contains the following information:
 - a) The student's photograph,
 - b) The student's surname and given name,
 - c) Reference to the NEK system,
 - d) The electronic identifier of the card,
 - e) The electronic identifier of the card issuer,
 - f) The student's place and date of birth,
 - g) The name of the locality of the student's residence or stay,
 - h) The student's signature,
 - i) The student's identification number,
 - j) The abbreviated names and addresses (location) of up to two higher education institutions in which the student is enrolled,
 - k) The date of issuance and expiration of the student identity card,

- l) Information regarding its validity, and
- m) Designation of the type of student identity card.

(5) In the case of students with a foreign address only, the student identity card includes the inscription "foreign address."

(6) The student identity card of a student enrolled in a non-Hungarian educational institution bears the designation "foreign institution."

Interpretative provisions

3. § In the application of this regulation:

1. Loss: the object gets out from the ownership of the rightful owner.
2. Misappropriation: It refers to the exercise of complete control over an object, resulting in the impossibility for the rightful owner to exercise the partial rights deriving from ownership, while ensuring the exercise of partial rights for others. It typically manifests as crimes against property (such as theft, robbery, embezzlement, unlawful misappropriation, etc.).
3. Damage: It refers to a minor impairment of the intended use that affects the integrity of the object to a lesser extent.
4. Destruction: It means the physical cessation of existence of the object. It signifies such a degree of damage to the object that its original condition cannot be restored, and it can no longer be rendered suitable for its original function. Rendering the object unusable can be achieved through actions such as breaking, burning, or pouring a substance that makes it unreadable.

Part 2

Chapter I.

Eligibility for Student ID Card

4. § (1) The following individuals are eligible for a student ID card:

- a) Students who are in a student relationship with the University,
- b) Hungarian citizens or individuals who possess the right of free movement and residence in Hungary based on a separate law, who are immigrants or settled persons, and who are in a student relationship with a higher education institution located outside Hungary (hereinafter referred to as "students in a relationship with a non-Hungarian educational institution"),
- c) Foreign students participating in partial education at the University based on intergovernmental and other educational cooperation agreements or treaties,
- d) Individuals participating as students in the Balassi Bálint Scholarship Program.

(2) In the event that a student:

- a) Terminates their student relationship in the 1st semester, they are entitled to a student ID card until March 31 following the termination of their student relationship,
- b) Terminates their student relationship in the 2nd semester, they are entitled to a student ID card until October 31 following the termination of their student relationship.

CHAPTER II

Rights and Benefits Associated with the Student ID Card

5. § (1) The student ID card certifies:

- a) The existence of a student relationship with the educational institution indicated on the student ID card,
- b) Entitlement to travel, cultural, and other benefits as determined by law,
- c) Entitlement to reimbursements and benefits according to the law based on the student relationship,
- d) Entitlement to non-governmental (commercial) benefits associated with the student ID card,
- e) Entitlement to international benefits.

(2) The international benefits mentioned in point (e) of paragraph (1) are exclusively provided by student ID cards that comply with the specifications of the National Unified Card System (NEK-rendszer).

PART 3

CHAPTER I

Applying for the Student ID Card

6. § (1) The student ID card can be requested:

- a) During the period of the qualifying student relationship for the student ID card, and
- b) As a replacement for a lost, destroyed, or damaged student ID card.

(2) In the event of loss, theft, damage, or destruction of the student ID card, the student must make a report according to the provisions specified in Annex 4.

(3) The eligible individual may only possess one valid student ID card of the same type at a time, taking into account the provisions of paragraph (4).

(4) In the case of simultaneous student relationships with multiple educational institutions, the order of the participating institutions is determined by the schedule of the respective programs (full-time, evening, correspondence, distance learning).

7. § (1) Until the issuance of the requested student ID card, the University shall issue a certificate (hereinafter referred to as "certificate") as specified in Annex 1, upon request of the eligible individual, which confirms the entitlement to the student ID card and the rights specified in Section 5(1).

(2) The certificate issued until the issuance of the requested student ID card shall be considered as a temporary student ID card in accordance with the provisions of the Government Decree No. 85/2007 (April 25) on public transport travel discounts.

(3) The certificate, except for the certificate specified in Section 10(3), is valid for 60 days from the date of issuance.

8. § (1) The student ID card can only be requested electronically.

(2) The student initiates the application for the student ID card through the Neptun system. Prior to the application, the eligible individual is required to compare their personal data recorded in the Neptun system with the data content of the NEK form.

(3) The student records the fact of applying for the student ID card using the Neptun system.

(4) The designated officer appointed by the faculties verifies compliance with the provisions stated in paragraph (2), and if necessary, notifies the student to remedy any deficiencies. Within 8 days of the complete application reaching the University, the authorized person representing the University authenticates the application and forwards it to the Education Office.

9. § (1) Foreign students participating in partial studies at the University based on intergovernmental and other educational cooperation agreements or treaties shall notify the University of their request for a student ID card.

(2) Within 8 days of the application, the University:

- a) Records the fact of the student ID card application based on the personal document data using the applicant interface, and
- b) Authenticates the electronic application on behalf of the University and forwards it to the Education Office.

10. § (1) The University issues a certificate, as specified in Section 7, to the eligible individual entitled to the student ID card without applying for it if:

- a) The student ID card does not include the actual location of education or practical training, in which case the location must be indicated on the certificate,
- b) The non-Hungarian citizen student of the University is studying with a scholarship for a period shorter than twelve months,
- c) The eligible individual loses their student ID card after the termination of their student relationship but before the expiration of the validity of the student ID card, or if the student ID card becomes unsuitable for proving entitlements.

(2) In the case specified in paragraph (1) point c), the institution and schedule fields on the certificate must be completed based on the eligible individual's previous student ID card.

(3) Upon the termination of the eligible student's student relationship, the University issues a certificate as specified in Section 7(1) concurrently with the withdrawal of the student ID card according to Section 15(1)(a), which remains valid until the cessation of entitlement to the student ID card as determined in Section 4(2).

Chapter II

Processing of Student ID Card Applications, Production, and Issuance of Education Certificate

11. § (1) Once the University has authenticated the data recorded on the application interface, the Education Office shall forward the student ID card application to the Minister responsible for e-government within 8 days.

(2) The Minister responsible for e-government ensures the verification of the application data based on the personal and address registry, assigns the appropriate photograph and signature to the application data, and arranges for the delivery of the education certificate to the University.

12. § (1) An application for the issuance of a student ID card shall be considered incomplete in the following cases:

- a) The registration of the photograph and signature necessary for identification does not include a valid photograph or signature that can be associated with the application data due to reasons attributable to the applicant.
- b) The data stored in FIR differs from the data provided in the application and stored in the Neptun system.
- c) The data provided in the application differs from the data in the personal and address registry of the Minister responsible for e-government.

(2) In case of an incomplete application, the Education Office shall electronically notify the University within 8 days, setting an appropriate deadline for completion, specifying that:

- a) In the case referred to in paragraph (1) point a, the eligible individual is requested to rectify the missing photograph or signature in the personal and address registry of the Minister responsible for e-government in the manner prescribed by law.
- b) In the case referred to in paragraph (1) points b and c, the changes in data shall be reported in accordance with separate regulations.

(3) In the case of points a and b of paragraph (2), the completion of the missing information can be fulfilled by re-entering and resubmitting the application on the application interface. In this case, the time required for completion shall not be counted towards the deadline for fulfilling the order.

(4) The eligible individual shall send the faulty student ID card or a student ID card received in an unsuitable condition (hereinafter referred to as "defective student ID card") to the University for reissuance purposes. The University creates a copy of the defective student ID card, then electronically sends it to the Education Office along with a copy of the verification form of the application and the request for reissuance. The University shall destroy the defective student ID card in the presence of a record and issue a certificate upon request from the eligible individual. The Education Office, with the involvement of the Minister responsible for e-government, determines the cause of the discrepancy and arranges for the production of a correct student ID card with the appropriate data content and its delivery to the eligible individual.

(5) In the case of a student ID card application transmitted by the University, the eligible individual is responsible for the accuracy of the data used for the creation of the student ID card. If the eligible individual identifies an error in the recorded data, they must immediately notify the University in writing and initiate the correction of the error.

Chapter III

Validation of Student ID Card Applications

13. § (1) The University carries out the validation of issued student ID cards by affixing a validation sticker and, for electronic validation, by submitting the notification specified in paragraph (6) of Section 14 to the Education Office.

(2)

(3) The validation sticker includes the semester of validity, as well as the sticker number and the institution and department code.

14. § (1) The deadline for validation is October 31st for the first semester validation sticker and March 31st for the second semester validation sticker.

(2) The University is required to order the validation stickers necessary for the validation of student ID cards by completing the validation sticker request form and electronically submitting it to the data controller by July 15th for the first-semester validation stickers and by December 15th for the second-semester validation stickers.

(3) The Education Office ensures the fulfillment of orders by mail until September 1st for the first-semester validation stickers and until February 1st for the second-semester validation stickers.

(4) The University may order additional validation stickers as needed by electronically submitting the order to the Education Office. The Education Office fulfills these orders by mail at the expense of the University within 30 days after receipt.

(5) During the period of suspension of the eligible individual's legal status (except for the period from the termination of the legal status to the expiration of the validity period), the University shall not transmit student ID card applications or validate the eligible individual's student ID card.

(6) The institution is obligated to report the fact of validation and the number of the issued validation sticker to the Education Office within 10 days from the deadline for validation through the electronic interface used for the application.

(7) The University shall destroy unused validation stickers for the academic year by November 30th following the academic year. The University shall record the fact of destruction and the number of destroyed stickers in accordance with Annex 3, and it is required to keep the record in its archives.

Chapter IV

Withdrawal of Student ID Card

15. § (1) The University is obliged to promptly withdraw - and for this purpose, notify the eligible individual to surrender their previously issued student ID card - in the following cases:

- a) if the legal status entitling the card is terminated,
- b) upon issuance of the certification.

(2) The University is required to destroy the withdrawn student ID card within 30 days and keep a record of the destruction in accordance with Annex 2.

(3) The University shall provide the unique identifier of the withdrawn student ID cards to the Education Office within 8 days following the withdrawal, in the manner determined by the Education Office.

Chapter IV

Fee for Student ID Card

16. § The issuance of a student ID card is an exempt procedure, and the eligible individual may submit their application for a student ID card without paying any fee.

17. § (1) In case of loss, destruction, or damage of the sticker, the eligible individual is obliged to pay a fee of 3500 forints to the University.

(2) The University shall not transmit the student ID card application or validate the eligible individual's student ID card until the eligible individual has paid the fee specified in paragraph (1).

(3) In the case of replacing a stolen student ID card, the eligible individual is not required to pay the fee specified in paragraph (1). Proof of theft is provided by a police report or a copy thereof regarding the report or complaint.

PART IV

FINAL PROVISIONS

18. § (1) This regulation shall enter into force on the day following its acceptance by the Senate.

(2) Upon the entry into force of this regulation, the Appendix 15 of the Organizational and Operational Regulations of Óbuda University, Student Requirement System, and the 1st version of the Óbuda University Student ID Card Regulations shall become invalid.

Budapest, March 21, 2016.

Prof. Dr. Mihály Réger

Vice Rector

Zsolt Monszpart

Chancellor

Addendum:

The amendment of Appendix 7 of Volume III of the Organizational and Operational Regulations of Óbuda University, the Student Requirement System, and the modification of the Óbuda University Student ID Card Regulations were accepted by the Senate with Resolution No. ... during the session held on May 22, 2017. Effective from May 23, 2017.

Budapest, May 22, 2017.

Prof. Dr. Mihály Réger

Rector

Ádám Szigeti

Chancellor