OBUDA UNIVERSITY

ORGANIZATIONAL AND OPERATIONAL RULES

VOLUME III.

STUDENT REQUIREMENTS SYSTEM

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PREAMBLE

The Senate of Obuda University (hereinafter referred to as "**University**") defines the requirements, tasks, rights, and obligations of students, teachers, professors, and researchers in relation to learning, teaching, and research activities at the University in the following regulations to ensure high-quality education, research, and scientific activities at the University.

The Student Requirements System (hereinafter: **SRS**) is the third volume of the Organizational and Operational Regulations of the University (hereinafter: **OOR**). SRS establishes the fundamental rules regarding student legal status, academic and examination matters, and other student-related issues, in accordance with Act CCIV of 2011 on National Higher Education (hereinafter: **Nftv.**) and related legislation. The background legislation to SRS is the Nftv.; its provisions must be interpreted and applied in accordance with the Nftv. and other effective legal regulations pertaining to higher education.

SRS defines the order of relevant procedures based on the following laws and regulations:

a) Act XCIII of 1990 on Fees and Charges (hereinafter referred to as: **Itv**.);
b) Act LXII of 2001 on Hungarians Living in Neighboring Countries (hereinafter referred to as **Kedvtv**.);
c) Government Decree No. 51/2007 (III. 26.) on the Benefits of Students Participating in Higher Education and Certain Fees Payable by Them (hereinafter referred to as **Jtr**.)
d) Government Decree No. 362/2011 (XII. 30.) on Student Identification Cards;
e) Government Decree No. 230/2012 (VIII. 28.) on Vocational Training in Higher Education and Certain Issues Related to Professional Practice;
f) Government Decree No. 423/2012 (XII. 29.) on the Admission Procedure for Higher Education (hereinafter referred to as: **FER**.);
g) Act V of 2013 on the Civil Code (hereinafter referred to as: **Ptk**.)
h) Government Decree No. 87/2015 (IV. 9.) on the implementation of certain provisions of the NFTV (hereinafter referred to as: **Vhr**.);
i) Act CIII of 2023 on the Digital State and Certain Rules for the Provision of Digital Services (hereinafter referred to as: **Dáptv**.);
j) Act CXXX of 2016 on the Code of Civil Procedure (hereinafter referred to as: **Pp**.);
k) Act CL of 2016 on general administrative procedures (hereinafter referred to as: **Ákr**.);
l) Government Decree No. 120/2017 (VI. 1.) amending Government Decree No. 51/2007 (III. 26.) on the scholarship program for Christian youth and on the benefits and fees payable by students in higher education (hereinafter referred to as: **Scholarship Decree**)

GENERAL PROVISIONS

Scope of the regulation

1. §

(1) The scope of the regulation covers
   a) all persons and organizations participating in and managing the higher education activities and governance of the University, as well as its higher education activities conducted outside the territory of Hungary;
   b) applicants to the University;
   c) students who have a student status with the University and are pursuing studies in any training program of the University, regardless of when – except for the provisions set forth in Section 3 – the student status came into existence because of legal succession;
   d) individuals whose student status at the University has been terminated;
   e) guest students who have established a guest student status at the University for the duration of their studies at the University;
   f) all educational units, instructors, teachers, and anyone employed in any capacity in organizing the education; and
   g) individuals housed in dormitories operated by the University, regardless of whether they are in student status with the University.

(2) In case of international joint programs, the agreement between the participating institutions is binding. The scope of this regulation applies to this legal relationship only to the extent and in the manner expressly referred to in the agreement.

(3) The rights and obligations of doctoral students arising from their student legal status shall be regulated by the Doctoral and Habilitation Regulations of the University.

(4) This regulation governs the rights and obligations arising from the (guest) student relationship between the University and the students.

(5)

Interpretive regulations

2. §

(1) In the application of this regulation, the following terms used therein and related concepts shall mean:
   a) recommended curriculum: see sample curriculum;
   b) active semester: a semester when a student's status is not suspended, and the student registers for the commencement/continuation of their studies;
   c) signature: in the case of a course ending with an exam, the recognition of a student's work during the semester, which is a prerequisite for taking the final exam at the end of the semester;
   d) state-funded education:
      1. education that started before September 2012 in a state-funded or state-supported form that did not become fee-paying;
      2. education that started before September 2012 and was reclassified as state-supported education;
   e) reclassification: a procedure initiated by the student or by the authority defined by law and this regulation, by which the student is transferred from Hungarian state-funded (partial) scholarship education to fee-paying education, or from feepaying education to Hungarian state scholarship education;
   f) enrolment: the student's declaration that they will commence or continue their studies or suspend them during a particular semester;
   g) diploma work: see final thesis;
   h) dismissal: termination of a student's course of study, which may result in the termination of their student status if the student does not continue their studies in another major;
   i) lecture: a form of contact teaching primarily aimed at facilitating knowledge acquisition through oral explanations by the instructor;

j) prerequisite: a condition for enrolling in a subject;
k) preliminary exam: an exam taken during the last two weeks of the study period;
l) practice: a type of contact class that is primarily based on active and independent student work - its special forms include seminars, project labs, and laboratory exercises;
m) student: a natural person enrolled in a bachelor's, master's, undivided, or specialized training program or higher education vocational training;
n) student status: the legal relationship between the higher education institution and the natural person enrolled in the institution, which includes specific rights and obligations;
o) re-examination: a repeated (third or subsequent) attempt to pass an exam that was failed with an insufficient grade;
p) written notice: communication by post or electronic means through the Electronic Study System (hereinafter referred to as: **Neptun**);
q) correction exam: the second attempt to pass an exam that was failed with an insufficient grade;
r) course: a specific opportunity offered during a given training period to complete a subject, including study sessions, examination opportunities, and assessment procedures;
s) recommended grade: the grade recommended by the instructor based on the student's performance during the semester; if accepted, the student passes the subject, if rejected, they must take a written or oral exam during the examination period;
t) curriculum: the distribution of subjects over semesters in a curriculum that an average-paced student can follow, meeting all prerequisites when enrolling in subjects, thereby fulfilling their academic requirements within the designated training period set in the educational and output requirements;
u) diploma: a public document certifying the higher education degree and professional qualification;
v) diploma supplement: a public document issued in the form and manner determined by the European Commission and the Council of Europe, which, as a supplement to the diploma certifying a higher education qualification, provides detailed and objective information on the nature, level, and content of the studies pursued and successfully completed by the holder of the diploma, thereby facilitating the transparency and informed recognition of qualifications abroad;
w) passive semester: a semester during which the student's student status is suspended;
x) registration week: the first week of the semester, during which mainly academic duties (such as registration for the semester, courses and subjects) can be carried out or completed;
y) final thesis: a paper written at the end of studies conducted for obtaining a higher education degree, which meets the requirements of the qualification and the educational and output requirements, and whose length and formal requirements may be mandatory according to the rules set by the higher education institution; final thesis/diploma project/thesis/final project (hereinafter altogether referred to as: final thesis);
z) semester: the 15-week period between registration week and the end of the semester, which is used for holding lectures;
aa) transcript: the electronic record of all data related to a student's studies stored in Neptun, generated and authenticated electronically after the termination of the student status.
bb) examination period: the 6-week period of the semester dedicated to taking examinations (5 weeks plus the associated preferential examination week);
cc) examination course: a course without contact hours, which may be taken by a student who has previously obtained a course completion signature for the given subject but has not fulfilled the course requirements;
dd) final project: a paper to be written at the end of the studies in higher-level vocational training;
ee) final exam: an evaluation of knowledge, skills, and abilities necessary to obtain the diploma, during which the student must also demonstrate the ability to apply the learned knowledge;

ff) midterm exam: a written exam taken during the semester;
gg) elite athlete: students participating in an elite athlete programme (hereinafter referred to as: elite athlete).

(2) With respect to terms not defined in current regulation, the definitions of the Nftv. shall apply.

PART 1:
ADMISSION REGULATIONS

3. §

(1) The scope of this section - with the exception stated in paragraph (2) - does not extend to foreign students studying in Hungary in a foreign language or based on intergovernmental agreements.

(2) The deadline, method of application, admission procedure and requirements for courses offered to foreign students in a foreign language, as well as for courses offered to third-country nationals based on intergovernmental agreements and for international joint programs, shall be determined by the University in a separate rector's directive and the related information shall be published on its website.

CHAPTER 1:
PROCEDURE OF ADMISSION
Parties responsible for conducting the admission process

4.§

(1) At the University, the vice-rector responsible for education and sustainable development is responsible for the admission process regulated in this part. The organizational unit of the General Directorate for Education (hereinafter: **OFIG**) responsible for admission matters, as well as its leader and staff, are responsible for coordinating the admission process at the university level.

(2) At the faculties, the vice-dean responsible for education is the responsible leader of the admission process. In the case of bachelor's programs, the organizational unit of OFIG responsible for admission matters is responsible for organizing the procedure and carrying out administrative tasks, whereas in the case of master's programs, it is responsible for coordinating the administration.

Tasks related to compiling the admission information booklet

5.§

FER 3.§, 5.§, 7.§, 24.§ 33.§

(1) The leaders of the faculties are responsible for institutional-level data reporting and timely transmission of data for each faculty, while the approval of the admission information guide (hereinafter referred to as: **Information Guide**) is the responsibility of the University's rector. The coordination of timely data reporting by the faculties and the approval of the Information Guide is managed by the vice-rector responsible for education and sustainable development.

(2) Specialized postgraduate courses as well as courses for partial knowledge acquisition are announced within the scope of the faculty.

(3) The courses (fields of study) announced must also be published on the university's website simultaneously with the Information Guide.

Rules regarding undergraduate education and higher education vocational training

6.§

Nftv. 39.§

FER 9.§, 10.§, 12.§, 14.§, 15.§, 15/A. §, 15/B.§, 16.§, 17.§, 17/A.§, 18.§, 19.§, 22.§, 23.§, 28.§

(1) The rules for applying to bachelor's programs, undivided programs, and vocational higher education programs, the matriculation exam subjects and their levels specified for calculating matriculation points, the elective secondary school subjects eligible for inclusion in the calculation of academic points, the fifth elective matriculation exam subjects eligible for inclusion in the matriculation average, as well as the scope of institutional points, the method of their verification, the scoring and bonus point system, the determination of the minimum score, the method of calculating scores based on the qualification of the diploma obtained by the applicant, the requirements for preferential treatment, the organization of practical exams, and the rules for admission decisions are contained in the FER as well as the institutional scoring approved by the Senate.

(2) The University announces its programs located beyond the border. During this process, the University can also announce state-funded programs. In this case, the application can be submitted on the paper-based form provided by the University, and - unlike the provisions of FER on electronic administration, - other documents can also be submitted in paper form.

(3) Application for dual training programs consists of two parallel stages: a general state admission process (which is no different from the application process for nondual programs) and a corporate admission stage. The applicant submits their application in the usual way for the dual program announced in the state admission process. The detailed rules for applying for dual training are contained in the Academic Rules and Regulations (hereinafter referred to as: Academic Rules and Regulations).

(4) After receiving the admission decision for a program belonging to a training area according to Section 108. (1)(b) of Nftv., the applicant may, upon request submitted to the University, participate in a dual training program based on a separate decision by the University, provided that they have also been selected by a dual partner company.

(5) The detailed rules of the professional entrance examination for higher education are contained in the Academic Rules and Regulations.

(6) The assessment of the suitability test for drawing required for the architecture and industrial product and form design engineering programs can be either "passed" or "failed". In case of "failed", the total score of the applicant will be zero.

(7) An exception to the admission process applies when a current or former student of the University requests admission—outside the central admission procedure—to a teacher training program taken concurrently with a master's program, or requests admission to a self-funded program in a field of study within computer science and information technology at the University where they hold at least 30 transferable credit points, as well as when an applicant who meets the admission requirements and is designated by a contracting party based on an agreement concluded with the University - pursuant to Section 83 (5) of the Nftv. - requests admission to a self-funded program, provided that the University launches the program in question and has capacity in the given field of study. Detailed rules governing these special cases must be regulated by the relevant faculties in their faculty regulations.uz

(8) In case of a teacher training master's program taken concurrently, the admission decision is issued by the faculty by 30th July, and by 31st August in the case of a supplementary admission procedure.

Rules regarding master's degree program

7.§

Nftv. 40.§
FER 33.§ 34.§

(1) The rules for calculating scores applicable to admissions to master's programs, the system of the bonus points, and the detailed regulations regarding admission requirements for teacher training master's programs are contained in the Regulations on Admission to Master's Programs of Obuda University.

(2) The specific (faculty) conditions for application and admission, the list of required documents, as well as the programs offered and their enrolment quotas, are contained in the faculty supplements (which appear under the name of the faculty in the Information Guide).

(3) Those who do not yet have the diploma required under Section 40 (4) of the Nftv. at the time of application can also apply for a master's degree program.

(4) In the absence of a diploma, score calculation for admission may also take place based on a diploma certificate issued by the higher education institution proving the acquisition of professional qualification, uploaded to the IT system provided for this purpose by the Educational Authority (hereinafter referred to as: **Authority**). The issuance date of the diploma certificate may not be earlier than thirty days calculated from the fourteenth day preceding the classification decision.

(5) Students who do not possess the diploma set forth in Section 40 (4) of the Nftv. by the time of enrolment shall not be refunded the fees levied and paid pursuant to the University's fee regulation.

(6) If applicant holds a diploma that requires them to obtain additional credits, they must request from the University the conduct of a so-called credit recognition procedure. The deadline for submitting the request is the tenth working day preceding the current deadline for rectifying deficiencies. The existence and exact content of previous studies and work experience must be convincingly proven by the student.

(7) Based on the submitted documents, University shall examine whether the applicant meets the conditions, and if so, shall issue a "Credit Recognition Decision" for them. The decision must be submitted upon applying for admission, but no later than the deadline for rectifying deficiencies.

(8) If required by the questions asked during the admission procedure (Appendix 1), applicant must bring the supplementary material related to the given question (cover letter, professional portfolio, etc.) with them to the admission exam.

(9) In the case of applicants to master's programs (with the exception of master's programs in Computer Engineering, Applied Mathematics, Architecture, Infrastructure Civil Engineering, and Structural Civil Engineering):

a) an applicant with disadvantaged status is entitled to 5 bonus points for each application preference.

b) an applicant with a disability is entitled to 10 bonus points for each application preference.

c) An applicant who, during the period between the application deadline and the admission decision, is on unpaid leave for childcare purposes, or receives pregnancy-maternity benefit, childcare allowance, child raising benefit, or childcare fee, is entitled to 10 bonus points.

(10) If a candidate scores 0 points in the written admission exam and/or the admission interview or is absent from them, their total score will be zero.

(11) The classification decision must be applied with the following differences:

a) The University decides on the admission of master's degree applicants based on a unified ranking by field of study.

b) If candidate has submitted an application for the programs specified in Section 11 (3) of current regulation, the order of those programs must also be considered in the admission decision.

Rules regarding specialist postgraduate programs and partial studies

8.§

(1) Executive postgraduate programs and partial studies programs are announced within the competence of the faculties.

(2) For partial studies, student status may be established for any course or curriculum unit of the University—without a separate admission procedure—within the framework of a self-funded program.

(3) Partial studies primarily serve as:

a) training to fulfil the requirements of new specializations, to prepare for bachelor's/master's programs, or to obtain the credits necessary for admission to a master's program,

b) training consisting of independent, consecutive courses.

(4) The maximum number of semesters that can be spent in partial studies is three in the case of qualifications that can be obtained during civil engineering and architecture programs belonging to Section 3 (1) points b), d), and e)-f) of Government Decree No. 266/2013. (VII. 11.).

(5) Faculty councils decide on the announcement and launching of partial studies, the form and conditions of application, the purpose and content of the training, and the conditions of application.

CHAPTER 2:
ENTRANCE EXAMINATION

Rules regarding holding the entrance examination
9. §

(1) To organize the admission procedure and carry out tasks related to admissions (such as conducting exams), admission committees and examination boards are established by the faculties. The rules of operation for these committees are specified in a self-prepared and faculty council-approved operating procedure. The number of committees must be established in accordance with the number of applicants.

(2) The chairs and members of the admission committee who conduct the admission interview are appointed by the dean of the faculty. The president of the admission committee is a qualified instructor of the faculty, while the members might be the representatives of the faculty, with one additional member per committee being a representative of the Faculty Student Council (known as KHÖK). The number of members in the admission committee must be at least 3.

(3) A person who is related to the examinee in a dependent or family relationship, who has participated in preparing the examinee for the exam, or from whom an objective assessment of the exam cannot be expected for other reasons, cannot participate in the examination.

(4) The details of how to conduct the admission interview can be found in Appendix 1.

(5) The Dean's Office of the Rejtő Sándor Faculty of Light Industry and Environmental Engineering organizes the drawing aptitude tests for the industrial product and design engineering program, while the Dean's Office of the Ybl Miklós Faculty of Architecture and Civil Engineering organizes the drawing and aptitude tests for the bachelor's program in architectural engineering. Applicants shall be informed in writing about the time, location, and other necessary information regarding the aptitude tests no later than fifteen days before the start of the examination. The drawing aptitude test is not public. Passing the drawing aptitude test is a prerequisite for admission to the program. The evaluation cannot be appealed, except in the case of a numerical or procedural error.

Admission application fees
10. §

FER 42-44. §

(1) In the case of the drawing aptitude test and the practical exam, the University determines a separate procedural fee to cover the costs related to the organization and conduct of the examination.

(2) In connection with master's (MSc) admission procedures (costs of oral, written, or other organization), the University may determine an admission procedural fee.

(3) In the event of an application for a program announced for foreign citizens conducted in a foreign language, the University may determine an institutional procedural fee. The fee must be paid to the University and is non-refundable in the event of the withdrawal of the application or the failure/cancellation of admission; it shall be retained by the University.

(4) The amounts of the procedural fees specified in points (1), (2), and (3) shall be reviewed within the authority of the rector prior to the admission period of each academic year and shall be determined in an order issued by the rector, which must be published in the admission information brochure.

CHAPTER 3:
CLOSURE FOR ADMISSION PROCESS

Legal recourse, supplementary admission procedure

11. §

Nftv. 57. §, 58. §
FER 8. §, 25-30. §

(1) The applicant may exercise the right to appeal against the decisions of the University falling within its jurisdiction in the admission procedure, except for decisions related to the evaluation.
(2) The rules set out in Part 4 of this regulation shall apply to the appeal procedure.
(3) The faculties shall announce the courses advertised in the supplementary admission procedure on the Authority's platform created for this purpose, in accordance with Section 8 (3) of FER.

PART 2:
RULES AND REGULATIONS FOR STUDIES AND EXAMINATIONS

CHAPTER 1:
EDUCATION SYSTEM
System of training

12. §

Nftv. 12. §, 15. §, 16. §

(1) The educational program contains the system of bachelor's and master's programs, undivided programs, doctoral education, partial studies, as well as higher education vocational training and specialized further education programs.

Types of education

13. §

(1) The types of education programs offered at the university - except for doctoral programs – are:
- a) phased-out, credit-based education;
- b) higher education vocational training;
- c) multi-cycle training:
  - ca) bachelor's degree,
  - cb) undivided training,
  - cc) master's degree;
- d) training aimed at acquiring partial knowledge;
- e) specialized further education;
- f) adult education (courses).

(2) The number of semesters and credits associated with each type of education program:

a)	higher education vocational training	4 semesters	120 credits
b)	bachelor's degree	6-8 semesters	180-240 credits
c)	undivided training	10-12 semesters	300-360 credits
d)	master's degree	2-4 semesters	60-120 credits
e)	specialized further education	2-4 semesters	60-120 credits

CHAPTER 2:
BODIES ACTING IN ACADEMIC AFFAIRS

General provisions

14. §

(1) An academic and examination matter shall be any matter relating to the student's studies and student status.

(2) The following bodies and individuals (hereinafter referred to as: Entity) may act in study and exam affairs at the University within their own or delegated authority defined in this regulation:

a) Faculty Study Committee (hereinafter referred to as: **KTB**),
b) Faculty Credit Transfer Committee (hereinafter referred to as: **KÁB**),
c) Student Appeal Committee (hereinafter referred to as: **HJB**),
d) the dean, or a person or body designated by the dean based on powers delegated by the dean,
e) the rector, or a person or body designated by the rector based on powers delegated by the rector.

15. §

(1) The KTB, KÁB and HJB determine their own rules of procedure within the framework of the laws and regulations and this regulation.

(2) Committees shall keep minutes of their meetings and make their decisions in the form of resolutions, which shall be communicated to the student in writing or via the Neptun system.

16. §

(1) University communicates its decisions related to the student in writing, in cases defined by Nftv., the institutional Code of Conduct and the Vhr., and when requested by the student. The decision of the University related to the student becomes legally binding if the student does not submit an appeal within the deadline specified in Part 4 of current regulation, or if the student waives the right to appeal.

(2) In cases specified in paragraph (1), the competent authority with competence shall issue a decision containing the mandatory content elements specified in section 57 (6) of the Nftv. and by Ákr., with special regard to the information on the possibility of legal remedy.

Jurisdiction

17. §

(1) If the legislation or this regulation does not provide otherwise, the appropriate body of the faculty in which the student is enrolled shall have jurisdiction over the student's academic and examination affairs.

(2) If the student is enrolled in more than one faculty, the appropriate body of the faculty that provides the education related to the student's request shall have jurisdiction over the student's academic and examination affairs.

(3) If the student's request is not related to education, the appropriate body of the faculty specified in this regulation shall have jurisdiction over the student's academic and examination affairs.

The Faculty Academic Committee

18. §

(1) In academic matters initiated by the office or the student, unless otherwise provided by law or regulations, except for cases of leniency specified in current regulation, KTB shall act as the first instance.

(2) The KTB is authorized to act in the first instance in all cases of student applications which are not referred to the jurisdiction of another body by this regulation, in particular:
   a) the authorization of a personalized study schedule, except in the case of elite athletes and students receiving the Excellence Obuda Scholarship;
   b) the approval of requests for the suspension of student status, as specified for the approval of such requests;
   c) the authorization of guest student status;
   d) transfer between majors, faculties, or institutions;
   e) taking up a second major or specialization within the University.

(3) Any student and/or instructor may request the intervention of the KTB in case they believe that the handling of any academic matter did not comply with the provisions of this regulation.

(4) KTB shall decide by a simple majority.

(5) Against the decision made at first instance, student may submit an appeal in the manner governed by section 123.

(6) The maintenance of records of the decisions of the KTB shall be performed by the Dean's Office of the Faculty.

The Faculty Credit Transfer Committee

19. §

(1) To recognize credits earned in another domestic or foreign higher education institution, or in the same institution, the extent of matching knowledge is determined by KÁB.

(2) KÁB decides based on the student's request, the relevant legislation, and university regulations.

(3) The detailed rules regarding credit transfer are contained in Nftv. sections 49 (5)-(6a).

(4) The maintenance of records of the decisions of the KÁB shall be performed by the Dean's Office of the Faculty.

Student Appeals Committee

20. §

(1) The conduct of the appeals process falls under the jurisdiction of the Student Appeals Board (HJB).

(2) HJB consists of 5 members, 3 employee members are delegated by the rector, 2 student members are delegated by the University Student Union (hereinafter referred to as: EHÖK). The chair of HJB is appointed by the rector from among the 3 employee members for a term of 3 years.

(3) HJB is quorate in case at least 3 members are present, and at least 1 student member is among those present.

(4) In the event of the absence or conflict of interest of a member of the HJB, a substitute member may be designated to ensure the continuous operation of the HJB. The substitute member shall participate in the proceedings and decision-making of the HJB in the given case in place of the absent or conflicted member. Detailed rules regarding the designation of substitute members and their participation in the given case shall be set forth in the Rules of Procedure of the HJB.

(5) HJB does not decide on the basis of leniency but solely examines the legality of the first-instance procedure, so an appeal concerning the appeals process can only be successful if an administrative error, material or procedural legal or regulatory violation occurred during the first-instance procedure.

(6) Detailed rules on the operation, procedure, decision-making, rights and obligations of the members, and the designation of substitute members of the HJB are contained in the HJB Rules of Procedure.
(7) The maintenance of records of the decisions of HJB shall be performed by the chair of HJB.

CHAPTER 3:
COMPONENTS OF EDUCATION SYSTEM

Major
21. §

Nftv. 15. §

(1) The qualifications that can be obtained at the University, as well as the professional requirements of the qualifications, are determined by the qualification requirements and the training and output requirements in the training. The curriculum for specialized further training is freely prepared by the University.
(2) The qualification requirements and the training and output requirements, broken down by fields of study, contain the definition of the training objective, the main study areas to be taught and their proportions, the duration of the training in semesters, the workload required in credits to obtain the qualification, the level of the qualification, the professional qualification and the related title, as well as other relevant provisions for the field of study.
(3) Major is part of the University's training program, and the Senate shall decide on the proposal for its establishment, launching, curriculum, and on the basis of a submission by the faculty responsible for managing the program – submitted through the vice-rector for education and sustainable development.
(4) Changes in the curriculum of the major, the educational organizational unit responsible for the program, or the person responsible for the program shall be decided by the Senate—upon the proposal of the faculty responsible for the program, submitted through the vice-rector for education and sustainable development, and after hearing the opinions of the faculties concerned.
(5) The curriculum must be reviewed every five years.

Curriculum, sample curriculum, prerequisite
22. §

Nftv. 49. §
Vhr. 54., 57. §

(1) The curriculum determines the detailed educational and study requirements for the given major, as well as the detailed rules of the training, particularly the training stages, the number of required curriculum units and credits, the system for verifying knowledge, the mandatory exams, the successive forms of knowledge verification, the conditions for final examination and diploma issuance, the requirements of final exams.
(2) The curriculum is part of the training program.
(3) The curriculum of majors are maintained by the OFIG in NEPTUN.
(4) Changes to the major curriculum may take effect at the beginning of the next academic year at the earliest.
(5) In credit-based education, the curriculum form is a sample curriculum.
(6) The sample curriculum provides a practical opportunity for the given field of study to determine how the required subjects for the qualification can be completed within the designated training time specified in the training requirements.
(7) The sample curriculum includes all mandatory and elective subjects, recommended electives, as well as subjects related to criteria requirements, in a breakdown by academic periods. It also includes the subjects required for the final exam. The rows of the sample curriculum contain the weekly (or semester) lecture hours, laboratory hours and credit points assigned to each subject, the type of evaluation (pass/fail, mid-term grade or exam grade), the semester in which the course is offered (fall and/or spring), and the prerequisites for the course.

(8) The sample curriculum recommends a weekly course load of twenty-two to twenty-six hours (excluding language and physical education classes).

(9) In the sample curriculum, the maximum number of exams to be taken during the exam period without exams for elective courses is five.

(10) The curriculum consists of mandatory, mandatory elective, and elective courses:

a) mandatory subject is a subject that must be completed by everyone in the program; these subjects are partly related to professional training and partly to general intellectual education functions;

b) mandatory elective subjects are chosen by students from a set of subjects determined by the University (especially specialization within the program, differentiated professional knowledge subjects, thesis, or diploma work). Its characteristics are that the student must or can choose the given subject from a list of subjects;

c) in the case of elective subjects, in addition to the timetable restrictions, the University cannot limit the student's choice among the subjects offered by the programs and higher education institutions. Every program's curriculum allows for the inclusion of freely chosen subjects in at least 5% of the total credits assigned to the complete training.

(11) A criteria requirement is a mandatory requirement listed in the curricula that does not involve credit points.

(12) A module is a unit in the curriculum of a program consisting of several related courses that build on each other (e.g. fundamental natural sciences, core professional module) or equivalent and interchangeable units (specialized module).

(13) The student has the right to choose among the parallel specialized modules offered, but the number of students who can take a specific specialized module may be limited, and the dean of the faculty may require a minimum number of student registrations for offering the courses of the specialized module.

Course program

23. §

(1) The knowledge to be acquired within the framework of individual subjects shall be determined by the sample curriculum. The sample curriculum is part of the curriculum documentation.

(2) The elements of the curriculum documentation are:

a) curriculum cover page: training objectives, number of hours, language requirements, number of total credits, professional qualifications, specializations, final exam;

b) curriculum tables: subject name, subject code, number of hours, credit value, requirements, prerequisites;

c) subject sheet: subject name, subject code, requirements, subject coordinator, assessment method, competencies (knowledge, skills, attitudes, autonomy and responsibility), brief description of subject content (10 lines), mandatory literature;

(3) Based on the sample curriculum and curriculum documentation, the detailed semester subject program, prepared by the instructor, shall be approved by the program director.

(4) Content of the detailed subject program for the semester:

a) weekly breakdown of topics (14 weeks);

b) list of literature (written materials and other technical tools);

c) the requirements for attending classes;

d) the requirements, number, and dates of mid-term academic assessments (mid-term tests, progress reports), as well as the conditions for obtaining a signature and a mid-term grade;

e) the method of determining the final grade;

f) the conditions, number, dates, and methods for making up absences, failed practicals, and mid-term tests during the study period;

g) the system and method of examinations and progress reports (oral/written, etc.), and the conditions for any offered grades and preliminary exams;

h) the opportunity for make-up examinations during the examination period (first ten working days).

(5) The curriculum documentation (curriculum cover sheet, curriculum tables, and subject sheets) shall be published on the faculty's website and maintained continuously. Until the introduction of the Subject Register, the detailed semester subject programs must be published on the institute's or faculty's website by the date of subject registration for the given semester. Publication on the Subject Register interface in both Hungarian and English is mandatory. They must be presented (clarified) at the first class, and subsequent changes may only be made with the agreement of the students.

(6) For the first time, the programs of individual subjects shall be approved by the Faculty Council of the faculty responsible for their teaching.

Talent management

24. §

(1) The University supports the development of highly talented students in an organizes framework through the form of collegiate education, with excellence scholarship programs as well as by operating scientific student associations (hereinafter referred to as: **TDK**).

Language requirements

25. §

(1) The aim of the University is the development of professional language skills.

26. §

(1) OFIG offers a one-semester specialized language course:

a) students enrolled before September 1st, 2017, take the course in a four-hour weekly language lab;

b) students enrolled after September 1st, 2017, and before September 1st, 2023, shall take the course within the framework of a three-hour weekly language laboratory, the content of which shall be determined by each faculty. The professional language course may also be taken as an elective course, worth two credits, ending with a mid-term grade.

(2) Students enrolled after September 1st, 2023, may take the professional language course as an elective course, worth two credits, ending with a mid-term grade.

(3) To fulfill the professional language course requirement, a professional language test may be taken in English and German, for which students shall receive credits and a grade. The professional language test is suitable exclusively for fulfilling the professional language course requirement. Students enrolled before September 1st, 2017, may also request the fulfilment of the professional language course requirement in Neptun by submitting a document verifying language learning or language proficiency.

(4) Any person who fulfills the conditions set forth in Article 27 (5) shall be exempt from completing the professional language course.

(5) All full-time undergraduate students shall be required to take two professional courses in English or German announced by the University as a criterion subject, and fulfill the assessment prescribed therefor. In the case of correspondence study schedules, the model curriculum may prescribe a criterion subject.

(6) The selection of the criterion subject may take place in three forms:

a) the student takes a professional subject announced by the faculty and included in the sample curriculum in German or English (if they have not previously completed it in Hungarian), and fulfills the original requirements of the subject in that language. In this case, the subject shall be recorded with its original credit value. The student may take any of the subjects taught in a foreign language according to their curriculum, provided they have not previously completed them in Hungarian.

b) the student chooses a course announced by the faculty in German or English, the requirements of which they have previously fulfilled in Hungarian. The form of assessment shall be a mid-term grade, the number of class hours for the subject shall be two to three hours per week, and its duration shall be one semester. In this case, the course may be counted as an elective course with a value of two credits.

c) the student may also take a professional subject announced by the faculty (or another faculty) that is not included in the student's sample curriculum, in German or English. The form of assessment shall be a mid-term grade, the number of class hours for the subject shall be two to three hours per week, and its duration shall be one semester. In this case, the course may be counted as an elective course with a value of two credits.

(7) Exempt from completing the criterion subject shall be:

a) a full-time undergraduate student enrolled after September 1st, 2017, who in a living foreign language

aa) holds a state-recognized intermediate (B2) complex-type professional language examination certificate, or

ab) holds a state-recognized advanced (C1) complex-type general language examination certificate, or

ac) a high school graduation certificate or diploma equivalent to the language examinations specified in points aa) and ab), or

b) a full-time undergraduate student enrolled before September 1st, 2017, who in a living foreign language

ba) at least a state-recognized intermediate written or oral language examination certificate, or

bb) a high school graduation certificate or diploma equivalent to the language examinations specified in point ba).

c) Regardless of the year of enrolment, students participating in a study mobility program and completing the mobility activity shall be exempt from fulfilling the language criterion subject.

27. §

(1) For students who obtained their final certificate in or before the 2023/2024 academic year, there is no language requirement for the issuance of the diploma.

(2) Fulfilling the internal language requirement is mandatory for all students pursuing undergraduate and master's studies across all work schedules who obtain their final certificate in or after the 2024/2025 academic year. Fulfilling the internal language requirement is not a condition for obtaining the final certificate or taking the final examination, but it is a prerequisite for the issuance of the diploma.

(3) The result of the internal language examination may be graded as "pass" or "fail". If the student fulfills the internal language requirement in a form other than an examination, the fulfilment shall be verified via a Neptun request.

(4) The internal language examination may be taken exclusively in English or German.

(5) The internal language requirement may be fulfilled by passing an internal language examination in English or German, or in a living foreign language other than these two, as follows:

a) with credits or professional practice acquired within the framework of a mobility program, or

b) with credits earned at a foreign university, or

c) with foreign professional practice, or

d) with a TDK research paper in a foreign language, or

e) with participation in an international competition, or

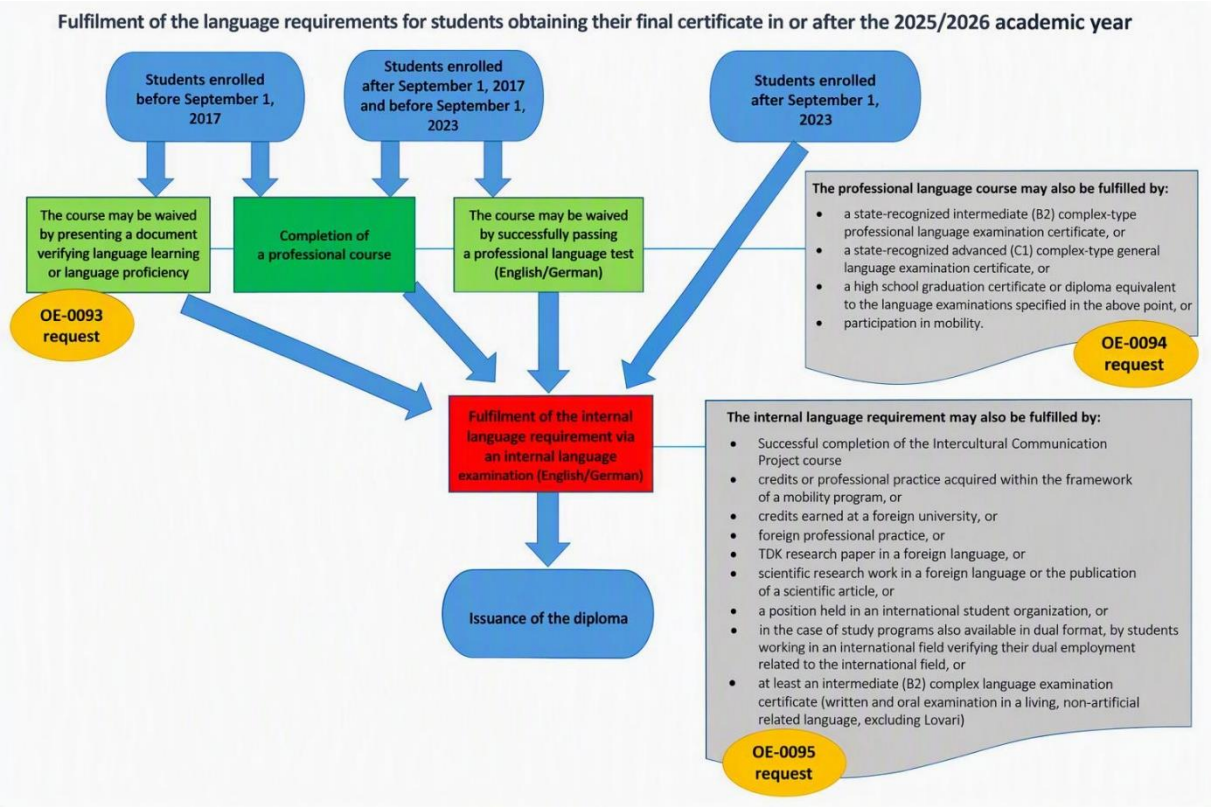
f) with scientific research work in a foreign language or the publication of a scientific article, or

g) with a position held in an international student organization, or

h) in case of study programs also available in dual format, by students working in an international field verifying their dual employment related to the international field, or

i) with at least an intermediate (B2) complex language examination certificate.

(6) The detailed rules of the language training pursuant to sections (1)–(6) shall be set out in the Study Regulations.



Hungarian (partial)scholarship holder and self-financed student

28. §

Nftv. 39. §, 46. §, 47. §

(1) A student enrolled before September 1st, 2012, may be a state-funded or tuition paying student according to the form of cost coverage.

Forms and duration of training

29. §

Nftv. 17. §

(1) In evening programs, student classes during the study period may be held on working days after 4:00 PM and/or on the weekly rest day (Saturday); in correspondence programs—absent a different agreement concluded with the affected students—classes may be held on Fridays and/or the weekly rest day (Saturday).

(2) Apart from the documents to be submitted, the rules for transfer shall apply to changing the work schedule.

CHAPTER 4:
LEGAL FRAMEWORK OF STUDIES

Student status

30. §

Nftv. 39. §, 49. §

(1) The student status is a legal relationship between the University and the student studying at a particular program (including higher education vocational training and part-time education), in which both the University and the student have mutual rights and obligations according to the regulations and policies of the University and the laws.

(2) Based on the student status, the student is entitled to pursue studies within the framework of the program's curriculum, as defined by the laws, the University's regulations, including this policy, and the curriculum of the program.

(3) Based on the student status, the student is obliged to plan their studies and fulfil their academic obligations in accordance with the laws, the University's regulations, including this policy, and the curriculum of the program. In doing so, the student is required to use Neptun and, regardless of their active or passive status, continuously monitor the university information and announcements published there generally or specifically addressed to them.

(4) The rights arising from the student status can be exercised from the day of enrolment. The student can handle their affairs personally or through a power of attorney in a private document with full probative force.

(5) With regard to students in the student status, the University is entitled, in accordance with the laws and regulations of the University, to process the personal and study-related data of the student, to monitor and evaluate their activities, and in particular, under justified circumstances and within the framework of the law, to verify the student's medical fitness necessary for completing the given education.

(6) With regard to students in the student status, the University is obliged to provide the personal and material conditions necessary for completing the program (including higher education vocational training), and is required to make available to the student the information necessary for continuing their studies, within the framework of laws, University regulations, and especially this regulation and the curriculum of the program.

(7) The student,

a) may request to continue studies necessary to obtain additional qualifications or expertise within the framework of their existing student status;
b) may request to transfer to another higher education institution;
c) may establish a guest student status with another higher education institution;
d) may establish additional (parallel) student status with another higher education institution.

Establishment of student status

31. §

(1) The University shall ensure that the admitted applicant has the opportunity to enrol and thereby establish a student status. If the admitted applicant is already in a student status with the University, the rules governing the establishment of student status shall apply mutatis mutandis to the tasks related to registration in the given program.

(2) The admission decision entitles the student to establish student status in the given academic semester; if they fail to enrol, the admission becomes void, meaning that the admitted applicant may establish student status exclusively in the semester for which they were admitted during the admission procedure.

Transfer

32. §

Nftv. 42. §
Vhr. 52. §

(1) Applications for transfer shall be decided by the KTB, considering the student's grade point average and the admission cut-off score of the study program.

(2) A student transferred from another higher education institution may only be awarded a final certificate in each major at the University if they have earned at least one-third of the credits belonging to that major at the University. A student transferred from another faculty within the University may only be awarded a final certificate in each major if they have earned at least 25% of the credits belonging to that major at the host faculty. The provisions of Section 49 of Nftv. shall be taken into account when applying this paragraph.

(3) A student pursuing studies in a major at the University while maintaining a student status may request their transfer to another major of the University belonging to the same study level and field of study (change of program), as well as under the condition set out in paragraph (4).

(4) An application for change of major may be submitted by a student who has completed courses worth at least 30 credits. The admission cut-off score of the programs shall also be considered when evaluating the application. In the case of a change of program between training forms or locations, if the applicant requests transfer from a location with a lower admission cut-off score to a location with a higher admission cut-off score, they must possess courses worth at least 30 credits, which must be earned in the major (place) to which they were admitted. Upon submitting the application, the student is required to pay the change of program fee specified in Part III of the SRS (Student Benefits and Reimbursement Regulations).

(5) Changing specialization is only possible among specializations related to the major.

(6) Applications for change of program and specialization shall be decided by the KTB based on the recommendation of the program/specialization head. Upon submitting the application, the student is required to pay the accredited course registration and procedure fee specified in Appendix 4.

(7) During the student's academic tenure, the KTB may, upon the student's request and in justified cases, permit a transfer to the same program in a different mode of attendance (change of attendance mode).

(8) The rules and regulations regarding admission and change of major are detailed in the Study Regulations.

(9) As a second specialization, the student can enrol in any announced specialization of their own program, provided that they fulfil the general requirements for admission to the specialization. The student receives a certificate upon completion of the specialization. The KTB decides on the permission for admission to the second specialization.

Reclassification

33. §

Nftv. 48.0, 48/D. §
Vhr. 57. §, 61. §

(1) The University can reclassify or may reclassify the student

a) at the end of the academic year (in July) taking into account the academic performance of the last two active semesters;
b) considering the utilized supported semesters, which are provided by law;
c) at the initiative of the student.

(2) The University is obliged to transfer a student receiving Hungarian state (partial) scholarship support in higher education vocational training, undergraduate or graduate education to self-financing training every academic year, who did not earn at least eighteen credits or did not achieve the weighted average of studies as specified in Appendix 3 in the last two semesters in which their student status was not

interrupted, or did not participate in the foreign education defined in paragraphs (3) and (4) of Section 81 of Nftv.

(3) Based on the weighted average of the student's last two active academic semesters and the credits completed in the program, according to the study data recorded in Neptun, the OFIG shall carry out the transfer by July 31st preceding the academic year. The study data required for the transfer and information on exemptions must be uploaded or corrected in Neptun by the end of the third working day following the examination period by the faculties.

(4) In the first transfer process following enrolment, recognized credits are also taken into account when counting the number of completed credits.

(5) The University is obliged to transfer elite athletes participating in higher education vocational training, undergraduate or graduate programs supported by Hungarian state (partial) scholarships to self-financed programs each academic year, who have not earned at least ten credits or have not achieved a weighted grade point average of 2.00 in the last two semesters in which they were enrolled or did not participate in a foreign program specified in paragraphs (3) and (4) of Section 81 of Nftv.

(6) A student participating in a partial Hungarian state scholarship-funded or self-funded program may be reclassified into the place of a student admitted to a program supported by a Hungarian state scholarship until February 28th and the beginning of the study period.

(7) A student participating in a Hungarian state (partial) scholarship-funded program who participated in a study mobility program in a given academic year shall be exempt from reclassification to self-funded training in that academic year. The exemption from reclassification applies solely to the reclassification procedure of the academic year affected by the mobility program.

Guest student status

34. §

Nftv. 42. §. 82. §

(1) If a student of the University intends to complete a subject of their program at another higher education institution, the permission of the Faculty Study Committee of both institutions is required. Based on the opinion of the KÁB formed on the issue of transferability, as proposed by the head of the respective institution, the KTB will decide. The subject thus accepted must be considered as if the student had completed it at their own institution. The subject completed at another institution is registered as an accredited subject in the electronic registration system by the academic lecturer. The accreditation fee must be paid according to the regulations of Part III of the SRS (Student Benefits and Reimbursement Regulations).

(2) Unless otherwise agreed, the University does not reimburse the cost of partial studies.

(3) Final exams cannot be taken as a guest student in another institution.

(4) Requests for guest student status must be submitted with proof of the host institution's willingness to accept, no later than the end of the first week of the academic period.

(5) Credits earned as a guest student at another higher education institution can be recognized based on the certificate issued by the host institution and according to the rules of credit transfer.

(6) The University allows students from other domestic or foreign higher education institutions to study as guest students. A student from another higher education institution can take any subject at the University with the written permission of the relevant faculty's vice dean for education. The vice dean for education sends this permission to the head of the respective institution (and for registration purposes) to the Faculty's Study Office as well.

(7) The guest student is registered in the Neptun system, and during their studies at the University, the relevant regulations of the University apply to them by analogy.

(8) The guest student pays a self-contribution fee per credit for the courses taken.

Education aimed at acquiring partial knowledge

35. §

Nftv. 42. §

(1) The student admitted to the partial studies program establishes a student status according to the general rules of enrolment and pursues his/her studies in compliance with the provisions of this regulation.

(2) Due to this status, the student is not entitled to pursue studies for the purpose of obtaining further qualifications or professional skills, request transfer of credits, establish additional (parallel) student or guest student status, suspend his/her student status, request transfer to a state-funded program, or take advantage of support time.

(3) The duration of the student status established for the purpose of acquiring partial knowledge must be counted towards the period of entitlement to benefits, discounts, and services based on the relevant legislation.

(4) By introducing the micro-credential system, the University establishes a flexible, short-cycle, quality-assured training offering that rapidly adapts to labour market and social demands, aligns with the ESG-based quality assurance framework, and ensures the verification and recognition in ECTS credits of acquired knowledge tied to accredited subjects or subject groups (modules). The system complements traditional degree-granting programs, promoting lifelong learning and enhancing employability.

(5) For partial training, the University may establish a student status—without a separate admission procedure—within the framework of self-funded training for any of its announced courses or modules with persons who are not in a student status with the University.

(6) The minimum credit value for announced partial training is 5 credits.

(7) The University is entitled to establish an additional student status in a self-funded form with its own student for the purpose of partial training.

(8) Following the successful completion of the partial training, the University shall issue a bilingual, digital micro-credential certificate, and shall maintain a registry thereof. The data required for issuing the micro-credential certificate shall be provided by the faculties through an independent registry.

(9) Upon completion of the training or at the student's request, the Central Academic Office shall issue a bilingual, digital micro-credential certificate detailing the academic performance and including the course description (syllabus) within 30 days, based on the data in the study system. The micro-credential certificate may be recognized and credited toward higher education studies in accordance with the rules on credit transfer.

(10) Partial training may primarily serve as:

a) training designed to fulfil the requirements of additional fields of study or specializations, to prepare for bachelor's/master's programs, or to acquire the credits necessary for admission to a master's program.
b) training consisting of independent, sequential subjects.

(11) The Faculty Council shall decide on the announcement and launch of the partial training, the method and conditions of application, as well as the objective and content of the training, provided that the approval of the vice-rector for education and sustainable development is required for determining the tuition fee.

(12) Applications for training pursued for the purpose of acquiring partial studies may be submitted until the deadline published on the faculty website by submitting the application form downloadable from the website, or by providing the data required for registration on the registration interface established for this purpose. The applicant must attach to the application form the authenticated documents specified as conditions for admission.

(13) In the case of a special training program—specifically organized summer universities, special training programs launched for foreign participants, educational programs implemented via distance learning for foreigners, trainings provided by service providers where the University ensures the quality-assured micro-credential certificate, and educational programs carried out by a third party under the scope of the University's quality assurance within the framework of branding license or franchise regulation—the enrolment of applicants into the university system shall be carried out by the designated faculty staff member.

(14) The launching of partial training is dependent on the number of applicants. The applicant shall receive written notification regarding the admission decision and any potential subsequent tasks.

Foreign partial training

36. §

Nftv. 81. §

(1) The procedure for international partial training is regulated in detail by the Study Regulations.
(2) All students of the University who meet the application requirements are entitled to apply for scholarships that provide international partial training/professional practice.
(3) The semester(s) spent abroad under international scholarship programs are an integral part of the student's higher education studies.
(4) Based on the decision of the faculty, the student may participate in International Scholarship programs.
(5) A student who does not receive a scholarship from the given scholarship framework but has other sources of scholarship or sufficient financial resources to cover the expenses incurred in the host country (zero-grant student) may also participate in the application program(s).
(6) The application submitted by the student shall be evaluated by the institute to which the student belongs based on their specialization. The evaluation is based on the faculty/institute's own criteria.
(7) An international scholarship recipient university student may continue their studies under an individual (preferential) study schedule during their international partial training/professional practice. The individual (preferential) study schedule can be requested for up to one year in case the duration of the stay abroad exceeds the duration of the domestic semester.
(8) The student participating in the foreign study program is obliged to complete 60% of the credits taken at the host institution, but at least 15 credits, unless otherwise specified in the application requirements. If the student fails to fulfil this obligation, they may be required to partially or fully reimburse the scholarship.
(9) Prior to commencing foreign studies—but no later than the end of the registration week—the student must have the courses to be registered during the foreign studies pre-approved for their studies pursued at the parent institution. Subsequently, the student must have the courses completed abroad recognized based on the transcript. The student is responsible for obtaining approval.
(10) The student must request the acceptance of all the subjects completed during the foreign study program from the KÁB.
(11) Students participating in a study mobility program may register for a mobility subject as a freely elective subject, which has a credit value of five.
(12) (1) The calculation of the study scholarship for students participating in partial studies abroad shall be carried out in accordance with the provisions set forth in Section 53. If the end of the semester at the host institution differs from that of the parent institution, the calculation shall also take place later. In this case, the student shall be compared with their year cohort but shall not be treated as a member of a homogeneous group.

Parallel education

37. §

(1) An additional (parallel) student status may be established for the purpose of acquiring another diploma or certificate. A student participating in parallel training pursues studies at one or more higher education institutions, faculties, or majors simultaneously and, upon successful completion, receives separate diplomas for each.
(2) A student of another higher education institution may establish a parallel student status with the University in accordance with the admission rules.

Recognition of credits

38. §

(1) A student may request the recognition of previously completed subjects, or subjects completed within the framework of a visiting student status, regarding study and examination obligations—from the KÁB—in the form of credit transfer. Knowledge acquired and work experience gained through prior non-formal or informal learning may also be recognized as the fulfilment of a study requirement. The student must credibly prove the existence and precise content of prior studies and work experience.

(2) An accepted subject (recognized subject) may be recognized for the student with the same number of credits that are assigned to the substituted subject in the curriculum of the receiving major. The grade earned in connection with the substituted subject must be accepted. If multiple grades belong to it, their rounded arithmetic mean must be considered.

(3) Students with an active student status may initiate the recognition of subjects via a request submitted through the Neptun system, while those without an active student status may do so through the Central Academic Office. The submission of the request is possible exclusively until the beginning of the registration week, which deadline is forfeiture-based (strict/non-negotiable), and deviation from it is not possible even by exercising equity. The Central Academic Office records the credits of the recognized subjects in the study system for the semester in which the request was submitted.

Termination of student status

39. §

Nftv. 59. §

(1) Student status shall terminate in the cases specified in Section 59 (1) of the Nftv.

(2) Student status may terminate
   a) upon the initiative of the student
   b) upon the completion of studies
   c) upon the initiative of the University.

(3) The Central Academic Office shall in all cases notify the student in writing and through the Neptun system regarding the termination of student status.

(4) If the student pursues studies in multiple majors at the University within the framework of the student status, the provisions of this Section shall apply with the difference that instead of the termination of the student status, studies in the given major cannot be continued.

(5) If the student does not register for an active semester in the absence of the required dean's permission following two consecutive semesters of suspension of their student status, or is forced into a passive semester pursuant to the provisions of these Regulations, their student status shall be terminated on the workday following the last day of the registration deadline, unless they are exempt from this rule pursuant to other rules or legislation. In the event of two consecutive semesters of suspension, the Central Academic Office shall call upon the student in writing through the Neptun system by the last day of the study period of the second semester to continue their studies and shall inform them of the legal consequences of failing to do so.

40. §

(1) Based on the authorization under Section 59 (3) point a) of the Nftv., University shall also terminate the student status of a student by a unilateral declaration if:
   a) they fail to fulfil their obligations regarding academic progression set out in Part II of these Regulations or in the curriculum, especially if the number of earned credit points—excluding recognized credits—does not reach 55 credits after 4 active semesters of enrolment for full-time programs, 20 credits for elite athletes, or 40 credits for part-time, correspondence, and distance education programs (the credit value of freely elective courses indicated in the model curriculum may be included in this credit count up to the maximum limit);
   b) they have not obtained an absolutory within twice the duration of the training period;

c) they are unable to complete a given subject even on the sixth attempt;
d) the total number of their failed retake and repeated retake exams taken from the same course unit with an examination requirement reaches five (meaning there is an opportunity to take an exam for a subject six times). Subjects taken at different faculties, programs, or locations (provided it is the same subject, just with a different course code), as well as substitute subjects recognized as equivalent, shall be counted as the same course unit for the purposes of exams and course registration, and mid-term grades shall also be counted as exam results;
e) the total number of insufficient grades obtained from the same course unit with a mid-term grade requirement reaches six (meaning a maximum of five insufficient mid-term grades can be obtained for a single subject). Subjects taken at different faculties, programs, or locations (provided it is the same subject, just with a different course code), as well as substitute subjects recognized as equivalent, shall be counted as the same course unit for the purposes of the number of mid-term grades and course registration, and exam results shall also be counted as mid-term grades, provided that the student was previously called upon in writing to fulfill their obligation by the specified deadline and was informed of the legal consequences of failure to do so;
f) they do not meet the aptitude requirements set out in the core curriculum and output requirements in teacher training, unless the student is transferred to another bachelor's program within the given higher education institution.

In respect of point a) of this paragraph, University fulfils its information obligation through the information provided at the time of enrolment.

(2) A person whose student status has been terminated must be removed from the student roster, and they must settle accounts with any borrowed books, borrowed sports equipment, and any other debts belonging to the property of the University.

Suspension of student status

41. §

Nftv. 45. §
Vhr. 51. §

(1) The student status is suspended if:
a) the student declares that they do not intend to fulfil their student obligations in the next academic period and they have no outstanding obligations with expired deadlines;
b) the student does not enrol for the next academic period;
c) the student cannot fulfil their obligations arising from their student status due to childbirth, accident, illness, or other justified, unforeseeable reasons beyond their control;
d) the student is suspended from continuing their studies as a disciplinary penalty;
e) the student withdraws their active semester registration in writing within one month following the first day of the academic semester, but no later than October 14th or March 14th, respectively.

A student may suspend their student status on multiple occasions.

(2) The competent KTB may authorize the suspension of the student status at the request of the student
a) for a continuous period longer than two semesters, or
b) even before completing the first semester,
c) provided that the student cannot fulfil their obligations arising from their student status due to childbirth, accident, illness, or other unforeseeable, justified reasons beyond their control.

(3) The number of passive semesters may not exceed—rounded up in semesters—half of the training period; however, the dean may extend this by two semesters based on equity.

(4) A student suspending their student status shall continue their studies according to the curriculum valid at the time of enrolment following registration.

CHAPTER 5:
ACADEMIC REQUIREMENTS

Training period

42. §

Nftv. 49. §, 112. §
Vhr. 56. §

(1) The academic period consists of the teaching period and the exam period. The University evaluates the student's performance during both the teaching period and the exam period. The duration of the teaching period is 15 weeks, and the length of the exam period is 6 weeks (5 weeks plus the accompanying preferential exam week), but at least 23 working days.
(2) Continuous professional internships can primarily be organized during the summer break, considering the prescribed training and output requirements and the relevant rules set out in the curriculum.
(3) The first week of the study period is the registration week. During the registration week, the student finalizes the subjects to be taken in the upcoming semester in accordance with Section 43. During the registration week, there are generally no scheduled classes, but sessions may be organized for students to prepare for laboratory and practical classes.
(4) During the remainder of the study period, the student attends classes and solves tasks related thereto. Exams may only be taken if the conditions set out in the Academic and Examination Regulations of SRS are met.
(5) The availability of courses provided by the e-learning service of the Carpathian Basin Online Education Centre (hereinafter referred to as: K-MOOC) is limited to the study period, although the announcement of the courses differs from the start of the study period. The completion of K-MOOC courses is exclusively possible during the study period, and their completion concludes with a mid-term grade.
(6) The examination period serves for taking exams, during which the fulfilment of requirements tied to the study period is only possible in exceptional cases, generally in accordance with the Regulations of Student Benefits and Allowances of the SRS, subject to fee payment conditions.
(7) A class is a period requiring the contribution of an instructor for the acquisition of the study material and its verification within the study period. Types of classes: lecture, classroom practice, laboratory practice. The duration of one class is 45 minutes, with a 10-minute break between classes (a 5-minute break in evening education), optionally in a combined format.
(8) The schedule of the next academic year and its semesters, with special regard to the dates of the study period, the examination period, and the final exam period, shall be determined by the rector with the agreement of the Student Union (EHÖK) by the end of the previous study period and approved by the Senate.
(9) The rector may authorize a maximum of six days of teaching recess per semester—in addition to the public holidays prescribed by law—with the agreement of the EHÖK.

Enrolment

43. §

Nftv. 42. §

(1) In accordance with the provisions of Section 42 (5) of the Nftv., student must declare by the first day of the registration week whether they will continue their studies (active semester) or suspend their student status for the given training period (passive semester).
(2) The student may fulfil their registration obligation through the designated interface in Neptun, or in the case of partial studies abroad, by making a declaration in accordance with the Academic Procedure.
(3) The student may withdraw their registration no later than October 14th or March 14th, respectively. If the student suspends their studies, the given semester shall qualify as a passive semester.
(4) The student is obliged to report any changes in their data recorded in Neptun without delay. The legal consequences arising from the failure to do so shall be borne by the student. The student shall not be

eligible for a scholarship, and no tax certificate may be issued for them until they provide their tax identification number, social security identification number (hereinafter referred to as: TAJ number), and bank account number.

(5) For the student, every semester following the first enrolment for which they register or make a declaration in the case of partial studies abroad shall count as an active semester. A passive semester is, based on the student's declaration, the semester in which they do not take any subjects or request the suspension of their studies, as well as the semester in which the student is retroactively granted permission—in view of a justified reason laid down in legislation—to insert a passive semester.

Announcement and registration of courses

44. §

(1) Subjects concluding with a mid-term grade may be announced with the holding of classes, so by launching courses. Subjects concluding with an examination may be announced both with the holding of classes (launching a course) and without. In the latter case, only examinations may be taken, mid-term requirements cannot be fulfilled, and a prerequisite for registering for the subject for an examination is the possession of the end-of-semester signature for the subject in Neptun.

(2) Based on the proposals of the institutes, the faculties shall publish in Neptun by the end of the second week following the close of the study period of the preceding semester the subjects to be announced with the launching of courses in the following semester (their instructors, timetable, minimum number required for launching and maximum number of applicants that can be accommodated, ranking criteria in case of oversubscription—unless it is the order of application—and their requirement systems), as well as subjects announced for examination only.

(3) The number of students that can be accommodated in each course may be limited in the event of limited resources, based on the reasonable workload of the instructor leading the class, the number of available educational tools, and other objective reasons.

(4) It is the student's right to compile their study schedule in accordance with the training program, to choose subjects and, where possible, courses, and within these frameworks to freely utilize the training opportunities provided by the University, taking into account the curricular requirements and paragraph (3) of this Section.

(5) Course registration is the application for the announced lecture/classroom practice/laboratory practice hours (courses) of a subject or its exam course, which takes place in Neptun. A precondition is the fulfilment of the prerequisite requirements of the subject.

(6) If student wishes to take up the course of a subject in another program or training form (e.g., in correspondence education instead of full-time education), this must be approved in advance by the course coordinator and the vice-dean for education. The decision must be made considering paragraph (3) of this Section. If the chosen course is admitted from a self-financed program, a tuition fee must be paid in accordance with the provisions of the Regulations of Student Benefits and Allowances of the SRS.

(7) If student was unable to earn the credit points of a taken subject in the given semester, they may retake the subject in subsequent semesters. If the institute has certified the proper level fulfilment of mid-term requirements with a signature, it is sufficient to take up the subject as an exam course, meaning the student only has to take the exam in the following semester. Student may also request the opportunity to re-earn the signature if the subject is announced with classes held. In the event of a significant change in the subject's program, the institute must indicate to the students in the subject requirements that previously fulfilled mid-term requirements cannot be accepted. In the latter case, the acquired signature loses its validity, and the mid-term requirements must be fulfilled again.

(8) A student enrolled after August 31st, 2007, participating in state-funded training or training supported by a Hungarian state (partial) scholarship, shall pay the fee established in Appendix 4 in the case of a third and subsequent course registration.

(9) Compulsory subjects concluding with an examination must be announced with enough courses in their current semester according to the sample curriculum, while in their cross-semester at least with the

opportunity to take an exam. Compulsory subjects concluding with a mid-term grade are required to be announced by the faculty only in their current semester.

(10) The dean of the faculty responsible for the program is responsible for the announcement of subjects and courses.

(11) If a student participating in a training supported by a Hungarian state (partial)scholarship takes up subjects with a credit value exceeding the total prescribed credits by 10% (retaking a subject cannot be counted into the 10%), the faculty shall establish a fee payment proportionate to the number of credits taken, as set out in Appendix 6.

(12) In self-financed training, the tuition fee payable may be established in addition to the base fee in proportion to the credits taken by the student for the given semester in accordance with the Regulations of Student Benefits and Allowances of the SRS.

(13) In the first two weeks of the study period, in extremely justified cases—upon submission of appropriate justification—student may request course registration or course dropping from the vice-dean for education, subject to the payment of the fee specified in Appendix 6.

(14) If student has earned the credit points of a taken subject in the given semester, they may retake the subject in subsequent semesters upon payment of the fee established in Appendix 6 to be paid in the case of a third and subsequent course registration, but credits cannot be accounted for again, and the previously earned evaluation cannot be modified.

Courses of the Carpathian Basin Online Education Centre

45. §

(1) The Carpathian Basin Online Education Centre (hereinafter referred to as: K-MOOC) is a network operating on the principles of Massive Open Online Courses (hereinafter referred to as: MOOC) as an online form of education, where instructors of the participating higher education institutions can create and maintain e-learning courses themselves in all fields of science, with the support of the Office of Electronic and Digital Study Materials. K-MOOC is an online education platform free for everyone, specialized in providing credit-bearing courses in Hungarian, although foreign-language courses can also be found on the training palette.

(2) Courses become available to students in K-MOOC-Moodle. Acquiring the curriculum and fulfilling the requirements take place in an online format; there are no contact hours, and students progress at their own pace.

(3) The duration and start date of the announced and credit-bearing courses are aligned with the schedule of the University's semester study period. A course must consist of at least twelve blocks, where a block typically corresponds to one week's worth of curriculum.

(4) Further rules for educational organization are contained in the Academic Procedure of the University.

(5) Only a course that the announcing higher education institution, as a member of the K-MOOC network, has accepted as its own credited course and has certified this to K-MOOC with appropriate documentation by Obuda University may be entered into the system.

(6) The announced courses can be taken on the K-MOOC website (https://kmooc.uni-obuda.hu) following registration, during the K-MOOC course application period.

(7) The announced freely elective courses can be taken by both university students and external students on the K-MOOC website (https://kmooc.uni-obuda.hu) following registration, during the K-MOOC course application period.

(8) If a student of the University requests a credit certificate / micro-credential for the completion of the course, the result of the completed subject is recorded in Neptun at the end of the semester by the staff member managing the K-MOOC interface. The subject will appear as a completed subject in the given semester's index in Neptun with a credit number identical to the credit value indicated in K-MOOC.

(9) Information regarding the course becomes available when the course is announced. The curriculum sheet containing the detailed description must have the following information content:

a) Title of the curriculum
b) Name of the author
c) Contact information of the author
d) Name of the co-author (if any)

e) Contact information of the co-author (if justified)
f) Language of instruction
g) Credit value
h) Name of the institution
i) Faculty
j) Major
k) Level of training (defined based on NQF/EQF)
l) Course code
m) Entry conditions required/recommended for starting the course
n) Technical expectations required to complete the course
o) Short description of the course
p) Purpose of the curriculum
q) Learning outcomes, competencies
r) Syllabus
s) Requirements and the method and criteria of evaluation
t) Compulsory and recommended literature

(10) Courses can be completed during the pre-determined course completion period. In case of failure to meet the requirements, remedial action is only possible in the manner specified in the requirement system, exclusively during the course completion period.

Online and e-learning courses of the curriculum

46. §

(1) The complete study material of courses announced in an online format shall become available to students in the University's closed-system distance education course management system (hereinafter referred to as: Moodle). Acquiring the study material and fulfilling the requirements take place in an online format; there are no contact hours (classes announced in a classroom), and students progress at their own pace.

(2) The duration and start date of online course subjects shall be aligned with the schedule and beginning of the University's semester study period.

(3) In the event of failure to meet the requirements, the provisions of Section 49 of these Regulations concerning the completion of traditional subjects and their courses shall apply to the make-up of a mid-term grade or signature, as well as to retake or repeated retake exams in the case of subjects concluding with an exam grade.

(4) Online subjects must be announced primarily in Moodle in accordance with the provisions of Section 44.

(5) Further rules for the educational organization of online subjects are contained in the Academic Procedure.

(6) For the students of the University, the announcement of online subject courses shall take place in accordance with Section 44 of these Regulations, and students must register for the course(s) advertised for these subjects in Neptun.

(7) The announcement of online subjects and the acquisition of the study material shall take place primarily in an online format; no contact hours are associated with the course(s). If the practical part of the subject cannot be solved in an online format due to its special equipment requirements, only the theoretical part of the subject must be implemented in an online format, and the practical classes shall be announced with contact hours in accordance with the provisions of Section 49 of current Regulations.

(8) The requirements of online course subjects and the method of verifying knowledge must be made available with a detailed description in accordance with the order defined in Section 47 of these Regulations, which must include in particular:

a) the performance requirements of the subject and the individual elements of its evaluation system (e.g., written assignments, control tasks, tests, minor studies, etc.);
b) the criteria concerning the subject requirement elements (e.g., in the case of tests, the number of attempts and time limits; in the case of submissions, formatting and length requirements);
c) the method of determining the grade: the weighting of the elements determined based on point a) of paragraph (13) and the percentage thresholds;

d) the detailed description of the assessment, which may be:
   da) organized in an online system,
   db) organized in an online system within a university classroom,
   dc) organized in a traditional manner within a university classroom.

Information about requirements

47. §

(1) The dean of the faculty must ensure that a student beginning their university studies receives documented information upon enrolment regarding their obligations and rights, the conditions for obtaining a diploma, as well as the timetable and academic requirements of the first semester.
(2) For the purpose of informing students, the University's OOR, faculty procedures, and other important regulations affecting students, summaries containing the training objective of the majors, the requirements, the curricular provisions, and the program of subjects announced by the faculty must be made available on internet websites.
(3) Credit-system institutional guides compiled with the cooperation of the faculties must contain the various programs, curriculum, rules concerning credit collection and credit transfer between training levels, as well as the prerequisite order.
(4) Before the start of each training period, the faculties must make the following information accessible to students in traditional and/or electronic ways/means:
   a) the schedule of the academic year,
   b) the details of institutional student advisors,
   c) regulations concerning the submission of a preferential study schedule,
   d) description of academic services and facilities (libraries, studios, laboratories, other special services and facilities),
   e) presentation of institutes and subjects,
   f) list of qualifications and professional qualifications that can be obtained,
   g) sample curriculum,
   h) subject list (identifier, academic level, prerequisites, instructor, duration, teaching/learning method, method of evaluation, number of class hours, and credits),
   i) information regarding the recognition of subjects announced in another major,
   j) inter-institutional agreements concerning credit equivalency.

Subject requirements

48. §

(1) The major coordinator is responsible for drafting the subject requirements.
(2) The system of subject requirements determined by the course-responsible instructors, the dates of mid-term assessments, the deadlines for fulfilling and making up for mid-term requirements, and the opportunities for correction must be published in the Subject Register no later than the first day of the course registration period; if this is not possible for technical reasons, it must be published on the website of the institute or faculty, and must also be communicated to the students.
(3) The Student Union (KHÖK) may lodge an objection against the system of subject requirements with the director of the competent institute within eight days following publication.
(4) The subject requirements cannot be changed unilaterally during the semester without the consent of the students concerned.

Attendance at classes

49. §

(1) Attendance at classroom practices, laboratory practices, physical education classes, and professional internships is compulsory. Attendance at lectures is compulsory for first-year students in the full-time work schedule, and attendance at scheduled classes is also compulsory for students in the correspondence and evening work schedules. The extent of attendance required at lectures must be stipulated in the requirement system of the given subject.

(2) The form of attendance verification and the method of justifying absences are contained in the Academic Procedure.

(3) If a student's absences (both justified and unjustified combined) from any compulsory attendance course exceed 30% of the course's semester class hours, the student cannot receive a signature or a mid-term grade for the given subject.

(4) Absence does not exempt the student from fulfilling the subject requirements. In the event of a default, the student is obliged to make up for them in the manner specified in the subject requirement system.

Knowledge assessment

50. §

Nftv. 49. §
Vhr. 56-58. §

(1) The determination of the methods of evaluating student performance is part of the curriculum, which must be published at the University before the start of the training period.

(2) The student's performance may be evaluated throughout the entire duration of the training period. The evaluation of the student's knowledge may take place using various evaluation methods: it can be diagnostic, supportive (formative), or summative, and can take place continuously or on a single occasion. The evaluation methods and occasions can also be applied in combination. The completion of subjects and curricular units can take place with a mid-term grade or an exam grade. The mid-term grade is based on the continuous, mid-term evaluation of the subject's study requirements. The determination of the exam grade takes place based on an oral and/or written exam taken in the examination period.

(3) No distinction may be made in the qualification of the student's work depending on whether they participate in training supported by a Hungarian state scholarship, training supported by a Hungarian state partial scholarship, or self-financed training.

(4) The verification of knowledge may take place via:
   a) a written or oral report taken in the study period, a written (mid-term) test, or the evaluation of a task prepared through homework (design, measurement protocol, etc.);
   b) a pre-exam;
   c) an exam taken in the examination period;
   d) a comprehensive exam;
   e) a final exam;
   f) an exam taken during the preferential exam week.

(5) End-of-semester evaluation may be given as:
   a) a mid-term grade (its symbol: é), in the case of both theoretical and practical subjects, based on the verification of knowledge during the study period;
   b) an exam grade (its symbol: v), in which case the grade may be determined solely based on the performance shown at the exam, or by jointly considering the mid-term assessments and the performance shown at the exam. In the latter case, the grade is determined at least 50% based on the exam and at most 50% based on the assessments during the study period;
   c) obtaining a signature (its symbol: a), which must be applied for the physical education subject with the entry "not accepted" in case of non-completion;
   d) a three-grade evaluation (its symbol: h).

(6) Instructors shall correct written mid-term (test) papers within five working days following the writing of the papers and inform students of the results. For the grading of the mid-term tests written in the last week of the study period, the date specified in the Academic Procedure shall apply. Within one week following the announcement, student may view their paper at the time designated by the institute.

(7) If student has not fulfilled the requirements for obtaining the mid-term grade (e.g., did not write or wrote an insufficient mid-term test, did not submit the measurement protocol, etc.), an opportunity must be provided for make-up during the study period. If the student cannot obtain the mid-term grade even with the make-up opportunity, and the subject's requirement system provides the opportunity, they may try to obtain the mid-term grade on one occasion on one of the first ten working days of the examination period. Registration for the make-up of the mid-term grade will only be possible after paying the service fee specified in Appendix 6.

(8) The fulfilment of the mid-term requirements of a subject concluding with an exam is certified by a signature in Neptun. The condition for being admitted to the exam is obtaining the signature. As a condition for the signature, achieving a maximum of 50% of the score obtainable at mid-term assessments (or an average of 2.00) may be prescribed.

(9) If the student has not fulfilled the requirements of the mid-term test(s), an opportunity must be provided for them to make up for it during the study period. If the student cannot fulfil their mid-term obligations even with the make-up opportunity, and the subject's requirement system provides the opportunity for make-up in the examination period, the fulfilment of the requirement for the given subject may be attempted on one occasion at the latest on one of the first ten working days of the examination period, subject to the payment of the service fee specified in Appendix 6.

(10) A comprehensive exam (symbol: s) is the assessment and passing before a committee of learning material with a credit value of at least 12 credits (integrative in nature), which can take place at the earliest following the completion of the last exam of the subjects constituting the material of the comprehensive exam or the acquisition of their mid-term grade.

(11) Based on the student's documented good performance provided during the educational period or their TDK work, the instructor may offer a grade, which the student is not obliged to accept.

Schedule of exams and comprehensive exams, exam period

51. §

Nftv. 49. §
Vhr. 56. §, 58. §

(1) Exams may be taken on the examination dates scheduled for the exam period. The examination dates and the number of students who can take the exam on a single occasion shall be determined jointly by the course-responsible instructors and the representatives of the students concerned. By scheduling enough examination dates, they must ensure that the entire examination period is utilized through the even distribution of examination dates, and that students can repeat failed exams still within the examination period. Scheduling at least three examination dates per subject is compulsory, and one of these must be set for the fifth week of the examination period. The number of exam seats must cover one and a half times the number of examinees. An announced examination date cannot be canceled except with the agreement of the students registered for the exam. For programs that also include a Saturday consultation schedule, examination dates must also be announced for Saturdays.

(2) Pre-exams may be taken in the last week of the study period. Pre-exams may be taken at the pre-exam date specified by the faculty, provided the conditions for the exam are met.

(3) Faculties may announce examination occasions in the fourth and fifth weeks of the examination period that may only be attended by students who have already failed the given subject once in that examination period.

(4) A preferential exam week may be announced in both examination periods; the result of the preferential exam week announced in the month of August shall count toward the result of the spring semester of the preceding academic year. Only students who have already failed the given subject once in the preceding examination period may participate in the preferential exam week.

(5) The examination schedule must be made public at least three weeks before the examination period in accordance with the KHÖK can exercise its right of agreement.

(6) The student must credibly prove their identity at the exam, which may be served by an identity card, passport, new-type driver's license, or student ID card. The exam grade must be entered into Neptun no later than the workday following the exam in the case of an oral exam, or the third workday following the exam in the case of a written exam.
(7) Oral exams are public; the faculty dean may restrict the publicity.
(8) The examiner or the chair of the examining committee is responsible for the smooth running and calm atmosphere of the exams. The examinee must be allowed a brief preparation period before answering. To ensure the integrity of the exams, the presence of at least two students is compulsory throughout the entire duration of the exam.
(9) The total number of failed retake and repeated retake exams taken from the same course unit is a maximum of five, but the student may attempt to pass the exam (comprehensive exam) for a subject a maximum of two times in the given examination period (exam, retake exam, and repeated retake exam).
(10) A repeated retake exam or repeated retake comprehensive exam may be taken during the examination period after paying the repeated exam fee prescribed in Appendix 6.
(11) If the repeated retake exam was also unsuccessful, and the same individual examined the student at the exam and the retake exam, the student must be ensured, upon a written request submitted to the institute director, that they can take the next repeated retake exam before another instructor or examining committee. This right shall also belong to the student if the exam takes place in a new training period.
(12) Absence from an exam shall not affect the evaluation of the student's knowledge. If the student did not appear at the exam, their knowledge cannot be evaluated; however, they are obliged to pay the incurred costs as determined in the Regulations of Student Benefits and Allowances of the SRS, unless they justify to the course instructor that their absence was justified.

Improvement of a passing grade

52. §

(1) If student wants to retake the exam in any subject, they received a grade for, they can take another exam during the same exam period, which counts as one exam opportunity.
(2) The evaluation of the retaken exam is final, except if it is insufficient. In this case, the student must retake the exam according to the rules of retaking failed exams.

Academic performance indicator

53. §

Vhr. 57. §

(1) The (cumulative) weighted grade point average is a qualitative indicator of the academic performance provided during one semester or a longer period of time:

$$\text{(Cumulative) Weighted grade average} = \frac{\sum(\text{Achieved credit} \times \text{grade})}{\sum \text{Achieved credit}}$$

(2) The credit index (scholarship index) and the corrected credit index are used for the quantitative and qualitative evaluation of the student's performance.
a) The credit index applies to one semester, and in its calculation, only the courses accepted by the *KÁB* can be taken into account if the completion of the course took place in the same semester to which the credit index applies.
aa) In case of a 7-semester program:

$$\text{Credit index (Scholarship index)} = \frac{\sum(\text{Credit point} \times \text{Grade})}{30}$$

ab) In case of an 8-semester distance learning program:

$$\text{Credit index (Scholarship index)}_{=} \frac{\sum(\text{Creditpoint} \times \text{Grade})}{26}$$

b) The corrected credit index considers the credits acquired and enrolled during the entire period of study, and 30 credits (26 credits for 8-semester distance learning programs) per semester:

$$\text{Corrected credit index} = \frac{\sum\text{Aciheved credit}}{\sum\text{Enrolled credit}} \times \text{Credit index}$$

(3) The cumulative corrected credit index is a quantitative and qualitative indicator of the student's performance over several semesters:

$$\text{Cumulative corrected credit index} = \text{Corrected credit index}$$

(4) The basis for determining the scholarships for a given semester is the scholarship index based on the previous semester's credit index. The scholarship index serves to evaluate the quantitative and qualitative aspects of academic work. The scholarship index is for one semester only.

$$\text{Scholarship index} = \frac{\sum(\text{Credit point} \times \text{Grade})}{30} \times M$$

$$\text{where} \quad M = \frac{\sum \text{Achieved credit}}{\text{number of active semesters}} \times 30$$

(5) The basis for determining the scholarships for a given semester is the group index based on the scholarship indicator. The group index serves to evaluate the qualitative and quantitative work.

a. Independently of the lowest and highest average of the given homogeneous group, as well as the average of the homogeneous group, the group index is an index ranging from 0 to 2, where 2 is assigned to the group's highest scholarship indicator, 0 to the lowest, and 1 to the group average.
b. The group index is the measure of academic results that makes any two or more—arbitrarily chosen—students at the University comparable.

The calculation method is:

a) The group index is calculated in multiple steps, based on the scholarship indicator:

$$\text{Scholarship index} = \text{Credit index} \times M$$

$$\text{where} \quad M = \frac{\sum \textit{Achieved Credit}}{\text{Number of active semester}} \times 30$$

b) The average of the given homogeneous group is deducted from the scholarship index:

$$\text{Scholarship index} - \text{Group average}$$

c) The group index of a student whose scholarship indicator is above the group average is calculated by dividing the deviation calculated from their scholarship indicator by the largest deviation found in the group and adding 1 to the result.

Thus, the group index of the student with the best scholarship indicator is 2, and the group index of the student with the exact group average is 1:

$$\left(\frac{\text{Scholarship index} - \text{Group average}}{\text{Best(Scholarship index} - \text{Group average)}} \right) + 1$$

d) The group index of a student whose scholarship indicator is below the group average is calculated by dividing the deviation calculated from their scholarship indicator by the smallest deviation found in the group, multiplying the whole by -1, and adding 1.

Thus, the group index of the student with the worst scholarship indicator in the group will be 0:

$$\left(\frac{\text{-1} \times \text{(Scholarship index - Group average)}}{\text{Lowest(Scholarship index - Group average)}} \right) + 1$$

(6) The inclusion of transferred credits, and the inclusion of accredited credits for the zero semester into the scholarship indicator shall be calculated using the following formula:

$$\text{Scholarship index} = \frac{\sum(\text{Credit point} \times \text{Grade})}{30} \times M$$

$$\text{where} \quad M = \frac{\sum \text{Achieved credit} - \text{number of accredited credits}}{\text{number of active semesters}} \times 30$$

This compensation must be applied until the student catches up with the year in the number of fulfillable credits.

CHAPTER 6:
CONCESSION

Preferential study schedule

54. §

(1) The KTB may allow a preferential study schedule for the following students:
   a) Those who have completed the first two semesters of the curriculum and whose credit index was at least 4.00 in the previous two semesters, and
   b) Students in special situations - those who are raising small children, have a disability, require long-term or regular medical treatment, are participating in parallel training or engaged in public activities.

(2) In the case of foreign partial training, the granting of a preferential study schedule is mandatory if the student has met the faculty requirements. Faculty conditions are contained in the Academic Procedure.

(3) Based on the permission, the student may be fully or partially exempt from compulsory classes, the deadline for submitting assignments may be modified, exams may be taken outside of the examination period but no later than the beginning of the next study period, the academic term may be concluded earlier, or the student may be entitled to other discounts approved by the KTB.

(4) Student-athletes can continue their studies in a preferential study schedule due to their status, and permission for this falls under the jurisdiction of the rector.

(5) Students awarded the Obuda Excellence Scholarship may continue their studies in a preferential study schedule by virtue of this status, the authorization of which falls within the competence of the rector.

(6) The student shall attach the documentation of prior consultation conducted with the instructor of the subject regarding the subjects they intend to fulfil to the application.

(7) The permission is valid for a specified period.

Leniency

55. §

(1) During the training, in particularly justified cases on grounds of equity, the dean on one occasion and the rector on one occasion may grant permission for exemption from a point of these regulations that does not prescribe a curricular obligation. The decision based on equity must provide for the conditions of the permission and must indicate that no further preference can be granted on grounds of equity.

(2) The application must be submitted with sufficient detailed justification and supporting evidence proving the reasons provided, which demonstrates the disadvantageous circumstances for which the student is seeking exemption based on fairness.

(3) When evaluating the application submitted based on fairness, the impact of the circumstance indicated as the reason on education must be thoroughly examined.

CHAPTER 7:
FINISHING STUDIES

Absolutory

56. §

Nftv. 49-50. §

(1) When issuing the absolutory, the following must be particularly examined:
   a) fulfilment of criteria requirements;
   b) completion of the prescribed professional internship;
   c) student has earned at least one-third of the credits belonging to the major at the University, taking into account the provisions of paragraphs (5)–(6a) of Section 49 of the Nftv.;
   d) has fulfilled their expired payment obligations

(2) The absolutory for a student participating in cooperative education shall be issued after the completion of the cooperative semester(s).
(3) The detailed rules for accepting a TDK research paper presented at a TDK conference as a professional internship are contained in the Scientific Students' Association Regulations of Obuda University.

Final thesis

57. §

(1) To obtain a degree, student must prepare and defend a final project (for higher-level vocational training programs), a bachelor's thesis (for bachelor's programs), or a master's thesis (for master's programs), with the exception of students in the architecture bachelor's program, who shall prepare a diploma design project in accordance with statutory requirements. This is a complex, individual task that requires the synthesis and creative application of the acquired knowledge. The preparation of the thesis requires independent work, during which the misuse of another person's intellectual product (plagiarism) is strictly prohibited. The consultant, the reviewer, and the members of the final exam committee shall pay special attention to recognizing and preventing the misuse of another person's intellectual product.
(2) The credit value of the thesis is recorded in the curriculum. The thesis must be completed in the language of the training program.
(3) The dean—provided that the assembly of the consultant, the opponent (reviewer), and the final exam committee is ensured in the given language—may authorize, upon the supportive recommendation of the consultant and the institute director, that the student prepare the thesis in a language other than the language of the training program. In the case of a Hungarian-language program, a short (5-page) Hungarian-language summary must also be prepared for the thesis in this case. The evaluation of the thesis shall be made in the language of the training program (exceptionally in the language of the thesis). The defence of the thesis shall take place in the language of the training program.
(4) During the conduct of research at the University, the provisions of the Code of Science Ethics of the Hungarian Academy of Sciences and the Code of Ethics of Obuda University, as well as the positions of the Research Ethics Committee of Obuda University, shall govern scientific ethics. During the performance of scientific research, special attention must be paid to moral and ethical principles, integrity, and authenticity, and the planned research must not endanger or damage the individual, society, or the environment.
(5) To obtain a degree in a specialized postgraduate program, student must prepare and defend a thesis. The requirements for the completion of the thesis are contained in the institutional curriculum requirements of the given program.
(6) The responsible institute is obliged to commission an internal (faculty) consultant and, whenever possible, an external consultant to assist and supervise the preparation of the thesis, and to ensure cooperation with them. Consultants must be professionals holding a higher education degree and familiar with the topic (in the case of a master's thesis, holding a university-level/master's degree).
(7) The review must be prepared electronically, 1 copy of which must be uploaded to the Diploma Portal interface at least 10 working days before the final exam (without a grade proposal). The review must be prepared electronically, 1 copy of which must be uploaded to the Diploma Portal interface at least 10 working days before the final exam (without a grade proposal).
(8) The thesis may also be prepared in a foreign higher education institution as part of a mobility program in the language of the given training program, but the thesis summary and the thesis review must also be submitted in Hungarian. The defence of the thesis before the final exam committee shall take place in the language of the training program.
(9) The consultant may refuse to submit for review or accept the submission of a thesis or final project that does not comply wit h the formal requirements, the terms of the assignment, and/or the professional guidelines specified in the Academic Procedure.
(10) The consultant, the reviewer, and the members of the final exam committee shall pay special attention to recognize and prevent the misuse of another person's intellectual product.
(11) The thesis shall be evaluated with a five-grade rating. In the case of a thesis with a fail grade, the student may attempt to prepare a new thesis on two occasions.
(12) The Academic Procedure shall determine:

a) the procedure for announcing and approving thesis topics,
b) the rules for applying for topics,
c) the formal requirements of the thesis,
d) the submission deadline.

(13) The assignment of the thesis prescribed for the student must include the final submission deadline up to which the institute will still accept the thesis, taking into consideration its statute of limitations (expiration).

(14) In the case of a submitted and accepted (reviewed) thesis, the expiration deadline of the thesis topic must also be considered. If the assigned topic has expired, the student must apply to the director of the given institute for the opportunity to develop a new topic.

(15) In the case of a new thesis prescribed for a student who no longer holds student status, the student must pay the procedural fee specified in Appendix 6.

(16) The detailed rules for recognizing research papers presented at the TDK conference and the National Scientific Students' Conference (hereinafter: OTDK) as a thesis are contained in the Scientific Students' Association Regulations of Obuda University.

(17) In the case of a multi-author joint thesis, the defence shall take place separately for each student. During the defence, the student must primarily present the results achieved by themselves, which results must be demonstrably reflected in the thesis and comply with the conditions of the thesis. The consultant's declaration concerning this fact must be attached as an appendix to the submission of the final thesis.

Final exam

58. §

Nftv. 50. §
Vhr. 59. §

(1) The final exam must be oral in part or in whole. The final exam may consist of multiple parts. The curriculum of the major specifies the type of final exam applied.

(2) Types of the final exam:
a) the candidate defends their thesis before the final exam committee and takes a final exam in the subjects prescribed by the curriculum,
b) the candidate defends their thesis before the final exam committee and answers questions from the specific subject areas associated with the thesis,
c) the candidate defends their thesis before the final exam committee and answers questions related to the thesis,
d) the candidate takes a written final exam, followed by the defence of their thesis before the final exam committee.

(3) The student must take the final exam, if possible, on a single day, continuously. If the final exam consists of an oral exam, the preparation time shall be at least 15 minutes per subject. One student may be examined before the committee at a time.

(4) Knowledge material covering a body of knowledge corresponding to at least 20 credit points in total may be designated for the final exam.

(5) The requirements of the final exam, as well as the current topics to be examined, must be published at least sixty days before the final exam. These are mandatory even for students who completed their studies in previous years.

(6) In the case of a final exam pursuant to points a)–c) of paragraph (2), the candidate may commence the final exam if the final exam committee has accepted the student's thesis with a grade of at least sufficient (2).

(7) The final exam period is contained in the schedule adopted by the Senate for the given academic year; a final exam may only be taken during this period. An exception may only be made for students who wish to continue their studies in a master's program; for them, the organization of a separate final exam occasion per faculty is permitted. The separate final exam occasion may be organized for the duration of the examination period.

(8) If the student applies for a final exam after the termination of their student status, they must pay the procedural fee specified in Appendix 4.

(9) The chair of the final exam committee—who is a recognized external expert in the field, i.e., not in an employment relationship with the University, or an instructor from another major of the University—and the members of the committee shall be appointed by the dean upon the recommendation of the institute director. The agreement of the Faculty Council is required for the appointment of the chair of the final exam committee.

(10) Final exam committees must be organized in accordance with the majors and in the necessary number.

(11) The tasks of the final exam committee:

a) before the commencement of the final exam, ascertains whether the candidate possesses the conditions for admission to the final exam;
b) determines the grade of the candidate's thesis;
c) determines the grade of the candidate's final exam.

(12) The result of the final exam:

1. in case of the curriculum also containing comprehensive exam requirements, the average of the grades received for the comprehensive exams, the thesis, and the oral part of the final exam—taking into account the number of exam subjects—as follows:

$$Z = \frac{\frac{S_1+S_2}{2} + \mathrm{SzD} + Z_1 + Z_2 + \cdots + Z_m}{2+m}$$

2. in case of the curriculum not containing comprehensive exam requirements, the average of the grades received for the thesis and the oral part of the final exam—taking into account the number of exam subjects—as follows:

$$Z = \frac{\mathrm{SzD} + Z_1 + Z_2 + \cdots + Z_m}{1+m}$$

3. in case of the master's curriculum also containing an average result, the average result is the average of the grades received for the diploma design project/thesis and the oral part of the final exam—taking into account the number of exam subjects—as follows:

$$Z = \frac{\mathrm{Átl} + \mathrm{SzD} + Z_1 + Z_2 + \cdots + Z_m}{2+m}$$

(13) The candidate must be examined in all final exam subjects at the final exam pursuant to point a) of paragraph (2), regardless of whether they may receive a failure grade in individual subjects.

(14) The members of the committee grade the candidate's preparedness, and then—in a closed session, by voting in the event of a dispute—determine the grades. In the event of a tie, the chair's vote shall be decisive.

(15) The chair of the final exam committee shall inform the dean of the faculty in writing about the experiences of the final exams. The committee shall also prepare proposals concerning thesis competitions announced by various professional organizations. The relevant detailed rules are contained in the Academic Procedure.

(16) The final exam is unsuccessful if any of the grades received is a fail. The result of the final exam shall be announced by the chair of the committee.

(17) In the event of an unsuccessful final exam, a repeated final exam may be taken on a maximum of three occasions.

(18) The repeated final exam may be taken at the earliest in the following final exam period. Application must be made at the competent institute at least one month before the final exam, simultaneously presenting the proof of payment of the examination fee specified in Appendix 4.

(19) On the occasion of the repeated final exam, the candidate only needs to be examined in the subject(s) in which they previously received a fail grade.

Certificate

59. §

Nftv. 51-52/A. §, 81. §

(1) According to Section 58 (12) of present Regulation, diploma must be classified based on the calculated average (Z) as follows:

Average grade	Qualification in Hungarian	Qualification in English
5,00	kitüntetéses	excellent with highest honours
5,00	kiváló	outstanding
4,51 – 4,99	jeles	excellent
3,51 – 4,50	jó	good
2,51 – 3,50	közepes	satisfactory
2,00 – 2,50	elégséges	pass

(2) A student may receive a diploma with highest honours who achieves an excellent result in every subject of the final exam, whose grade for the thesis and all comprehensive exams is excellent, whose average for all other exams and practical grades is at least 3.51, and whose grades (including repeated or improved grades) do not include anything worse than a satisfactory (medium), whose grade book contains no bans (restrictions), no evaluations worse than satisfactory, and no exams resulting in a fail grade.

PART 3:
REGULATIONS ON STUDENT BENEFITS AND ALLOWANCES

60. §

(1) The titles and conditions of the allowances that can be provided by the University to the student must be determined in advance for the duration of one academic year and must be published in the customary manner within the institution.

CHAPTER 1:
SUPPORTS, ENTITLEMENT

Procedure for determining the eligible student population and the eligible number of students to be considered when providing normative contributions

61. §

(1) Based on Section 85/C of the Nftv., University may use the funds available for student allowances under the following titles:
   a) for the payment of performance-based scholarships, which might be
      aa) academic scholarship
      ab) national higher education scholarship
      ac) institutional professional, scientific and public life scholarship
   b) for the payment of social-based scholarship, which might be
      ba) regular social scholarship
      bb) irregular social scholarship
      bc) the institutional part of the Bursa Hungarica Education Municipal Scholarship
      bd) ministerial scholarship for foreign students
      be) basic support
      bf) support for participation in professional internships
   c) for the payment of doctoral student scholarship
   d) other scholarships specified in the higher education institution's regulations of student benefits and allowances, as well as scholarships supplementing the study costs of participants in Hungarian state (partial) scholarship-supported training, particularly disadvantaged students and athletes;
   e) for financing institutional operating costs, which might be
      ea) support to produce lecture notes/study materials, the procurement of electronic textbooks, learning materials, and electronic devices necessary for preparation, as well as the procurement of equipment assisting the studies of students with disabilities,
      eb) support for cultural and sports activities,
      ec) maintenance and operation of dormitories,
      ed) renting dormitory places, dormitory renovation,
      ee) support for the operation of student and doctoral self-unions,
      ef) support for the operation of student advisory organizations.

(2) Based on Section 32 of the Jtr., when determining institutional support:
   a) the arithmetic mean of the eligible headcount according to the statistical data reporting of March and October must be considered
      aa) for the amount that can be spent on student scholarship support,
      ab) for dormitory support
      ac) for housing support
      ad) for textbook and lecture note support, as well as sports and cultural activities;
   b) one-twelfth of the actual numbers of months of eligibility must be taken into account in the case of the national higher education scholarship
   c) one-tenth of the actual number of months of eligibility must be considered in the case of the national higher education scholarship;
   d) the amount to be paid must be taken into account in the case of the ministerial scholarship for foreign students and the institutional scholarship portion of the Bursa Hungarica Scholarship.

(3) March statistical data reporting shall mean the statistical data reporting fulfilled by the higher education institution recording its status as of March 15th, and October statistical data reporting shall mean the statistical data reporting fulfilled by the higher education institution recording its status as of October 15th.

(4) In the event of mid-year changes to individual normative grants, the determination of eligible headcounts shall follow the schedule of training periods (academic semesters).

Based on Section 33 of the Jrt.:

(1) In case of student scholarship support, the eligible headcount is the number of students participating in state-supported full-time bachelor's training, master's training, university-level training, college-level training, or higher-level vocational training. During the calculation, students who commenced their

studies before September 1st, 2006, may be taken into account for a number of semesters not exceeding the training period.

(2) In case of dormitory support, the eligible headcount is the number of students who participate in state-supported or self-funded full-time training pursuant to paragraph (1) of Section 26, and are accommodated in
   a) the dormitory of the institution
   b) a student residence hall built or renovated within the framework of Public Private Partnership,
   c) a place rented by the higher education institution that meets the dormitory and student residence requirements pursuant to this decree.

(3) In case of the support available for housing support, the eligible headcount is the number of students participating in state-supported full-time training in the higher education institution, minus 95% of the headcount of those participating in state-supported full-time training who have a registered permanent residence at the place of training, and further minus the headcount pursuant to paragraph (2).

(4) In case of the doctoral student scholarship, the eligible headcount is the number of participants in state-supported full-time doctoral training in the higher education institution.

(5) In case of the amount that can be spent on textbook and lecture note support, sports, and cultural activities, the eligible headcount is the sum of the eligible headcounts pursuant to paragraph (1) and paragraph (4).

(6) In case of the national higher education scholarship, the eligible headcount is the number of students receiving the scholarship.

(7) In the event of mid-year changes to individual normative grants, the determination of eligible headcounts shall follow the schedule of training periods (academic semesters).

Access conditions for student benefits provided at the expense of the state budget

62. §

(1) Regarding the conditions of access to student allowances provided at the expense of state support, Sections 8 and 9 of the Jtr. shall apply.

(2) The University may use the funds available for student allowances under the following titles:
   a) for the payment of performance-based scholarships, which might be
      aa) academic scholarship
      ab) national higher education scholarship
      ac) institutional professional, scientific and public life scholarship
   b) for the payment of social-based scholarship, which might be
      ba) regular social scholarship
      bb) irregular social scholarship
      bc) the institutional part of the Bursa Hungarica Education Municipal Scholarship
      bd) Hunyadi János Scholarship in Hungary for foreign students (formerly: ministerial scholarship)
      be) basic support
      bf) support for participation in professional internships
   c) for the payment of doctoral student scholarship
   d) other scholarships specified in the higher education institution's regulations of student benefits and allowances as well as scholarships supplementing the study costs of participants in Hungarian state (partial) scholarship-supported training, particularly disadvantaged students and athletes;
   e) for financing institutional operating costs, which might be
      ea) support to produce lecture notes/study materials, the procurement of electronic textbooks, learning materials, and electronic devices necessary for preparation, as well as the procurement of equipment assisting the studies of students with disabilities,
      eb) support for cultural and sports activities,

ec) maintenance and operation of dormitories,
ed) renting dormitory places, dormitory renovation,
ee) support for the operation of student and doctoral self-unions,
ef) support for the operation of student advisory organizations.

(3) A student eligible for a performance-based or need-based scholarship specified in points a) and b) of this section shall be entitled to this allowance—with the exception of the scholarship set forth in subpoint ac) of point a) and subpoint bd) of point b) of this section—for a duration not exceeding the support period pursuant to Section 47 of the Nftv.

(4) The funds provided after students participating in higher-level vocational training, bachelor's training, undivided training, and master's training falling within the scope of these regulations must be used for the payment of allowances under points ba)–bb) and be)–bf) of this section:
1. at least 20% of the student normative grant,
2. the rate determined within institutional competence of the normative grant for housing support, but at least 30%
3. 56% of textbook, lecture note support, sports and cultural normative grant.

(5) 24% of the institutional amount provided after students participating in higher-level vocational training, bachelor's training, undivided training, and master's training falling within the scope of these regulations from the textbook, lecture note support, sports, and cultural normative grant must be used in accordance with point ea) of this section.

(6) 20% of the institutional amount provided after students falling within the scope of these regulations from the textbook, lecture note support, sports, and cultural normative grant must be used in accordance with point eb) of this section.

(7) The institutional amount provided after students falling within the scope of these regulations for the national higher education scholarship must be used in accordance with point ab) of this section.

(8) The institutional amount of dormitory support must be used in accordance with point ec) of this section.

(9) The rate determined within institutional competence, but at most 70%, of the institutional amount provided after students falling under the scope of housing support must be used in accordance with point ed) of this section.

(10) At least 1% of the institutional amount of the student normative provided for students coming under the scope of this Regulation shall be used in accordance with point ee) of this section.

(11) Under the titles specified in points a)–d) of this section, support may be made available to the eligible student exclusively as monetary support.

(12) The scholarship specified in points a), ba), bc)–bf), and c)–d) of this section must be paid to the student monthly, barring any differing provisions in these regulations. Except for the first month of the academic semester, the University is obliged to take action regarding the transfer of these allowances toward the account-managing financial institution no later than the 10th day of the given month.

(13) Students participating in state-supported full-time bachelor's training, undivided training, master's training, or higher-level vocational training may receive support under the titles specified in subpoints aa) and be) of this section.

(14) Students participating in bachelor's training, undivided training, or master's training may receive support under the title specified in subpoint ab) of this section.

(15) Students participating in full-time bachelor's training, undivided training, master's training, higher-level vocational training, or doctoral training may receive support under the title specified in subpoint ac) of this section.

(16) Students entitled to social allowances under the titles specified in subpoints ba)–bb) of point e) of this section may receive support.

(17) Students participating in full-time bachelor's training, master's training, undivided training, higher-level vocational training, or higher-education vocational training may receive support under the title specified in subpoint bc) of point e) of this section.

(18) Students participating in state-supported full-time bachelor's training, undivided training, and master's training, as well as students pursuing partial studies, may receive support under the title specified in subpoint bd) of point e) of this section.

(19) Students participating in state-supported full-time bachelor's training, undivided training, and master's training may receive support under the title specified in subpoint bf) of point e) of this section.

(20) Students participating in state-supported full-time doctoral training may receive support under the title specified in point c) of point e) of this section.
(21) The institutional professional, scientific, and public life scholarship is an optional allowance disbursed monthly or on a one-time basis for a specified period, based on an application, in accordance with the procedural order and principles recorded in these regulations, to students performing activities going beyond curricular requirements.
(22) The University may use the amount available for supporting the production of lecture notes to produce lecture notes, assist in delivering them to students, and procure equipment assisting the studies of students with disabilities. The EHÖK gives a preliminary opinion on the use of the support, and the rector informs the EHÖK of its use annually.
(23) The body specified in these regulations decides on the support of cultural and sports activities with the agreement of the EHÖK, provided that:
(24) cultural activities include cultural activities organized and provided for students within the framework of the University, event organization, career counseling, lifestyle and academic counseling, as well as mental health lifestyle counseling;
(25) sports activities include activities organized and provided for students within the framework of higher education that ensure physical exercise, sports, competition, education for a healthy lifestyle, and lifestyle counseling.
(26) A student may receive support under the support titles specified in points b) and c) of current section simultaneously from only one higher education institution. If a student is in a student status with multiple higher education institutions at the same time, they may receive these supports in the higher education institution with which they first established a state-supported student status.
(27) A student may receive support under the title specified in subpoint ab) of current section in only one institution at a time. If multiple institutions propose the recognition of the same person, the student shall receive the allowance pursuant to subpoint ab) of Section 5 in the institution with which they first established a student status.
(28) The academic scholarship specified in subpoint aa) of current section may also be applied for based on academic results achieved in the first and subsequent bachelor's or master's degree programs in the case of an additional (parallel) student status.
(29) Monetary support may be paid exclusively to a student who enters their bank account number in Neptun, as well as the information necessary for the National Tax and Customs Administration (hereinafter referred to as: NAV). Payment shall be made exclusively by bank transfer.
(30) The payroll accounting of the allowances due to students performed by the KHÖK shall be checked by the faculty branch office of the Central Study Office, authorization for payment shall be made by the faculty dean or a person authorized by them, and the bank transfer shall be executed by the Directorate-General for Economic Affairs.
(31) The titles and conditions of the allowances that can be provided by the University to the student must be determined in advance for the duration of one academic year and must be published in the customary manner at the University.
(32) The conditions regarding the establishment of certain scholarships that can be provided by the University to the student in a higher amount must be determined in advance within the framework of an instruction by the rector and must be published in the customary manner by the University.
(33) The titles, conditions, and amounts of fees to be paid by the student due to default and delayed performance, user fees, as well as the dormitory fee and the amount of tuition fee (self-funded fee) or cost reimbursement, must be determined for the duration of one academic year and must be published in the customary manner at the University.
(34) The allowance specified in point b) of point e) of this section may be granted upon student application.
(35) The breakdown of the institutional student allowance targeted support framework is contained in Appendix 2.
(36) The student normative grant specified in point I.1 of Appendix 2 must be distributed among the individual faculties in proportion to the students eligible to receive it from it.
(37) KHÖK decides on the use of the frameworks specified in point I.1 of Appendix 2.
(38) The distribution of the 6% due to the faculties under point I.2 b) of Appendix 2 among the faculties takes place based on the student headcount, and the KHÖK decides on its use.

(39) The TDK awards specified in point I.2 c) of Appendix 2 are decided upon by the EHÖK based on the proposal of the TDK Council.
(40) EHÖK decides on the use of the framework specified in point II of Appendix 2.
(41) An accounting settlement for the framework specified in point III of Appendix 2 must be prepared at the end of each economic year for the approved current year. The settlements shall be compiled by the EHÖK and made available to the Senate, attached to the financial report of the current year.

Scholarship eligibility

63. §

(1) Regarding scholarship eligibility, Section 2 of the Jtr. shall apply as follows:
   a) student entitled to social allowance: a student participating in full-time higher-level vocational training, bachelor's and master's training, or undivided training, as well as doctoral training, who
   b) participates in a state-supported training form, or as a Hungarian state (partial)scholarship holder, or
   c) commenced their studies in a state-supported training form and would be entitled to participate in state-supported training based on the number of semesters commenced in the given major or vocational training;
   d) state-supported student: a student participating in state-supported training, as well as, starting from September 2012, a student admitted to a Hungarian state (partial) scholarship-supported training.
(2) Based on Section 10 of the Jtr., students participating in state-supported full-time bachelor's training, undivided training, master's training, or higher-level vocational training may receive support under the titles specified in subpoints aa) and be) of Section 85/C of the Nftv. Students participating in bachelor's training, undivided training, or master's training may receive support under the title specified in subpoint ab) of Section 85/C of the Nftv. Students participating in full-time bachelor's training, undivided training, master's training, higher-level vocational training, or doctoral training may receive support under the title specified in subpoint ac) of Section 85/C of the Nftv. Students entitled to social allowances may receive support under the titles specified in subpoints ba)–bb) of Section 85/C of the Nftv. Students participating in full-time bachelor's training, master's training, undivided training, higher-education or higher-level vocational training may receive support under the title specified in subpoint bc) of Section 85/C of the Nftv. Students participating in state-supported full-time bachelor's training, undivided training, and master's training, as well as students pursuing partial studies, may receive support under the title specified in subpoint bd) of Section 85/C of the Nftv. Students participating in state-supported bachelor's training, undivided training, or master's training may receive support under the title specified in subpoint bf) of Section 85/C of the Nftv. Students participating in state-supported full-time doctoral training may receive support under the title specified in point c) of Section 85/C of the Nftv.

CHAPTER 2:
PERFORMANCE-BASED SCHOLARSHIPS

Academic scholarship

64. §

(1) Based on Section 10 point (8) of the Jtr., the academic scholarship specified in subpoint aa) of Section 85/C of the Nftv. may also be applied for based on the academic results achieved in the first and subsequent bachelor's or master's degree programs in the case of an additional (parallel) student status.
(2) The provisions regarding the academic scholarship are determined by Section 13 of the Jtr, in accordance with which the following rules must be applied:
   a) The academic scholarship may be granted for a duration of one academic semester. At most 50% of the higher education institution's students participating in state-supported full-time training may receive an academic scholarship in such a way that the monthly amount of the

academic scholarship determined for individual students must reach an amount corresponding to five percent of the student normative grant.

b) When awarding the academic scholarship—when determining the scope and number of those receiving it—it must be ensured that the results achieved based on the same or similar study obligations are comparable and that the scholarships determined in this way are of the same amount.

c) A student enrolling in a higher education institution for the first time may not receive an academic scholarship in the first training period following their enrolment.

d) In the case of a student previously pursuing studies in a higher education institution, the conditions under which the student may receive an academic scholarship at the host institution must be regulated in the host higher education institution's regulations of student benefits and allowances.

(3) The academic scholarship may be granted for a duration of one academic semester. At most 50% of the University's students participating in state-supported full-time training may receive an academic scholarship in such a way that the monthly amount of the academic scholarship determined for individual students must reach an amount corresponding to 5% of the student normative grant and may not exceed 40%.

(4) Students are entitled to an academic scholarship based on the scholarship index specified in paragraphs (4)–(6) of Section 50 without a separate application. KHÖK shall make a proposal regarding the amounts of the academic scholarship payable for the semester (five months) toward the faculty branch office of the Central Study Office by the end of September and February, respectively.

(5) Students' academic scholarship is determined in the first round depending on where the student is ranked in the ranking established by homogeneous student groups based on their scholarship index. Students are entitled to an academic scholarship from the attainment of their group's average.

(6) Students' actual scholarship can be determined after ordering them by major based on their group index. The group index is the measure of academic results that makes students' performance comparable, regardless of the major, year, or homogeneous group in which they have been classified so far. The method of calculating the academic scholarship and the calculation of the group index are contained through an example in Appendix 6.

(7) The competent KTB must decide on the determination of the academic result of a student who has been admitted to the daytime division from another major or training form within the University, has participated in partial studies abroad in the previous semester(s), or is activating their suspended student status.

(8) In credit-system training, those who have not completed 15 credit points in the previous commenced semester, as well as students transferred from another higher education institution, may not receive an academic scholarship in the first semester following the transfer.

(9) The academic scholarship in the case of an additional (parallel) student status may also be applied for based on the academic results achieved in the first and subsequent bachelor's and master's degree programs.

(10) In the case of a student is participating in partial studies abroad, the calculation of the academic scholarship takes place in accordance with the provisions set forth in Section 53 (4) of these regulations; however, considering that the end of the semester at the host institution may be at a different time from that of the University, the calculation of the scholarship may also take place later. An appropriate amount must be set aside to cover the academic scholarship of these students.

National Higher Education Scholarship

65. §

(1) The detailed rules regarding the national higher education scholarship are contained in Section 24 of the Jtr. Regarding the awarding of the scholarship, its amount, the procedure of the application process, the eligibility conditions, as well as the rules of disbursement, the provisions set forth in Section 24 of the Jtr. must be applied:

a) The national higher education scholarship can be won for a duration of a full academic year (10 months). The monthly amount of the national higher education scholarship equals one-tenth of the amount established under this title in the budget act.
b) The number of students who can be awarded the national higher education scholarship is 0.8% of the number of students participating in state-supported full-time bachelor's training, master's training, or undivided training according to the statistical data reporting recording the status of October 15th day of the previous year, but at least one person per institution.
c) A student participating in bachelor's training, master's training, or undivided training who has enrolled for at least two semesters and earned at least 55 credits during their given or previous studies may receive a national higher education scholarship.
d) The national higher education scholarship can be won through application. The call for applications must be published in the customary manner in the higher education institution 30 days prior to the application deadline, together with the criteria for evaluating the applications. The application shall be submitted by the student to the higher education institution. The condition for submitting the application is participation in full-time training at the time of submitting the application. Based on the applications, the senate shall make a proposal to the minister for the awarding of the national higher education scholarship by August 1st of each year, separately for students participating in bachelor's training, master's training, and undivided training.
e) The national higher education scholarship won for a given academic year may only be disbursed in that given academic year.
f) If the student's student status is terminated or suspended for any reason, the national higher education scholarship cannot be disbursed to them.
g) In the event that for a student who applied for the national higher education scholarship but was rejected, it is established within the framework of the institutional legal remedy procedure that the student is worthy of the national higher education scholarship, and they would be eligible for it in the institutional submission based on the conditions specified in paragraphs (1)−(6) and the institutional headcount framework, but did not receive it due to an institutional procedural error, the minister is entitled to award a national higher education scholarship to the student based on the institution's proposal. In such a case, however, the student cannot be considered when determining the framework of the national higher education scholarship, and the institution is obliged to pay the scholarship to them at the expense of the student appropriation or its own revenues.
h) A student who has won the national higher education scholarship cannot be excluded from the academic scholarship support.

66.§

(1) A national higher education scholarship may be awarded to a student participating in bachelor's training, undivided training, or master's training, who
   a) has enrolled for at least two semesters during their given or previous studies,
   b) has earned at least 55 credits,
   c) has achieved a credit index of at least 4.0 in both semesters of the previous academic year, and
   d) performs outstanding work or university public life activities in the KHÖK or EHÖK, in TDK, or a professional field.

(2) In the event that a student is deprived of the national higher education scholarship due to an error on the part of the faculty, the funding for the national higher education scholarship must be provided for the student at the expense of the faculty's own revenues.

Institutional Professional, Scientific and Public Service Scholarship

67. §

(1) The rules governing the Institutional Professional, Scientific, and Public Service Scholarship are defined in Section 10 (4) of the Jtr. The scholarship may be awarded on an application basis, in accordance with the procedural rules set forth in these Regulations, to students who engage in professional, scientific, or public life activities beyond their curricular obligations.

OE Scholarship

68. §

(1) OE Scholarship may be awarded through an application process based on outstanding professional, scientific, sports, cultural and public performances beyond the curriculum requirements.
(2) Up to 1% of the University Sstudents can receive the OE scholarship, with a monthly amount of at least 15% of the student normative, but not exceeding 30% of the student normative.
(3) The conditions for the application shall be determined at the beginning of the semester by the Rector, in agreement with the EHÖK, in the manner specified in the Academic Rules and Regulations and published through the customary channels of the University.

Demonstrator Scholarship

69. §

(1) Demonstrator scholarship can be awarded to students who successfully apply for positions announced by the vice-deans of the faculties.
(2) The conditions for establishing a demonstrator position, the rules for the activities of the demonstrator, and the provisions regarding the amount of the demonstrator scholarship are set out in the University's Demonstrator System regulations and the Study Regulations.

New National Excellence Program

70. §

(1) The aim of the New National Excellence Program is to support domestic research and creative talent, the initiation and continuation of scientific and artistic careers, as well as the research work of experienced researchers and creators who are excellent at the international level.
(2) Under the New National Excellence Program, outstanding higher education students engaged in research activities (bachelor’s, undivided, master’s programs), doctoral candidates, young lecturers, and researchers shall receive a 10-month scholarship, and the University shall receive research and operational funding amounting to 40% of the scholarship sum of its own winning applicants.
(3) The Minister responsible for science policy decides on the award of scholarships.
(4) The detailed rules and procedures of the New National Excellence Program are contained in the Study Regulations.

University Research Scholarship Program

71. §

(1) The scholarships of the University Research Scholarship Program (EKÖP) represent significant professional recognition, motivation, and prestige at every career stage for the University's most outstanding talents.
(2) The University Research Scholarship Program (EKÖP) supports undergraduate, master's, or doctoral students, as well as young lecturers and researchers who conduct successful research and development, innovation, or creative activities at our university and report on the results of their work through the required publications. Furthering and strengthening master's programs is a key strategic issue for the

University; therefore, students participating in full-time or correspondence master's programs are particularly encouraged to join research groups and submit their applications.

(3) The detailed rules and procedural regulations of the University Research Scholarship Program are available on the University's website at https://palyazat.uni-obuda.hu/.

MNB Excellence Scholarship

72.§

(1) Based on the grant agreement concluded with the Central Bank of Hungary (MNB), it awards scholarships to full-time students with active student status enrolled in state-funded or self-funded study programs specified in the agreement.

(2) The detailed rules and procedural regulations of the MNB Excellence Scholarship are set forth in the Study Regulations.

Supporting the studies of disadvantaged students

73. §

(1) The aim of the University is to provide financial support for underprivileged full-time students who demonstrate outstanding academic and/or professional achievements. The scholarship aims to partially cover the costs of their studies.

(2) The purpose of the support is to not hinder the academic progress of underprivileged students who demonstrate outstanding academic achievements, and to ensure their livelihood so that they do not have to work, which could limit /restrict their studies or even force them to suspend or abandon their higher education.

(3) The support for underprivileged students can be obtained through a competitive application process. The call for applications, along with the criteria for evaluation, must be published on the University's website at least thirty days prior to the deadline. The applications must be submitted by the student to the University.

Doctoral School Excellence Scholarship

74. §

(1) The Council of the Doctoral School may grant excellence scholarships to doctoral students of the doctoral school.

(2) In the evaluation of the scholarship, the Council of the Doctoral School examines without a call for applications all written and/or oral reports and publication activities made by the doctoral school's students in the semester preceding the call.

(3) The relevant Council of the Doctoral School determines the detailed rules of the excellence scholarship.

CHAPTER 3:
OTHER SCHOLARSHIP GRANTS THAT CAN BE OBTAINED THROUGH APPLICATION

75. §

(1) The University may announce calls for applications for other student scholarships funded by its own grant resources or by funds provided by its partner companies or partner organizations. Calls for applications must contain the eligibility conditions, evaluation criteria, and the body or individual authorized to decide on the award of the scholarship.

(2) The mandatory content elements of the call for applications are:

a) the objective of the scholarship
b) the scope of eligible applicants;

c) the name and number of available funding (sponsor(s));
d) the rights associated with the scholarship and obligations imposed on the scholarship recipient;
e) the decision-making entity/person;
f) the administrator of the application process and the entity authorized to conclude contracts;
g) the reporting and accounting obligations of the scholarship recipient;
h) the substantive and formal requirements of the application;
i) the terms, method, and location of application deadlines (submission, evaluation, notification of results);
j) definition of conditions for requests for missing information/rectification and appeal options;
k) legal remedy against the decision and information regarding legal redress;
l) deadline and procedure for filing a legal remedy;
m) information on where applicants can obtain further information regarding the call for applications;
n) any other necessary information deemed important by the issuing authority.

Vásáry Tamás-Scholarship

76. §

(1) Vásáry Tamás-Scholarship is a scholarship established by the Government to support young musicians engaged in outstanding artistic activities as well as students undertaking significant voluntary activities. The detailed eligibility conditions, application procedures, scholarship amount, and payment mechanisms regarding the scholarship are determined in Sections 24/A–24/E of the Jtr.

Scholarship supporting education pursued by a Hungarian citizen in a foreign higher education institution recognized by the state

77. §

(1) The scholarship that provides assistance for Hungarian citizens studying at state-recognized foreign higher education institutions can be obtained through a public application process.
(2) The call for applications serves to support studies pursued at state-recognized higher education institutions:
   a) in the native language for Hungarian citizens belonging to a national minority—as specified in bilateral international agreements concluded with the country concerned—
   b) within the framework of full degree or partial studies abroad.
(3) The call for applications shall be issued by the Minister, within the framework specified in the Budget Act.
(4) Applications shall be evaluated based on the relevant bilateral or multilateral international agreements and the academic performance of the applicants.
(5) The Minister shall decide on the applications based on the principles established in paragraph (4)—involving experts as necessary—notify the applicant, and, in the case of a student, also notify the higher education institution.
(6) The call for applications shall be published on the Ministry's website and shall also be sent to every higher education institution and to the national minority self-government of the national and ethnic minority concerned.
(7) The deadline for submitting applications shall not be earlier than the 30th day following publication.

Institutional Innovation Scholarship

78. §

(1) The objective of the Institutional Innovation Scholarship—pursuant to Section 85/B (a) of the Nftv.—is to support students who perform professional and scientific activities exceeding their curricular requirements.
(2) The Institutional Innovation Scholarship is a non-mandatory benefit awarded through an application process and disbursed for a specified period—either monthly or as a one-time payment—which may be funded from the University's own resources.
(3) The detailed rules and procedural regulations of the Institutional Innovation Scholarship are set forth in the Study Regulations.

Cooperative Doctoral Program Doctoral Student Scholarship

79. §

(1) The objective of the Cooperative Doctoral Program is to further expand the number of employees in the field of research, development, and innovation who wish to enrich their professional knowledge with the latest scientific research findings and are committed to the social and economic utilization of their knowledge. It provides support to students who, alongside their doctoral student status, conduct research work at a workplace outside higher education institutions, thereby promoting the practical application of their scientific results.
(2) The Ministry provides non-repayable grant funding from the National Research, Development and Innovation Fund to the winning doctoral student(s). The scholarship contract concluded between the winning doctoral student and the University shall contain the amount of the scholarship.
(3) During the funding period in subsequent academic years, the University shall transfer the scholarship amount to the doctoral scholarship recipient(s) as follows: the first five months' amount in a single instalment no later than November 30th of the first semester of the given academic year, followed by the next seven months' amount, also in a single instalment, no later than March 31st following enrolment for the second semester of that academic year. Based on the decision of the University, the scholarship amount for the funding period may also be transferred as a single lump sum for the given academic year, in which case the deadline for transfer is November 30th of that academic year.
(4) The detailed rules and procedural regulations of the Cooperative Doctoral Program are set forth in the Cooperative Doctoral Regulations.

Doctoral Student Scholarship

80. §

(1) Regarding eligibility for the doctoral scholarship and the determination of its amount, the provisions of Section 114/D of the Nftv. and Section 14 of the Jtr. shall apply. For enrolled students participating in full-time state-funded doctoral programs, the doctoral scholarship specified by law shall be disbursed monthly.
(2) Pursuant to Section 114/D of the Nftv.,
based on Section 85/A (1):
a) the student quota per person is HUF 166,600/year,
b) the funding per person for participants in doctoral education is:
ba) HUF 1,680,000/year in the training and research phase,
bb) HUF 2,160,000/year in the research and dissertation phase,
bc) a one-time payment of HUF 400,000 upon obtaining a doctoral degree,
bd) HUF 3,000,000/year in cooperative doctoral education.
(3) Pursuant to Section 14 (1) of the Jtr., the annual doctoral scholarship amount for doctoral students in full-time state-funded education is the annual allowance specified for this purpose in the Nftv., increased by 56% of the textbook/study material, athletic, and cultural allowance.

(4) Pursuant to paragraph (2), one-twelfth of the annual amount specified in paragraph (1) shall be paid monthly to enrolled doctoral students.

81. §

(1) For doctoral students participating in full-time programs funded by a Hungarian state (partial)scholarship, the University determines the annual amount of the doctoral scholarship based on Section 114/D (1) points ba) and bb) of the Nftv., provided that the scholarship amount that may be established for doctoral students demonstrating outstanding performance, as well as the conditions for its award, shall be determined by the effective Rector's Directive on the Recognition of Outstanding Performance of Doctoral Students.

Hunyadi János Scholarship in Hungary (formerly: Ministerial Scholarship)

82. §

(1) The rules governing eligibility, application, procedure, and disbursement regarding the Hunyadi János Scholarship in Hungary, the ministerial scholarships that may be awarded to non-Hungarian citizens, and the grants provided under the "Scholarship Program for Christian Young People" are set forth in Sections 26/A–28 of the Jtr., as well as in other relevant legal regulations. In procedures related to these forms of support, the referred legal provisions shall be applied.

83. §

Jtr. 26/A. §

(1) The Minister may award the Hunyadi János Scholarship to ethnic Hungarian students studying in state-funded programs at state-recognized higher education institutions, with the exception of students participating in state-funded doctoral programs.
(2) For students enrolled in full degree programs, the scholarship is awarded for ten months of the academic year, with a monthly amount of HUF 30,000/month per person. For students enrolled in partial studies, the scholarship is granted for the duration of the partial study program, with a monthly amount of HUF 80,000/month per person.
(3) Students may obtain the scholarship through an application process. The administrator of the application process shall be designated by the Minister in an individual decree. The individual decree shall be published on the website of the Ministry headed by the Minister.
(4) The call for applications must contain:
    a) the objective of the scholarship;
    b) the scope of eligible applicants;
    c) the rights associated with the scholarship and the obligations imposed on the scholarship recipient;
    d) the decision-making entity/person;
    e) the administrator of the application process and the entity authorized to conclude contracts;
    f) the reporting and accounting obligations of the scholarship recipient;
    g) the designation, timing, and location of application deadlines (submission, evaluation, notification);
    h) the option for rectification.
(5) The Hunyadi János Scholarship shall be paid out by the higher education institution with which the student has an active student status.

84. §

Jtr. 27. §

(1) For non-Hungarian citizens studying in fee-paying or self-funded degree programs in Hungary—with the exception of students referred to in Section 28 (1)—the Minister may award a scholarship each academic year. Third-country nationals supported by a ministerial scholarship under an

intergovernmental agreement shall not be subject to the obligations attached to the Hungarian state scholarship as specified in the Nftv. for the period supported by the ministerial scholarship.

(2) The call for applications shall be issued by the Minister within the framework specified in the Budget Act.

(3) Applications shall be evaluated based on the available budget allocation and the academic performance of the applicants.

(4) Applications must be submitted to higher education institutions. Higher education institutions shall rank the applications and forward the ranked applications to the organization referred to in paragraph (2). The Minister shall decide on the applications based on the ranking and the principles established in paragraph (3)—involving experts as necessary.

(5) The call for applications shall be published on the Ministry's website and shall also be sent to every higher education institution.

(6) The deadline for submitting applications shall not be earlier than the 30th day following publication.

85. §

Jtr. 27/A. §

(1) The Minister awards scholarships to foreign students participating in self-funded programs at state-recognized higher education institutions under the conditions specified in the Scholarship Decree.

(2) The benefits provided within the framework of the scholarship and the detailed provisions governing their disbursement are set forth in the Scholarship Decree.

86. §

Jtr. 28. §

(1) A student who has the right of free movement and residence under a specific act, or who is a third-country national holding an EU Blue Card issued for the purpose of highly qualified employment and residence, shall enjoy the same rights and be subject to the same obligations regarding fees payable and financial support received as a student with Hungarian citizenship participating in higher education.

Sponsored Scholarship

87. §

(1) Partners collaborating with the University may establish scholarships. A sponsored scholarship may be awarded to any student of the University provided that they satisfy the conditions set forth in the call for applications.

(2) The scholarship amount and the application criteria shall be jointly determined by the collaborating partner and the leadership of the University (e.g., SZTA; NMHH; Huawei).

OE ERASMUS GRANT – Institutional Supplementary Support for OE Students Participating in Erasmus+ Program

88. §

(1) Starting from the spring semester of the 2022/2023 academic year, the University provides bachelor's and master's students undertaking mobility activities (study abroad, traineeships) under the Erasmus+ program with an additional supplementary grant of EUR 100 per month alongside their Erasmus+ grant for the duration of their stay abroad.

(2) The grant can be availed of in addition to the funding awarded within the Erasmus+ program.

(3) For students participating in study abroad or traineeships under the Erasmus+ program, the period spent abroad within the framework of the program shall be accepted as professional language proficiency required for the degree.

(4) Students receiving the supplementary support must actively participate in promoting the University and the Erasmus+ program.

(5) Implementation (issuing the call for applications, organizing evaluations, and disbursing grants) shall be coordinated by the International Education Office.

OE SH Student Excellence Award – Student Excellence Award for SH, ÖKF and DFP students

89. §

(1) In order to enhance student performance, Obuda University announces an excellence grant call for bachelor's and master's students participating in the SH, ÖKF, and DFP scholarship programs who achieve outstanding academic results, engage in scientific, athletic, cultural, or other community activities, participate in volunteer programs, and take an active role in the internationalization of the university.
(2) The application conditions and further details are specified in the call for applications, which is published at the beginning of each semester.
(3) One student per faculty per semester shall receive a supplementary scholarship of HUF 60,000.
(4) Award recipients must actively participate in promoting the university and the scholarship program.
(5) Implementation (issuing the call for applications, organizing the evaluation, and disbursing the grants) shall be coordinated by the International Education Office.

OE Student Excellence Award –Student Excellence Award (tuition fee reduction) for Fee-Paying International Students

90. §

(1) In order to increase the number of fee-paying international students, the Senate of the University decided at its meeting on November 28th, 2022, to reduce tuition fees for certain programs. To complement this tuition fee reduction and to achieve the goals set for scholarship holders (namely, outstanding performance and the reduction of the dropout rate), Obuda University issues a call for applications for fee-paying international students at the beginning of each semester. The top-performing students are selected by a committee appointed by the Rector of the University.
(2) The application requirements and further details are contained in the call for applications, which is published at the beginning of each semester.
(3) The first-place winner shall receive a tuition fee discount of EUR 2,000, the second-place winner EUR 1,000, and the third-place winner EUR 500 for the following semester.
(4) The awardees are required to actively participate in the promotion of the University and the scholarship program.
(5) The implementation (issuing the call for applications, organizing the evaluation, and disbursing the financial support) is coordinated by the International Education Office.

CHAPTER 4:
SOCIALLY BASED SCHOLARSHIPS

Social situation of the student

91. §

(1) When assessing the social situation of a student, the following should be taken into account:
   a) the number and financial situation of persons residing habitually, and registered as having their place of residence or stay, in the property corresponding to the student's residential address;
   b) the distance between the place of study and the place of residence, as well as the duration and cost of travel;
   c) in case the student does not live in a shared household during their studies, the costs associated therewith;
   d) the amount a student with disabilities must expend on the acquisition and maintenance of special equipment, their specific travel needs, and the utilization of a personal assistant or sign language interpreter;

e) regular healthcare expenses incurred due to the state of health of the student or a close relative living in the same household;
f) the number of dependents living in the same household as the student, with particular regard to the number of dependent children living together with them;
g) the costs associated with caring for a relative in need of care.

(2) When calculating income, the average of the last three months shall be considered for regular monthly income, and one-twelfth of the last year's income shall be considered for other types of income. Upon the student's request, proven future changes in income shall also be considered.

(3) The social situation of the student—with the exception of applications for extraordinary social grants—shall be assessed uniformly at the institutional level by the Student Welfare Committee once per academic semester, for the scope of applicants pursuant to Section 16 (2)–(3) of Jtr. The results of this assessment shall be utilized for decisions regarding social grants, dormitory admissions, and all other needs-based benefits. The determination of the student's social situation shall be conducted in accordance with the Study Regulations

Basic grant

92. §

(1) Pursuant to Section 15 of Jtr., the provisions governing the initial basic grant are as follows:
a) A person establishing a student status for the first time in a state-funded, full-time higher-level vocational training, bachelor's program, or undivided long-cycle program shall be entitled—upon application—to an initial basic grant equivalent to 50% of the student statutory per-capita allowance upon their first enrolment, provided that the student meets the conditions set forth in Section 16 (2)–(3) of the Jtr.
b) A person establishing a student status for the first time in a state-funded, full-time master's program shall be entitled—upon application—to an initial basic grant equivalent to 75% of the student statutory per-capita allowance upon their first enrolment, provided that the student meets the conditions set forth in Section 16 (2)–(3) of the Jtr.

Regular social grant

93. §

Jtr. 16. §

(1) The regular social grant is a monthly benefit awarded for a single study period based on the student's social situation, in accordance with the procedures and principles set forth in the institutional regulations on fees and allowances.

(2) The monthly amount of the regular social grant shall not be lower than 20% of the annual student statutory per-capita allowance, provided that the student is entitled to a regular social grant based on their social situation, taking into account the provisions of Section 21 of this Decree, and is:
a) a person with disabilities or in need due to their state of health, or
b) multiply disadvantaged, or
c) a breadwinner, or
d) from a large family, or
e) an orphan.

(3) The monthly amount of the regular social grant shall not be lower than 10% of the annual student statutory per-capita allowance, provided that the student is entitled to a regular social grant based on their social situation, taking into account the provisions of Section 21 of this Decree, and is:
a) disadvantaged, or
b) a person whose guardianship ceased upon reaching adulthood, or
c) a half-orphan.

(4) The monthly amount of the regular social grant shall not be lower than 10% of the annual student statutory per-capita allowance, provided that the student receives a scholarship pursuant to Sections 26–26/A of the Jtr. that is not granted for partial studies.

93. §

(1) The regular social grant is a monthly benefit awarded for a single study period based on the student's social situation, in accordance with the procedures and principles set forth in these Regulations. Pursuant to Section 2 (1) i) of Jtr., students of the University enrolled in state-funded, full-time programs (day-course work schedule) are eligible to receive a regular social grant.

Irregular social scholarship

95. §

(1) The irregular social grant is a one-off allowance disbursed to alleviate an unexpected deterioration in the student's social situation.
(2) An irregular social grant may be awarded upon the student's application. The Student Welfare Committee shall decide on the submitted student applications at least once a month. Payment shall be arranged within eight business days following the decision.
(3) The amount of the irregular social grant shall be at least 20% of the student statutory per-capita allowance.

Bursa Hungarica Higher Education Municipal Scholarship

(1) The eligibility criteria, the application and evaluation procedure, the amount of the scholarship, the procedure for its disbursement, as well as the detailed rules governing the operation of the scholarship system and related tasks concerning the Bursa Hungarica Higher Education Municipal Scholarship, shall be determined by Sections 18–19 of Jtr.
(2) The provisions of the referenced legislation shall apply to the determination and disbursement of the scholarship.

Professional Internship Scholarship

96. §

(1) In accordance with Section 14/A of Jtr., the professional internship scholarship is an allowance granted upon application for a maximum period of one academic semester to students participating in a continuous professional placement of up to one semester as specified in the core curriculum and qualification requirements.
(2) The conditions for awarding the professional placement scholarship shall be set forth in the higher education institution's regulations on fees and allowances, such that the scholarship may be awarded to a student who completes their professional placement at a location other than the seat or site of the higher education institution, does not receive dormitory accommodation at that location, and where the distance between the location of the professional placement and the place of residence meets the criteria defined in the institutional regulations.
(3) The monthly amount of the professional placement scholarship shall not exceed 10% of the annual amount of the student statutory per-capita allowance.

CHAPTER 5:
SUPPORT FOR SPORTS AND CULTURAL ACTIVITIES

97. §

(1) Decisions regarding the support for cultural and sports activities shall be made by the body specified in these Regulations—pursuant to Section 61 (2) of Nftv.—with the agreement of the student union, provided that:
    a) cultural activities shall include, cultural activities, event organization, career counseling, lifestyle and academic counseling, as well as mental health lifestyle counseling organized or provided for students within the framework of the higher education institution;

b) sports activities shall include activities providing physical exercise, sports, competitions, education on a healthy lifestyle, as well as lifestyle counseling organized or provided for students within the framework of higher education.

Sports activities shall also include activities providing physical exercise, sports, competitions, education on a healthy lifestyle, as well as lifestyle counseling organized or provided for students within the institutional framework of the University.

(2) The amount of sports support shall be 10% of the normative funding for textbook and study aid support, as well as sports and cultural activities.

(3) The Sports Support Evaluation Committee shall decide on the applications received for the utilization of the funding framework allocated for supporting sports activities by the end of the 3rd week of each semester.

(4) Cultural activities shall include cultural activities, event organization, career counseling, furthermore lifestyle and academic counseling organized or provided for students within the institutional framework of the University.

(5) The amount of cultural support shall be 10% of the normative funding for textbook and study aid support, as well as sports and cultural activities.

(6) The Cultural Support Evaluation Committee shall decide on the applications received for the utilization of the funding framework allocated for supporting cultural activities by the end of the 3rd week of each semester.

Funds available for purchasing electronic textbooks, learning materials and electronic devices necessary for preparation

98. §

(1) Regarding the framework of funds that can be utilized for the acquisition of electronic textbooks, learning materials, and electronic devices necessary for preparation, as well as the rules for utilizing support for lecture note production and tools assisting student studies, Section 10 (5) and Section 34 of Jtr. shall apply. The utilization of the framework shall take place with due consideration of the opinion of the student union, in accordance with the relevant statutory provisions.

CHAPTER 6:
OTHER BENEFITS, NON-DIRECT STUDENT PAYMENTS

99. §

(1) In addition to state-funded student allowances and student benefits specified by law, the University may provide other scholarships, and student supports from its own revenues upon application, in accordance with the provisions of Section 6 of Jtr.

(2) Regarding own revenue and the scope of its utilization, the provisions set forth in Section 2, point h) of the Jtr. shall apply, according to which own revenue includes reimbursement and compensation fees pursuant to Section 82 (1)–(2) of Nftv., service fees specified in the institutional regulations, the proceeds from the institution's entrepreneurial activities, revenues derived from support received from legal entities, as well as grants received expressly for the payment of scholarships through application processes.

CHAPTER 7:
SERVICES AVAILABLE FOR STUDENTS

100. §

(1) In state-funded (partial)scholarship-supported programs, the free services available to the student shall be determined by Section 81 of Nftv., while the services available subject to the payment of reimbursement fees shall be determined by Section 82 of the Nftv. The utilization of services falling within this scope shall be governed by the relevant statutory provisions.

Payment of tuition fee

101. §

Nftv, 39.§; Nftv. 47.§; Nftv. 49.§; Nftv. 83.§

(1) The amount of the tuition fee for programs announced for the first academic year (hereinafter referred to as: default tuition fee) shall be established by the Senate.

(2) The University is required to publish the tuition fee amounts for self-funded programs announced for the first academic year in the Higher Education Admission Guide.

(3) The University is required to inform the student of the provisions of these Regulations, and shall enter into a written contract with the self-funded student enrolled for the first semester upon enrolment. The contract shall specify the fees and charges payable by the student in the first academic year, the conditions of the payment obligation, the services provided in return for the tuition fee, as well as the conditions for the refund of the tuition fee paid.

(4) In the second and subsequent years of study, the amount of the tuition fee may be the amount established for the preceding academic year increased by the consumer price index published by the Hungarian Central Statistical Office (hereinafter: KSH) for the previous year but shall be increased by at least 3% compared to the tuition fee established for the previous year. The amount of the tuition fee must be made public in the manner customary at the University by May 31st of the preceding academic year.

(5) The tuition fee payable by a student participating in a self-funded program shall be itemized in a lump sum via the Neptun system, in accordance with paragraph (4).

(6) The tuition fee published in the Higher Education Admission Guide shall be paid by students enrolling for the first semester through Neptun—by fulfilling the fee posted therein—no later than the end of the registration week. If the student does not pay their tuition fee personally, they are required to submit a declaration of intent to pay in Neptun, specifying the percentage of their tuition fee to be paid by another natural person, legal entity, or other legal entity without legal personality (e.g., employer, Student Loan Centre).

(7) The student is required to pay the tuition fee no later than the end of the registration week through Neptun—by fulfilling the fee posted therein—using one of the available payment methods. If the student does not pay their tuition fee personally, they are required to present a declaration of intent to pay upon enrolment, specifying the percentage of their tuition fee to be paid by another natural person, legal entity, or other legal entity without legal personality (e.g., employer, Student Loan Centre).

(8) If the student fails to fulfil their payment obligation set forth in paragraph (6) or (7) despite the measure specified in paragraph (8) and is not granted a payment deferral or exemption pursuant to Section 43 (3) of Nftv., their student status may be terminated, and they shall not be permitted to begin the examination period.

(9) In the event that the payment reminder set forth in paragraph (8) remains ineffective, the student's status shall be terminated pursuant to Section 59 (1) f) of the Nftv.

(10) If a student requests passive semester status or terminates their student status after paying the full amount of the tuition fee or at least one instalment in the case of instalment payments, they may request a full or partial refund of the tuition fee already paid by submitting an application to the University in accordance with the following rules:

a) if the student requests the cancellation of their status during the registration period (three weeks from the start of the semester: registration week + two weeks), 80% of the amount paid shall be refunded;

b) if the student requests the cancellation of their status after the registration period but by October 15th (or by March 15th in the spring semester), 50% of the amount paid shall be refunded;

c) if the student requests the cancellation of their status after October 15th in the autumn semester or after March 15th in the spring semester, the amount paid shall not be refundable.

(11) The termination of student status for any reason does not relieve the student from fulfilling payment obligations incurred during their student status.

(12) Paragraph (5) shall not apply to students enrolled in postgraduate specialist training programs. Students in postgraduate specialist training programs shall fulfil their fee payment obligations in accordance with the admission decision issued by the faculty. If the student does not pay their tuition fee personally, they are required to submit a declaration of intent to pay in Neptun, specifying the percentage of their tuition

fee to be paid by another natural person, legal entity, or other legal entity without legal personality (e.g., employer, Student Loan Centre).

(13) Paragraph (5) shall apply to transfer students enrolling for their first semester and students changing their study program and/or work schedule with the exception that such students shall fulfil their fee payment obligations in accordance with the decision issued by the Central Academic Office. If the student does not pay their tuition fee personally, they are required to submit a declaration of intent to pay in Neptun, specifying the percentage of their tuition fee to be paid by another natural person, legal entity, or other legal entity without legal personality (e.g., employer, Student Loan Centre).

(14) The University is entitled—up to the amount of outstanding student debts persisting despite the reminder under paragraph (8)—to draw down unutilized funds deposited by the student into the Neptun joint account by transferring them to the University's bank account for financial settlement purposes. The University must verify the fact of the payment reminder. The University is entitled to transfer funds from the Neptun joint account to the University's bank account solely upon possession of a payment reminder and with the approval of the Vice-Rector for Education and Sustainable Development.

(15) In the case of international students admitted to degree programs instructed in foreign languages, a tuition fee different from the fee specified in Appendix 3 may be established, provided that the parties accept the payment of a tuition fee different from that specified in these Regulations under a cooperation agreement concluded between the University and another foreign higher education institution, organization, or institution.

(16) In the case of admitted international students who are unable to participate in the program due to reasons beyond their control, the University shall charge an administrative fee of EUR 150 deducted from their tuition fee.

(17) A cooperation agreement containing a different tuition fee pursuant to paragraph (16) may be concluded with another party exclusively by the Rector.

CHAPTER 8:
UTILIZATION OF DORMITORY SERVICE

102. §

(1) Dormitory accommodation is granted upon application, based on a point system. The development of the point system, the evaluation of applications, and the detailed rules for the allocation of dormitory places shall be carried out in accordance with Section 12 of the Jtr., applying the principles and procedural rules defined in these Regulations.

(2) When establishing the point system, particular consideration shall be given to the student's social situation, academic performance, community involvement, work schedule (mode of study), and the preferential criteria specified by law.

(3) The provisions regarding application conditions for dormitory accommodation are set forth in the University's Dormitory and Accommodation Regulations.

Dormitory fee

103. §

(1) The amount of the dormitory fee shall be established based on the comfort level of the dormitory place. The classification of dormitory places into four comfort categories (I–IV) shall be established in accordance with the provisions of Section 22 of Jtr. under an agreement between the head of the higher education institution and the student union.
The monthly amount of the dormitory fee for students participating in state-funded programs shall not exceed the following percentages of the annual amount of the student statutory per-capita allowance:

I. for Category I.: 8%
II. for Category II.: 10%
III. for Category III.: 12%
IV. for Category IV.: 15%

When determining the comfort level, particular consideration shall be given to the condition of the building, the availability of sanitary blocks, the number of students accommodated in a single room, as well as the fact and date of renovation, in accordance with the provisions of Section 22 of the Jtr.
The scope of basic dormitory services shall include at least the provision of operating conditions and the maintenance of the possibility of using student equipment pursuant to Section 23 (2) of the Jtr.
The amount of the dormitory fee consists of the fee for basic services and the so-called surplus service fee, which contains the consideration for additional services exceeding the mandatory conditions defined in Vhr.

(2) The dormitory and accommodation fees payable for the given academic year, established with the approval of the Rector and the agreement of EHÖK, are contained in the Dormitory Admission Regulations published on the website of the Dormitory (https://koll.uni-obuda.hu/), while the point system of the dormitory admission procedure for the given academic year is contained in the University's Dormitory and Accommodation Regulations.

(3) The amounts of payable dormitory fees concerning specific student groups are contained in the Dormitory Admission Regulations, whereas other provisions regarding the dormitory fee are contained in the University's Dormitory and Accommodation Regulations, as well as the Procedural and Organizational Rules for Evaluating Dormitory Applications.

(4) The fees specified in the Dormitory Admission Regulations are amounts determined for students on a day-course work schedule, depending on the student's form of financing and the affiliated dormitory. The dormitory fees specified herein shall apply during the study period and examination period, as well as during the period of fulfilling the mandatory professional placement, determined pro rata for its duration (4–6–8 weeks), provided that the student completes their mandatory professional placement following the examination period, between July 1st and August 31st. Detailed rules related to the dormitory place that may be applied for within the framework of participation in mandatory professional placement are contained in the University's Dormitory and Accommodation Regulations.

(5) Students not on a day-course work schedule are required to pay the self-funded dormitory fee determined for the given affiliated dormitory, the detailed rules for establishing a discounted amount of which are contained in the University's Dormitory and Accommodation Regulations.

(6) Foreign national students enrolled in full or partial programs within the framework of an international mobility program or university admission procedure (e.g., Erasmus program, Stipendium Hungaricum program, Diaspora program, etc.), as well as students without an active student status (e.g., passive status) are required to pay the dormitory fee specified in the Dormitory Admission Regulations.
In the event of a discounted determination of the dormitory fee payable by students without an active student status, the student concerned shall be obliged to pay the dormitory fee pursuant to paragraph (4). Detailed rules for establishing the discounted fee are contained in the University's Dormitory and Accommodation Regulations.

(7) For dormitory accommodation provided for purposes other than the fulfilment of mandatory professional placement pursuant to paragraph (4) during the period between July 1st and August 31st of the given academic year, the accommodation fee determined for the given affiliated dormitory in the Dormitory Admission Regulations shall be paid on a pro rata basis. During this period, students participating in international mobility programs or admitted within the framework of a university admission procedure as specified in paragraph (5) shall be obliged to pay the dormitory fee specified in the Dormitory Admission Regulations.

(8) The financing of the dormitory fee for foreign students specified in paragraphs (6) and (7) may also be financed from the scholarship awarded to and provided for the student (e.g., against the housing support component of the Stipendium Hungaricum scholarship program).

(9) In the event of failure to settle or delayed payment of the dormitory and accommodation fees specified in the Dormitory Admission Regulations, the rules set forth in Section 37 of these Regulations, the relevant part of the Academic Rules of Procedure, and the relevant part of the University's Dormitory and Accommodation Regulations shall apply.

Support for disadvantaged students' dormitory services

104. §

(1) University intends to provide a grant opportunity for disadvantaged students from the convergence region with daytime work schedule, which involves partial assumption of the dormitory fee.
(2) Support for dormitory accommodation of disadvantaged students can be obtained through application. The call for proposals, along with the criteria for evaluation, must be published in the usual way at the University thirty days prior to the deadline for submission of applications. The student must submit their application to the University.
(3) The student who enrols for the first time in the semester of the call for proposals and has also obtained dormitory accommodation for the same semester is eligible to apply.

Dormitory fee reduction

105. §

(1) The Student Welfare Committee announces an opportunity for the submission of applications for Dormitory Fee Reduction in both the autumn and spring semesters of each academic year.
(2) The fee reduction applies to a single semester (five months), and its rate may be 25%, 50%, or 75% of the dormitory fee.
(3) Full-time students with active student status who hold dormitory resident status in the given semester are eligible to participate in the call for applications.
(4) Dormitory Fee Reduction may be applied for within the Regular Social Grant Application for the given semester, integrated into the Student Welfare Committee's *e-Szoctám* system.
(5) Applications shall be evaluated by the Director of Dormitories, the member of EHÖK Executive Board responsible for Dormitory Affairs, and the Chairperson of the Student Welfare Committee.
(6) Decisions regarding the allocable budget framework for Dormitory Fee Reduction for the given Regular Social Grant application period shall be made by the President of EHÖK and its board members responsible for social and dormitory affairs.

Fee payable upon moving out

106. §

(1) The student is required to notify the management of the relevant dormitory in advance of their intention to move out of the dormitory and to participate in the official move-out procedure. If the student fails to comply with their notification obligation or neglects the prescribed move-out procedure, a separate administrative/procedural fee shall be assessed against them. The amount of the procedural fee is specified in the appendix containing other fees payable by students.

CHAPTER 9:
RULES AND CONDITIONS FOR EXEMPTION, DISCOUNT, AND INSTALMENT OPTIONS FOR FULFILLING STUDENT PAYMENT OBLIGATIONS

107. §

(1) Upon application, a student may be granted an exemption, instalment payment terms, or a payment deferral for fulfilling their payment obligations—particularly regarding reimbursement fees, dormitory fees, and other institutional fees—in accordance with Section 43 (3) of Nftv. and Section 4 of Jtr.
(2) Exemptions, instalment payments, and deferrals may be granted primarily based on social situation and academic performance, pursuant to Section 4 of the Jtr.
(3) No exemption, instalment payment, or deferral may be granted in respect of late payment and default fees specified by law, nor for payment obligations related to community-service activities.
(4) Decisions regarding payment allowances shall be issued in writing and must specify the conditions and schedule of performance, as well as the available legal remedies in the event of rejection, pursuant to Section 83 (4) of the Nftv.

108. §

(1) The vice-rector for education and sustainable development may exempt a student who is disadvantaged, an orphan, a breadwinner, or whose guardianship ceased upon reaching adulthood from the obligation to pay the dormitory fee—based on the prior opinion of the Director of Dormitories—and from the obligation to pay the tuition fee—based on the prior opinion of the Dean of the competent faculty—due to the student's social situation.
(2) Regarding applications related to the fulfilment of payment obligations for reimbursement fees and tuition fees, the Vice-Rector for Education and Sustainable Development acts within the power delegated by the Rector, having requested the opinion of the Dean of the competent faculty.
(3) Upon the student's application, the Vice-Rector for Education and Sustainable Development may authorize a discounted determination of their tuition fee, the rate of which may be up to a maximum of 50% of the established tuition fee, provided that the student achieved a credit index of at least 4.0 in the preceding semester.
(4) The University shall authorize a discounted determination of the tuition fee for a student participating in a self-funded program who carries out partial studies abroad as a scholarship holder in a foreign training program pursuant to Section 81 (3) and (4) of Nftv.; the amount of which shall be the sum of 50% of the base fee and the credit-proportional tuition fee calculated on the basis of credits taken under an individual (preferential) study schedule.
(5) For employees of the University and their children, the Vice-Rector for Education and Sustainable Development may grant full or partial exemption from tuition/reimbursement fee obligations, as well as from payment obligations for dormitory or other accommodation placement, taking into account the employee's social circumstances; the provisions set forth in Jtr. shall apply with respect to the decision-making process.

CHAPTER 10:
COMMON RULES OF FEES AND SERVICES
109. §

(1) Students shall pay a service fee for late fulfilment or non-fulfilment of academic activities. The payable fees are contained in Appendix 6.
(2) With the agreement of EHÖK, University may establish other fees for any other service that is not related to the fulfilment of academic requirements set forth in the qualification requirements or curricula, should such service be utilized. The payable fees are contained in Appendix 6.
(3) The University may only demand reimbursement, service, or other fees from persons covered by these Regulations that are specified herein. The person acting at first instance in academic matters (e.g., instructor, Head of the Central Academic Office or a person designated by them, vice-dean for educational affairs, head of dormitories) is entitled to establish the payment obligation.
(4) In the event of an erroneous establishment of a payment obligation, the obligor may lodge an appeal within fifteen business days with the Dean of the competent faculty, or with the Head of Dormitories in the case of a dormitory fee, who shall evaluate the appeal within eight days. The appeal shall not have a suspensive effect.
(5) Payment obligations shall be fulfilled as specified in the Academic Rules of Procedure. Fees levied by and paid to the University cannot be reclaimed, with the exception of a successful appeal pursuant to paragraph (4).
(6) f the student fails to comply with their payment obligation set forth in paragraph (5) despite the measure under paragraph (6) and is not granted a payment deferral or exemption pursuant to Section 43 (3) of Nftv., they shall not be permitted to enrol/register, nor shall they be permitted to begin the examination period.
(7) In the event that the payment reminder set forth in paragraph (6) remains ineffective, the student's status shall be terminated pursuant to Section 59 (1) f) of the Nftv.
(8) Revenues derived from tuition fees, retake examination fees, fees levied for non-performance or late fulfilment of obligations, dormitory fees, as well as other fees, shall be at the disposal of the University.
(9) To request a refund of a fee erroneously posted and paid, the student may submit a financial correction request to the faculty branch office of the Central Academic Office. Following a positive evaluation, the

faculty branch office of the Central Academic Office shall initiate the refund via the Neptun Office; in the event of rejection, it shall notify the student in writing of the reasons for rejection within fifteen business days. The student may initiate the refund of an erroneous payment until December 31st of the year in which the fee was posted.

(10) Revenues derived from late, retroactive, retake, and correction fees (service fees) payable by students shall be divided equally (50%-50%) between EHÖK and the relevant faculty or dormitory.

(11) The University may establish a dedicated fund from the revenues derived from tuition fees to support student scientific work and international scholarship applications.

(12) At least 50% of the amount due to EHÖK specified in paragraph (11) shall be spent on youth policy objectives to support the University's cultural, artistic, sports, and student welfare activities, the fulfilment of duties of EHÖK and/or KHÖK, as well as other student tasks related to TDK, advanced study colleges, demonstrator activities, and professional/scientific trips.

(13) The amount due to the faculties specified in paragraph (11) shall be spent primarily on modernization, educational development, and expenses and operation related to TDK, demonstrator activities, and professional/scientific trips, taking into account the opinion of the relevant KHÖK; the amount due to the dormitory shall be spent primarily on dormitory infrastructure and equipment development, and secondarily on dormitory or joint dormitory events, taking into account the opinion of the Dormitory Student Sub-Government (KolHÖK).

PART 4:
THE PROCEDURE FOR ASSESSING APPLICATIONS RELATED TO STUDENTS STATUS AND THE SYSTEM OF LEGAL RECOURSE

CHAPTER 1:
GENERAL PROVISIONS
110. §

Nftv. 57. §- 58. §

(1) The scope of these Regulations shall extend to all student matters that affect the rights and obligations of the student in connection with their student status.

(2) Any provision set forth in legislation and university regulations that establishes rights and obligations for students shall be deemed a provision governing student status; in particular, decisions concerning academic and examination matters, decisions on social grants and allowances, disciplinary and liability/damages matters, requests for transfer between degree programs or institutions, and decisions in admission matters.

(3) Any matter shall be deemed a student matter in which a person or body designated in the university regulations acts in connection with the student status on a question affecting the rights or obligations of the student.

(4) An application shall be deemed a submission presented by the student, in which the student sets forth their specific request addressed to the body acting at first instance in their matter, together with the underlying reasons and necessary identifying data.

(5) An appeal shall be deemed a submission containing a request for administrative review presented by the student, in which they request the body acting at second instance to review the first-instance decision or omitted measure.

(6) The student is obliged to act in good faith during the procedure initiated in the subject of a student application or appeal; the student's conduct shall not be aimed at misleading the body acting in the student matter or at unreasonably delaying the procedure.

Scope and jurisdiction
111. §

(1) At the University, the following shall act at first instance in student matters: the dean, the vice-dean, the Head of the Central Academic Office or a staff member designated by them working at a faculty branch office, as well as the persons, bodies, and organizational units specified in these Regulations, in particular the *KTB* and the *KÁB*.
(2) Second-instance procedures shall fall entirely within the exclusive competence of the *HJB*.
(3) Within their own authority, the dean may delegate certain powers to the vice-dean for educational affairs or to the chairperson of a faculty body, while the KTB and KÁB may delegate certain powers in their rules of procedure to the vice-dean for educational affairs or to the Head of the Central Academic Office.
(4) Unless otherwise provided by legislation or the Organizational and Operational Rules (*OOR*), the body (person) belonging to the faculty where the student participates in the study program shall have jurisdiction/competence.
(5) In the case of multiple such faculties, the body (person) organizing the program affected by the student's application shall have jurisdiction.
(6) The body (person) acting in a student matter is obliged to examine its competence and authority at all stages of the procedure. If it establishes a lack of competence or jurisdiction, it shall immediately transfer the case to the body (person) having competence or jurisdiction and simultaneously notify the student—or their authorized representative, if acting through an agent.
(7) If the body (person) having competence or jurisdiction cannot be identified, or if the case would have to be transferred to a body (person) that has already established a lack thereof, the designation of the acting body (person) shall be initiated. The designation of the acting body (person) may be initiated by the first-instance body (person) or by the student.
(8) The Rector shall be entitled to designate the acting body (person) within fifteen days from the receipt of the request to that effect. This deadline may be extended once by an additional fifteen days.

CHAPTER 2:

PROCEDURE FOR CONSIDERING REQUESTS REGARDING STUDENT STATUS – FIRST-INSTANCE PROCEDURE

Initiation of first-instance procedure

112. §

(1) Procedures in student matters may be initiated *ex officio* or upon the student's application.
   a) An *ex officio* procedure may be initiated based on a mandatory provision to that effect set forth in university regulations or legislation.
   b) A procedure upon a student's application may be initiated if the student is entitled to initiate the procedure pursuant to a provision of legislation or university regulations.
(2) In procedures initiated upon a student's application—unless the mandatory formal and substantive elements of the application are provided for by the given legislation or these Regulations—the provisions set forth in paragraph (3) of this section shall apply.
(3) The application shall contain, in particular:
   a) the student's name, student identifier (Neptun code), residential address, and other contact details;
   b) the designation of the program affected by the application;
   c) the specific designation of the facts serving as the basis of the application and any potential evidence underlying them;
   d) the designation of the specific statutory or regulatory provision pertaining to student status invoked by the applicant as having been violated;
   e) all other evidence and documents relating to the case that support the validity/merits of the application;
   f) a specific and definite request;
   g) the date of the application and the student's signature;

h) in the event of acting through an authorized representative, a power of attorney signed by the student.

(4) University shall publish on the website of the Neptun Office and/or the Central Academic Office the list of matters and types of cases the adjudication of which may only be initiated via the interface provided for this purpose in Neptun.

(5) Applications shall in all cases be evaluated according to their substance and content; the erroneous designation of an application shall not in itself result in its rejection.

(6) Detailed rules regarding the method and form of submitting applications in student matters, as well as the related application forms, are contained in the Implementing Regulations of the Student Requirements System.

Administrative time limit, procedure by an authorized representative

113. §

(1) Unless otherwise provided by legislation or these Regulations, student matters shall be processed at the latest within thirty days from the receipt of the application. In justified cases, this deadline may be extended once by an additional thirty days by the acting body (person), of which the student—or their authorized representative, if acting through an agent—must be notified. If the acting competence in the matter belongs to a university body whose meeting schedule is public, the case shall be settled at the next meeting of that body, provided that the application was received at least eight days prior to the meeting. Otherwise, it shall be processed at the first meeting following the next meeting.

(2) In cases where a deadline is set for the submission of an application, the processing deadline specified in paragraph (1) shall commence after the end of the deadline open for submitting the application.

(3) If the acting body (person) had to be designated, the processing deadline shall be calculated from the date of arrival of the documents at the designated body (person).

(4) If the student submitted their application incompletely, the start date of the processing deadline shall be the day on which the student complied with the call for remediation of deficiencies.

(5) If the Faculty Council or the Senate is entitled to process the matter, the case shall be settled at its next meeting. Convening an extraordinary meeting is not mandatory even if the processing deadline specified in paragraph (1) cannot be met.

(6) The day of the event or circumstance giving rise to the start of the deadline, the day of communication, service, publication and removal of the notice on the website, as well as the day of public announcement shall not be included in deadlines established in days. Deadlines established in months or years shall expire on the day that corresponds in number to the starting day; if this day is missing in the month of expiration, it shall expire on the last day of the month. Deadlines established in hours shall begin at the first minute of the hour following the triggering event.
If the last day of the deadline falls on a day that is a non-working day at the University, the deadline—with the exception of administrative processing deadlines—shall expire on the following business day.

(7) For submissions and inquiries sent by mail, the date of submission shall be the date of posting.

(8) The acquisition of rights tied to a specific day shall occur at the beginning of that day.

(9) The legal consequences of missing a deadline or delay shall take effect upon the lapse of the last day of the deadline.

(10) In case of doubt, the deadline shall be deemed to have been met.

Representation

114. §

(1) In the procedure, the student is entitled to act in person or through an authorized representative.

(2) The authorized representative is obliged to submit/present their power of attorney upon their first appearance before the body (person) authorized to process the student matter.

(3) The power of attorney must clearly indicate the procedural acts for which it grants authorization.

Request for remedy defects, application for excuse

115. §

(1) The first-instance body acting in the student matter may call upon the student to remedy deficiencies within a set reasonable deadline if the application does not comply with the conditions set forth in Section 85. If the student fails to comply with the call for remediation of deficiencies by the specified deadline, the matter shall be evaluated based on the available data, or the procedure shall be terminated if the application cannot be evaluated without the remediation of deficiencies.

(2) Student may submit an application for justification if they miss a specific date or deadline through no fault of their own. The omitted procedural act must be performed simultaneously with this submission, provided that the necessary conditions exist. No justification shall be granted for missing the deadline or set date for submitting an application for justification, nor for repeating a procedural act based on it.

(3) Decisions regarding an application for justification shall be made by the body in whose procedure the omission occurred. Applications for justification concerning a missed appeal deadline shall be evaluated by the body reviewing the appeal.

(4) An application for justification may be submitted after gaining knowledge of the omission or upon the cessation of the obstacle, but no later than within a period equal to the prescribed deadline for the procedural act to be justified—calculated from the missed date or deadline—up to a maximum of forty-five days.

(5) If the evaluating body grants the application for justification, it shall deem the missed date or deadline to have been met; accordingly, it shall modify or revoke its decision where necessary, or repeat specific procedural acts.

(6) In evaluating an appeal, the provisions of the *Ákr.* regarding applications for justification shall otherwise apply mutatis mutandis.

Rejection of application, termination of procedure, suspension of procedure

116. §

(1) The first-instance body acting in a student matter shall reject the application without a hearing on the merits in case:

a) the conditions for initiating the procedure specified in legislation or university regulations are not met;

b) the body acting in the student matter has already adjudicated on the merits a request previously submitted by the student aimed at enforcing the same right or having the same subject matter, provided that neither the content of the application nor the applicable statutory or regulatory provisions have changed.

(2) The first-instance body acting in a student matter shall terminate the procedure in case:

a) the subject matter of the application or the procedure has become moot;

b) the student has withdrawn their application;

c) grounds for rejecting the application without a hearing on the merits existed;

d) the student fails to respond to the request or notice to remedy deficiencies issued by the acting body, and the application cannot be evaluated in the absence thereof;

e) the acting person/body establishes that another body/person has already acted in the matter, or that another body/person has been designated;

f) the decision on the merits depends on the preliminary resolution of a question falling within the competence of a court, authority, or other body, and the student fails to comply with the acting body/person's request to initiate such proceedings.

(3) The body (person) acting in the student matter shall suspend the procedure if the decision on the matter depends on the preliminary resolution of a question where the procedure falls within the competence of a court, authority, or another body/person. If the student is entitled to initiate proceedings before the court, authority, or other body, they shall be called upon to do so within a set deadline.

Assessment of application, clarification of facts

117. §

(1) The body acting in a student matter is obliged to clarify the facts necessary for making a decision. If the available data are insufficient for this purpose, it shall conduct an evidentiary procedure.
(2) Any evidence suitable for clarifying the facts may be used in the procedure.
(3) Facts officially known to the body acting in the student matter and facts of common knowledge do not need to be proven.
(4) The body acting in the student matter shall freely choose the method of proof and shall evaluate the available evidence according to its free conviction.

Making and content of the decision passed in the first-instance procedure

118. §

(1) The body acting at first instance shall issue a decision regarding the main matter, and an order regarding other decisions made in the course of the procedure.
(2) The body acting at first instance shall notify the student in writing of its decisions concerning the student in cases specified in these Regulations, in Nftv., or other laws or government decrees, as well as upon the student's request.
(3) The first-instance decision on the merits shall contain the following:
    a) the designation of the first-instance body and the case number;
    b) the student's name, student identifier (Neptun code), residential address, and other contact details;
    c) the decision of the first-instance body;
    d) information on legal remedies;
    e) the established facts of the case and the evidence accepted as the basis thereof—including the reasoning for obtaining any specialized authority opinion;
    f) the exercise of discretion and the reasoning for the decision;
    g) the statutory provisions and university regulations serving as the basis for the decision;
    h) reference to the provisions establishing the competence and jurisdiction of the decision-maker;
    i) the place and date of the decision, the name of the issuing official, and the signature of the issuing official.
(4) A simplified decision—omitting information on legal remedies and containing only references to the statutory provisions underlying the decision in its reasoning—may be issued:
    a) if the first-instance body fully grants the application and there is no opposing party in the case, or the decision does not affect the rights or legitimate interests of the opposing party; or
    b) regarding the approval of a settlement.
(5) For an order that cannot be appealed independently, a simplified decision may be issued containing only references to the underlying statutory provisions in its reasoning.

Notification of decision, rules on delivery

119. §

(1) The decision shall be communicated to the student by the first-instance body. The order shall be communicated by the first-instance body to the person to whom it contains a provision and whose rights or legitimate interests it affects.
(2) Unless prohibited by legislation or these Regulations, the decision may also be communicated orally to the student. The fact and date of the oral communication shall be recorded on the case document and signed. Upon the student's request, the decision communicated orally shall also be sent to them in writing by the first-instance body.

(3) Unless an act or government decree provides otherwise, the date of communication of the decision shall be the day on which it was communicated in writing or orally, or the fifteenth day following the posting of the public notice.

(4) In the event of a reason serving as the basis for declaring a protective situation, or in a situation threatening life or severe damage, the first-instance body shall communicate the decision to the client orally or by other means suitable for becoming acquainted with its content, of which the first-instance body shall draw up a memorandum. The first-instance body shall communicate the decision in writing retroactively. In such cases, the date of communication of the decision—solely for the purpose of calculating the deadlines for legal remedies—shall be the date of written communication.

(5) The decision issued in writing shall be communicated to the student by the body that acted at first instance in the matter. Communication of the decision may take place by applying one of the following forms of contact:
   a) by sending it to the student's official university email address / the email address specified by the student during enrolment;
   b) via a postal service provider;
   c) by uploading it to the student's storage space in the Neptun system.

(6) A decision sent to the student's email address shall be deemed delivered on the day of delivery certified by the electronic system, but at the latest on the fifth day following the dispatch of the document.

(7) In the case of postal delivery, the date of communication of the decision shall be the date of postal delivery. The decision shall be deemed delivered on the day of delivery attempt if the student refused to accept it. If delivery was unsuccessful because the document was returned to the University from the student's residential address or seat registered in the university records marked "unclaimed", the document shall be deemed delivered on the fifth business day following the day of the second delivery attempt. If delivery was unsuccessful because the document was returned to the University from the student's residential address or seat registered in the university records marked "unknown" or "moved" the document shall be deemed delivered on the fifth business day following the day of the delivery attempt.

(8) By uploading it to the student's storage space in the Neptun system, the decision shall be deemed delivered on the day of download/viewing certified by the electronic system, but at the latest on the fifth day following the upload of the document.

(9) If the student becomes aware that the document sent to them is deemed delivered by the authority, they may submit an objection within fifteen days from gaining knowledge thereof, but no later than forty-five days from the date of communication.

(10) The acting body shall grant the objection if the student was unable to receive the document because:
   a) delivery took place in violation of the legal provisions governing the delivery of official documents, or was improper for another reason; or
   b) they were unable to receive the document due to another reason through no fault of their own, not mentioned in point a).

(11) The objection shall state the facts and circumstances that prove the irregularity of the delivery or make the absence of fault probable. If the acting body grants the objection, the rules governing applications for justification shall apply. The objection shall be evaluated by the body (person) that issued the document subject to delivery.

Correction, supplementation, modification and withdrawal of decision

120. §

(1) The body acting at first instance shall correct the decision if it contains a clerical error or a calculation error that does not affect the merits of the case. The correction shall be communicated by the body acting at first instance to those to whom the original decision was communicated. The part of the decision affected by the correction may be subject to the same legal remedy as the original decision was.

(2) The body acting at first instance shall supplement the decision if a mandatory substantive element prescribed by legislation is missing from the decision, or if no decision was made on a question belonging to the merits of the case. A decision may not be supplemented if one year has elapsed since the decision became final. The body acting at first instance shall communicate the supplementation in a

consolidated decision, preferably by replacing the decision. The supplementation may be subject to the same legal remedy as the original decision was. The supplementation shall be communicated to those to whom the supplemented decision was communicated.

(3) If the body that acted at first instance establishes on the basis of the appeal that its decision violates legislation or university regulations, it shall modify or revoke its decision. If the body that acted at first instance agrees with the contents of the appeal and there is no adverse party in the case, it may also revoke its non-unlawful decision or modify it in accordance with the contents of the appeal.

(4) If the body that acted at first instance does not revoke the challenged decision, nor modify, correct, or supplement it in accordance with the appeal, it shall submit the appeal together with all case files to the second-instance body after the expiry of the deadline for appeal.

Finality of decision

121. §

(1) A first-instance decision shall be deemed final if:
   a) no appeal has been submitted against it, and the deadline available for submitting an appeal has expired;
   b) the right to appeal has been waived or the appeal has been withdrawn; or
   c) the body acting at second instance has upheld the decision of the first-instance body.

(2) In the event of a waiver or withdrawal of an appeal, the decision becomes final:
   a) upon communication of the first-instance decision, if the student waived the right to appeal prior to the communication of the decision in the event that the application is granted, and there is no adverse party in the case;
   b) on the day the last received waiver or withdrawal arrives at the first-instance body, if all entitled parties waive their right to appeal or withdraw their appeal during the appeal period.

(3) In the event of termination of the appeal procedure, the first-instance decision subject to appeal shall become final on the day on which the order terminating the appeal procedure becomes final.

(4) Provisions of a first-instance decision not affected by an appeal shall become final if only another participant in the procedure has submitted an appeal against a provision applying to them, or if an appeal was submitted solely against certain provisions of the decision, and due to the nature of the case, the adjudication of the appeal does not affect the unappealed provisions.

(5) If an attempt at settlement proves successful or the parties enter into a settlement, and the settlement complies with the Fundamental Law and legislation, extending to the deadline for performance as well as the bearing of procedural costs, the first-instance body shall approve it and incorporate it into a decision.

(6) The first-instance body shall declare the decision immediately enforceable if:
   a) it is necessary for the prevention, elimination, or mitigation of the harmful consequences of a situation threatening life, severe damage, or significant violation of personal rights, or a situation arising from a reason serving as the basis for ordering a protective state;
   b) it is necessary for reasons of national security, national defence, defence and security, or public safety, or for the protection of the public interest;
   c) the decision provides for someone's maintenance or care; or
   d) immediate entry into an official register is prescribed by an act.

CHAPTER 3:
PROCEDURE FOR CONSIDERING APPLICATIONS FOR LEGAL REMEDY – SECOND INSTANCE PROCEDURE

General provisions

122. §

(1) To the second-instance procedure – unless legislation or present regulation provides otherwise – the general rules of the first-instance procedure shall be applied.

Initiation of second-instance procedure, application for legal remedy

123. §

(1) In the event of a violation of their rights, the student:
   a) may turn to the student government for legal assistance,
   b) may submit an request for legal remedy, which the University is obliged to evaluate according to the provisions of the Nftv., present regulations, and their implementation rules,
   c) may initiate the procedure of the Educational Rights Commissioner, provided that they have exhausted their right to legal remedy – with the exception of court proceedings – as regulated in the Nftv.

(2) Student has the right – with the exception of the evaluation regarding the fulfilment of academic requirements – to seek legal remedy against a decision, measure, or failure to act (hereinafter altogether referred as: decision) of the University (any of its bodies or employees).

(3) A procedure may also be initiated against a decision related to the evaluation of studies if the decision was not based on requirements accepted by the University, or the decision is contrary to the provisions set out in the University's OOR, or the provisions concerning the organization of the exam were violated.

(4) The submission of an appeal does not exclude, in cases specified in Part II (Academic and Examination Regulations) of these regulations, the exercise of the dean's discretionary power of equity regarding the first-instance decision, which the student may receive once during the period of their studies.

(5) The student may submit an appeal against the decision within fifteen days of communication or, failing this, from the date of becoming aware of it. The submission of the request has a suspensive effect on the execution of the decision.

(6) The appeal must contain:
   a) the student's name, student identification code (Neptun code), place of residence, and other contact details;
   b) the name of the study program affected by the appeal;
   c) a specific indication of the facts serving as the basis for the request and any supporting evidence;
   d) in the case of a remedy against a decision, measure, or failure to act related to the evaluation of studies, where possible, an indication of the requirement accepted by the University, or the provision set out in the OOR, with which the decision, measure, or failure to act is contrary;
   e) a precise indication of what the grievance refers to;
   f) an indication of the specific provision in legislation or regulations concerning student status, to the violation of which the applicant refers;
   g) any other evidence and document supporting the merits of the request and relevant to the case;
   h) a firm/explicit request;
   i) the date of the request and the student's signature;
   j) in the case of representation by a proxy, a power of attorney signed by the student.

Measures taken by the first-instance body regarding the application for legal remedy

124. §

(1) The body (person) acting at first instance forwards the appeal to the HJB through the OFIG within eight days from the expiration of the appeal deadline.
(2) Attached to the appeal, the body (person) acting at first instance sends a copy of the contested decision, as well as the faculty position statement regarding the request, and all documents generated during the first-instance procedure.
(3) Forwarding is not required if the body (person) acting at first instance corrects, supplements, amends, or revokes the contested decision in accordance with what is contained in the appeal, or rejects the appeal without examination on the merits, or if the appeal was withdrawn prior to forwarding.
(4) If the appeal is late or is directed against a decision against which the student cannot lodge an appeal, the first-instance body rejects the appeal.
(5) HJB decides on the application for justification regarding the missing of the deadline set for submitting the appeal.
(6) The body (person) acting at first instance sends incomplete submissions back to the student for completion with an appropriate deadline of a maximum of fifteen days. If the student does not fulfil the requirements specified in the call for rectification of deficiencies within the deadline, the first-instance body rejects the appeal or forwards it to the second-instance body based on the available data.

Conducting second-instance procedure

125. §

(1) Conducting the legal remedy procedure falls within the competence of the HJB.
(2) A person may not act as an evaluator of the appeal who:
    a) made the contested decision or failed to make the decision,
    b) is a close relative of the person specified in point a),
    c) cannot be expected to evaluate the case objectively.
(3) HJB decides on the appeal within thirty days from the submission of the request.
(4) The duration of the suspension or interruption of the procedure, as well as the duration of the student's default or delay, shall not count toward the deadline.
(5) In its procedure, HJB does not decide on equitable grounds, but solely examines the legality of the first-instance procedure; thus, an appeal regarding the remedy procedure can only be successful if an administrative error, or a material or procedural violation of law or regulation occurred during the first-instance procedure. The student is obliged to attach to the appeal all documents necessary for the investigation of the case that were not previously attached in the first-instance procedure.
(6) HJB rejects the appeal if:
    a) the HJB has no jurisdiction over the subject matter of the request,
    b) the case does not qualify as a review case,
    c) the appeal should have already been rejected by the first-instance body,
    d) the conditions specified in legislation or university regulations for initiating the second-instance procedure are not met,
    e) HJB has already evaluated on the merits a request previously submitted by the student aiming at the enforcement of the same right or having the same subject matter, and the content of the request, as well as the applicable statutory or regulatory provision, has not changed.
(7) HJB suspends the procedure if the decision on the case depends on the preliminary evaluation of a question in which the procedure falls within the competence of a court, authority, or other body/person. If the student is entitled to initiate the procedure before a court, authority, or other body, they shall be called upon to do so within a set time limit.
(8) HJB terminates the procedure if:
    a) the subject matter of the request or the procedure has become moot,
    b) the student has withdrawn their request,
    c) grounds for rejecting the appeal would have existed,

d) the student fails to respond to the call or request for rectification of deficiencies from the HJB, and in the absence of this, the request cannot be evaluated,
e) HJB establishes that another body/person has already acted in the case, or another body/person has been designated,
f) the decision on the merits of the case depends on the preliminary evaluation of a question that falls within the competence of a court, authority, or other body, and the student fails to comply with the call of the acting body/person to initiate the procedure.

Decisions made in second-instance procedure

126. §

(1) HJB may issue the following decisions regarding the appeal:
a) rejects the appeal,
b) instructs the party failing to make a decision to make a decision,
c) modifies the decision,
d) annuls the decision and instructs the decision-maker to conduct a new procedure.
(2) The decision of HJB must contain the following:
a) name of the HJB, case number;
b) the student's name, student identification code (NEPTUN code), place of residence, and other contact details;
c) the decision of the HJB;
d) information on legal remedies;
e) established facts of the case and the evidence accepted as their basis, and in the case of obtaining a statement from a specialized authority, the justification thereof;
f) the reasoning for the evaluation and decision;
g) the provisions of legislation or university regulations establishing the decision;
h) reference to the provisions establishing the competence and jurisdiction of the decision-maker;
i) the place and date of the decision-making, the name of the issuer of the decision, and the signature of the issuer of the decision.
(3) The decision of the HJB is communicated to the student by the OFIG. For the communication of the HJB decision, the provisions of the first-instance procedure shall be applied accordingly.
(4) The second-instance decision becomes final upon communication. The final decision is enforceable, unless the student challenges the decision in administrative court proceedings.

Initiation an administrative lawsuit

127. §

(1) The student may challenge the decision concluding the procedure, rendered on the appeal, in administrative court proceedings. The filing of the statement of claim shall have a suspensive effect.
(2) The statement of claim may also be filed by alleging a violation of the provisions governing the student status. For the purposes of these provisions, provisions governing the student status shall mean provisions set forth in legal acts as well as in institutional documents that establish rights and obligations for the student.
(3) The rules of procedure for exercising the right to appeal, as well as the provisions governing administrative court proceedings, shall also apply to decisions and omissions affecting students whose student status has terminated in the meantime.
(4) Unless otherwise provided by law, the statement of claim shall be submitted within thirty days of the communication of the decision concluding the procedure to the authority that rendered the decision of first instance.
(5) The University shall forward the statement of claim, together with the case files, to the court having subject-matter and territorial jurisdiction within thirty days of its receipt.

Rules on the method and format of submitting requests and applications for legal remedy in student affairs, and provisions concerning related standard forms

128. §

(1) Student may submit applications or administrative appeals in student affairs (hereinafter altogether referred to in this section as: Application) electronically via the Neptun system. An Application may be submitted by means other than the above only if a legal provision, SRS, or other university regulation provides otherwise for the given type of case.
(2) When submitting the Application, the student is required to clearly specify the chosen program if they participate in multiple study programs.
(3) Student shall submit the Application by completing the electronic form designated for the given type of case, available under the "Administration / Requests" menu item in the Neptun system.
(4) The Neptun system automatically displays certain data of the student while filling out the Application. The student is required to verify the accuracy of the data and, if necessary, initiate the correction of data on the appropriate interface or at the competent organizational unit.
(5) Student is required to provide all mandatory data belonging to the Application and attach the documents necessary for the evaluation of the case; at the same time, the student acknowledges that they assume responsibility for submitting the data and documents in accordance with the requirements.
(6) Application is finalized and submitted in the Neptun system by clicking the "Submit Request" button. The time of submission shall be the electronic submission timestamp recorded by the Neptun system.
(7) Neptun system provides confirmation of the successful submission of the Application. An unfinalized application shall not be deemed submitted. The student may check the data of submitted applications in the Neptun system.
(8) Student shall receive an automated system message via the Neptun system regarding any change in the status of the Application.
(9) In the case of an application subject to a fee, the Neptun system automatically records the payment obligation associated with the application and designates the status of the application accordingly.
(10) An application subject to a fee shall not be deemed submitted until the payment obligation has been fulfilled.
(11) If the student does not have an active student status in the given program at the time of submitting the application, the University shall prescribe the payment obligation under a separate measure; in this case, the application shall be evaluated only after the fee has been paid. If the student fails to comply with the payment obligation prescribed under this section, the acting body shall reject the application in accordance with the provisions of the SRS.

PART 5:
PROCEDURE FOR HANDLING STUDENT DISCIPLINARY AND COMPENSATION CASES
CHAPTER 1:
DISCIPLINARY PROCEDURE FOR STUDENT

Disciplinary responsibility

129. §

Nftv. 55. §

(1) If a student culpably and severely breaches their obligations, they may be subjected to disciplinary sanction by a written decision on the basis of disciplinary proceedings.

130. §

(1) Student commits a disciplinary offense—and is thereby subject to disciplinary liability—for any culpable conduct or omission by which they:
   a) violate a legal act, university regulation, or internal rules of conduct anywhere on the premises of the University,
   b) engage in conduct capable of harming or endangering the reputation, dignity, or rights of the University—including any of its organizational units and facilities operated by it—or others, or directly or indirectly commit an administrative offense or a criminal offense in connection with their student status.

(2) The scope of this part of the SRS extends to persons holding student status with the University, as well as to persons whose student status has been terminated or suspended, provided that they committed a disciplinary offense during the existence of their student status or unlawfully caused damage in connection with the fulfilment of their academic obligations.

(3) The scope of this regulation shall also extend to disciplinary offenses and unlawful damage caused during or in connection with practical training or professional internships.

(4) A breach of obligation shall not be considered a disciplinary offense if the provisions set forth in Part II of this regulation (Academic and Examination Regulations) attach adverse legal consequences to it.

Disciplinary procedure

131. §

Authorities and bodies conducting the procedure

(1) Part 5. of the SRS. shall apply to the disciplinary proceedings, with the following additions.

(2) Disciplinary proceedings can be initiated by the dean of the relevant faculty, with simultaneous notification of the student concerned. If there is a well-founded suspicion of committing a criminal offense during the disciplinary proceedings, the rector shall report it ex officio.

(3) The jurisdiction for disciplinary proceedings is exercised in the first instance by the Faculty Disciplinary Committee and in the second instance by the University Disciplinary Committee (hereinafter: UDC).

(4) The Faculty Disciplinary Committee consists of three teaching staff members and two student members. The student members of the Faculty Disciplinary Committee are delegated by KHÖK, and the teaching staff members and chairman are appointed by the Faculty Council. The UDC consists of two teaching staff members and one student member. The student member of the UDC is delegated by the EHÖK, and the teaching staff members and chairman are appointed by the rector.

(5) A person who is a close relative of the student concerned according to the Civil Code or whose impartial, objective assessment cannot be expected for any reason shall not act as a member of the disciplinary committee.

(6) If there is an incompatibility issue pointed out in current section (5), the concerned party must immediately inform the dean of the competent faculty. The student under investigation or their representative may object to bias during the proceedings, within three days of becoming aware of the reason for the bias. The dean of the competent faculty decides on the exclusion of the person conducting the proceedings. An appeal against the decision on exclusion may be filed in the appeal against the decision closing the proceedings.

(7) The higher education institution with which the student under procedure has student status shall have jurisdiction over conducting the disciplinary proceedings. If the student has student status with multiple higher education institutions, the institution whose related duty the student has breached, or to whose detriment the act was committed, shall be entitled to conduct the disciplinary proceedings. In this case, all higher education institutions with which the student has student status shall be notified simultaneously of the initiation of the proceedings.

(8) The faculty in which the student under procedure pursues their studies shall have jurisdiction over conducting the disciplinary proceedings. If the student pursues studies across multiple faculties, the faculty whose related duty the student has breached, or to whose detriment the act was committed, shall be entitled to conduct the disciplinary proceedings; the Disciplinary Committee of the acting faculty shall inform the other faculty or faculties of the initiation of the proceedings.

Initiation and deadline of the disciplinary procedure

132. §

(1) Disciplinary proceedings may not be initiated if one month has elapsed since gaining knowledge of the disciplinary offense, or if five months have elapsed since the commission of the offense. For the purposes of these provisions, gaining knowledge shall mean the moment when the circumstance giving rise to the proceedings has come to the knowledge of the person entitled to initiate the disciplinary proceedings.

(2) The disciplinary proceedings shall be initiated based on a report or official notice, accompanied by simultaneous written notification to the student under procedure. Gaining knowledge shall be understood as acknowledgment by the person entitled to order the disciplinary proceedings.

(3) In the case of repeated and interconnected acts or omissions, the date of the last act or omission shall be authoritative; however, to assess the severity of the case, the circumstances of earlier acts may also be disclosed if connected to the last act, irrespective of the expiration of the objective time limit. In the case of a continuous disciplinary offense, the date of committing the conduct or the termination of the omission shall be authoritative.

(4) The measure ordering the disciplinary proceedings is a decision containing the personal data of the student under procedure (name, address or place of residence, previously provided identification data, program-related data, work schedule/form of study, and specification of the degree program), the designation of the acting committee, the names of its president (vice-president) and members, the case number, the subject matter of the case, and a brief description of the act forming the basis of the proceedings.

(5) In disciplinary proceedings, the student may act in person, through their legal representative, or through an authorized representative under the Code of Civil Procedure (Pp.).

(6) The student under procedure may engage the services of a legal representative. Power of attorney for the representative shall be executed as a public document or a private document providing full proof. The representative's authority to act shall be examined ex officio.

(7) If the student does not have a legal representative, the Disciplinary Committee shall, upon request, inform them of their rights and obligations.

(8) The Dean shall send the decision ordering the disciplinary proceedings to the Chairperson of the Disciplinary Committee and to the person under procedure or their authorized representative. Upon receipt of the decision, the Chairperson of the Disciplinary Committee shall immediately designate the Disciplinary Officer acting in the case.

(9) Disciplinary proceedings shall be concluded with a decision on the merits within sixty days from the date of ordering. In view of the complexity of the case, the President of the Disciplinary Committee may extend the proceedings on one occasion by thirty days.

(10) Procedural actions taken against the student due to a disciplinary offense (ordering of disciplinary proceedings, request to appear, summons, hearing, etc.) shall interrupt the statute of limitations. On the day of interruption, the period of limitation shall recommence.

(11) If several interconnected disciplinary proceedings need to be ordered, the person entitled to order the disciplinary proceedings may decide on the joinder of the disciplinary proceedings in the decision ordering the proceedings.

(12) After the initiation of disciplinary proceedings, the Disciplinary Committee may join cases pending before it if their joint consideration is expedient and justified for the timely conduct of the proceedings, particularly considering the persons under procedure or the subject matter of the cases. In joined cases, a separate disciplinary decision shall be rendered for each student under procedure.

(13) After the initiation of disciplinary proceedings, the Disciplinary Committee may sever cases pending before it if the large number of persons under procedure or other reasons would significantly hamper the assessment of disciplinary liability in the same proceedings.

(14) Regarding service of process, personal data, and confidential handling of data, the provisions of the Ákr. shall apply.

Detailed rules of conducting the disciplinary proceedings

133. §

(1) The disciplinary hearing shall be presided over by the President of the Disciplinary Committee established and designated for the specific case, who shall ensure compliance with the provisions of these regulations, preserve order during the hearing, and ensure that the persons participating in the proceedings can exercise their rights and fulfil their obligations.

(2) In disciplinary proceedings, the student must be heard and given the opportunity to present their defence and submit motions for evidence. If the student fails to appear at the committee meeting despite proper notification, the personal hearing may be dispensed with. If the student provides a justifiable reason for their absence, a new date shall be set for the hearing or, upon request, they shall be allowed to submit their observations in writing. As part of justifying the absence, the student may submit an application for justification within 8 days of the cessation of the impediment, which shall be evaluated by the Disciplinary Committee. Personal data contained in the application for justification shall be processed by the University in accordance with applicable data protection laws, in particular Regulation (EU) 2016/679 (GDPR). If the hearing of the student or their participation in the hearing is not possible for reasons beyond their control, the disciplinary proceedings shall be suspended until the impediment ceases, up to a maximum period.

(3) Disciplinary hearings shall be public. The President may limit the number of attendees in the audience in order to ensure the proper conduct, dignity, and security of the hearing. The President may, ex officio or upon motion by the person under procedure or a witness, exclude the public from the entire hearing or part thereof by a reasoned decision (closed hearing).

(4) The President of the Disciplinary Committee shall open the hearing by specifying the act under consideration, after which they shall warn the audience to maintain silence and order and advise them of the consequences of disturbing the peace. Any person who disturbs the order of the hearing shall be reprimanded by the presiding officer and, in the event of repeated or more severe disruption, may be expelled; if the disruption constitutes grounds for initiating disciplinary proceedings, the President shall report it to the Dean. After taking attendance—if there is no impediment to holding the hearing—the President shall invite the participants of the proceedings to submit motions for evidence.

(5) Evidentiary proceedings shall cover facts that are relevant to the adjudication of the case. During the taking of evidence, every effort must be made to clarify the facts of the case thoroughly, completely, and accurately. Evidence includes, in particular: statements of the student, documents, witness testimonies, minutes of inspections, experts involved in the proceedings, and physical evidence.

(6) The person under procedure, their authorized representative, witnesses, and university employees with specialized knowledge invited to participate (hereinafter referred to as: experts) shall be requested in writing to appear at the hearing at least three days prior to the hearing. The request to appear shall state the name of the student under procedure, the venue and time of the disciplinary hearing, and the capacity in which the addressee is summoned.

(7) The student under procedure and their representative may inspect the case files, submit motions, and put questions to appearing witnesses and experts.

(8) The Disciplinary Committee shall hear witnesses and, if necessary, experts, and present the documents obtained. Witnesses shall be asked to state whether they have an interest or bias in the case and shall be warned of their duty to tell the truth and the consequences of perjury, which may support the initiation of disciplinary proceedings. If a witness's testimony contradicts the defence of the student under procedure or the testimony of other witnesses, an attempt shall be made to clarify this through confrontation, if necessary. Witnesses may request that their personal data be handled confidentially.

(9) Means of proof and evidence have no predetermined evidentiary value. The Disciplinary Committee shall freely evaluate the evidence individually and in its totality and establish the outcome of the evidentiary process according to its conviction thus formed. If the Committee refuses to consider evidence submitted by the person under procedure or their representative, it shall state the reasons for such refusal in its final decision concluding the proceedings.

(10) Facts derived from means of proof obtained by the Disciplinary Committee through a criminal offense, other illegal means, or through a material restriction of the procedural rights of the participants shall not be evaluated as evidence.

(11) The person under procedure shall be informed that—in the event of a statement admitting the violation or breach of duty—they may request the omission of detailed evidentiary proceedings, and that such an admission constitutes a significant mitigating factor when imposing a sanction.
(12) Minutes of the meeting shall be taken of the disciplinary hearing. The keeper of the minutes shall be designated by the President of the Disciplinary Committee. The minutes shall be signed by the President of the Disciplinary Committee and the keeper of the minutes.
(13) The minutes of the meeting shall be prepared no later than fifteen days following the disciplinary hearing and shall be sent to the parties concerned within a further five days.
(14) If a witness is heard at the disciplinary hearing, the minutes shall be prepared within 5 working days following the hearing. The contents of the minutes of the meeting shall be communicated to the persons heard, who shall sign the minutes thereafter. The person heard may request additions or corrections to the minutes of the meeting. Any refusal to sign and the reason for such refusal shall be recorded in the minutes. The minutes shall be attached to the disciplinary files.
(15) Hearings held via electronic communications equipment or participation therein may be ordered by the President or allowed upon request.

Disciplinary decision

134. §

(1) The following disciplinary sanction may be imposed:
a) reprimand;
b) stern reprimand;
c) reduction or withdrawal of the benefits and allowances specified in part III. of current Regulations (Regulations of Benefits and Allowances), for a period that shall not exceed six months;
d) temporary prohibition – that shall not exceed two semesters– from the continuation of studies.
e) expulsion from the higher education institution.

135. §

(1) When determining the disciplinary sanction, all circumstances of the act shall be considered—in particular the scope of affected persons, the consequences, the repetition of the unlawful conduct, and the severity of the act committed. Social support/need-based financial aid may not be withdrawn as a disciplinary sanction specified in Section 134 (1) c). The imposition of the sanction specified in Section 134 (1) d)–e) shall entail the permanent or temporary withdrawal of allowances and benefits associated with the student status. During the period of the disciplinary sanction specified in Section 134 (1) d), the student status shall be suspended. The student's academic performance shall not affect the initiation of disciplinary proceedings or the imposition of a disciplinary sanction.

136. §

(1) After the completion of the evidentiary procedure, the Disciplinary Committee shall make a decision by a majority vote in a closed session
(2) The disciplinary decision shall be announced orally by the President of the Disciplinary Committee during the hearing.
(3) The decision may either impose disciplinary penalties or terminate the disciplinary proceedings.
(4) The Disciplinary Committee may base its decision solely on the evidence examined during the disciplinary hearing. Any fact that is not unequivocally proven cannot be taken into account against the student who is subject to disciplinary proceedings.
(5) A disciplinary penalty must be imposed if the Disciplinary Committee determines that the student subject to disciplinary proceedings has committed a disciplinary offense and that a disciplinary penalty is necessary.
(6) Both the disciplinary penalty and the decision to terminate the disciplinary proceedings must indicate the case number, which disciplinary committee of the faculty made the decision, the name of the student

against whom disciplinary proceedings were instituted, the location and time of the disciplinary hearing, and whether the hearing was public.

(7) The operative provisions of the disciplinary decision must include:
   a) the name and personal data of the student subject to disciplinary action;
   b) specification of the disciplinary offense;
   c) the disciplinary penalty imposed and other related provisions (e.g. suspension);
   d) information on the possibility of legal remedy, the place and deadline for submission, and information on the legal remedy procedure;
   e) the deadline for fulfilling the obligation, the time and extent of the withdrawal of benefits and incentives, as well as the duration of the penalty of exclusion.

(8) The reasoning of the disciplinary decision must include:
   a) the established facts;
   b) identification and evaluation of evidence;
   c) the reasoning for rejecting any request for evidence;
   d) the circumstances and facts considered when imposing the penalty;
   e) specification of the provisions that served as the basis for the disciplinary penalty;
   f) reference to the legal provisions or university regulations determining the authority and competence of the Disciplinary Committee.

(9) The Disciplinary Committee shall issue a terminating decision if:
   a) the act committed is not a disciplinary offense or was not committed by the student under investigation;
   b) the commission of the disciplinary offense cannot be proven;
   c) the disciplinary offense has already expired;
   d) the act underlying the proceedings has already been finally judged by disciplinary means;
   e) the committee applies a warning instead of disciplinary punishment against the student;
   f) the student's student status has ceased during the disciplinary proceedings.

(10) In addition to the provisions set out in paragraph (7), the operative part of the decision terminating the disciplinary proceedings shall state the termination and the reason for it.

(11) The Disciplinary Committee, together with the reasoning, shall be put in writing by the President of the Disciplinary Committee within eight days, and arrangements shall be made for its delivery to the person under proceedings, their representative, and the Dean. The decision of the disciplinary committee shall be signed by the president. The decision must be delivered to the student under proceedings and their representative, even if it has already been announced to them.

(12) The Disciplinary Committee cannot change its announced decision, but it can correct name, numerical, computational, or other similar errors within its authority or upon request, as long as the substance of the decision is not affected.

Enforcement of disciplinary decision and legal resource

137. §

(1) The disciplinary decision can only be executed after it becomes final. The decision becomes final if no appeal is submitted within fifteen days from the notification or, in the absence of notification, from the knowledge of the decision, or if the applicant renounces the right of appeal. The second-instance decision becomes final with the notification.

(2) The student under disciplinary procedure or the interested party may appeal against the first-instance decision.

(3) The person who is notified of the decision by the Disciplinary Committee can immediately declare their intention to appeal, waive their right of appeal, or request a period for consideration. In the latter case, the deadline for filing an appeal is eight days from receipt of the decision.

(4) The written appeal must be submitted to the Disciplinary Committee of the first instance addressed to the Dean of the competent faculty.

(5) The Disciplinary Committee shall promptly - but no later than three days after the expiration of the appeal period - submit the appeal and documents generated during its proceedings to the appellate disciplinary authority.

(6) In the appealed case, the appellate disciplinary authority shall make a decision based on the documents without holding a hearing but may hold a hearing at the request of the appellant.
(7) The appellate disciplinary authority may:
   a) uphold the decision of the lower disciplinary authority;
   b) modify it;
   c) annul it and refer the case back to the lower disciplinary authority for a new proceeding.
(8) In case the appeal is filed late, or is submitted by an unauthorized person, the appellate disciplinary authority shall reject the appeal.
(9) The time limit for considering the appeal is thirty days, which the president of the committee may extend by thirty days in exceptional cases, against which no separate appeal may be made.

Exemption and discharge from disciplinary responsibility

138. §

(1) The disciplinary penalties specified in points (c) to (e) of Section 55(2) of Nftv. may be waived for the student upon request by the dean of the faculty or the rector. The rector acts in place of the dean of the faculty in cases involving multiple faculties or when the matter is brought to his or her attention.
(2) The student may submit a request for waiver of the disciplinary penalty to the Disciplinary Committee that conducted the proceedings based on their activities and conduct during the period following the issuance of the decision. The Disciplinary Committee is required to submit the complete case file to the dean of the faculty within five days.
(3) The dean of the faculty shall make a decision on the waiver within eight days based on the available documents. Prior to making the decision, the dean must hear the student in person. If student fails to appear after being duly summoned, their absence shall not prevent the decision from being made.
(4) The decision of the dean of the faculty may be:
   a) rejecting the request;
   b) exempting the student from disciplinary punishment;
   c) student shall be relieved of the adverse consequences attached to the disciplinary sanction—without an application or a decision to that effect:
   d) upon the expiry of six months following the date on which the disciplinary sanction specified in points a)–b) of Section 55 (2) of the Nftv. becomes final;
   e) upon the expiry of six months following the serving/completion of the disciplinary sanctions specified in Point c) of Section 55 (2) of the Nftv.;
   f) upon the expiry of one year following the expiration of the period of the disciplinary sanction specified in Point d) of Section 55 (2) of the Nftv.;
   g) in the case of a suspended disciplinary sanction, if the probation period has elapsed favourably.
(5) In case of exemption, the disciplinary decision must be deleted from the registry. The fact of exemption must be recorded on the decision placed in the file.

CHAPTER 2:
STUDENT COMPENSATION CASES

Liability for damages

139. §

Nftv. 56. §

(1) The student shall be liable, in accordance with the provisions of applicable legal acts, for damage caused to the University or to the organizer of practical training in the course of activities related to their studies. In the case of negligent damage, the compensation shall not exceed 50% of the mandatory monthly minimum wage applicable at the time the damage was caused; in the case of intentional damage, the total amount of the damage shall be compensated. The student shall bear full financial liability for any shortage or damage in equipment or items handed over to them with an obligation to account for or

return them, or placed in their exclusive use or custody, unless caused by an unavoidable external event (*vis major*)

Responsibility for damage cause to student by the university

140. §

(1) The University, as the organizer of the practical training, shall be liable to compensate the student for damage caused in connection with the student status and the practical training, in accordance with the provisions of the Civil Code. The University or the organizer of the practical training shall be exempt from liability only if it proves that the damage was caused by an unavoidable cause outside its sphere of operation or by the unavoidable conduct of the injured party.

Order of handling student compensation cases

141. §

(1) In connection with the pursuit of their studies, the student shall bear financial liability for damage unlawfully caused to the University, to the Dormitory, or, in the case of participation in practical training, to the organizer of practical training, pursuant to Section 56 (1) of the Nftv. and in accordance with the rules of the Civil Code, subject to the exceptions provided for in these regulations.
(2) Damage shall be understood as any reduction in value or shortage incurred (caused) in the assets of the University, the Dormitory, or the organizer of practical training, including in particular:
(3) any reduction in value (damage, loss, unlawful use or appropriation of material, technical, or financial resources) resulting from improper use of own or third-party assets owned, managed, or held in responsible custody by the University, the Dormitory, or the organizer of practical training;
(4) the loss or impairment of property rights or enforceable claims of the University, the Dormitory, or the organizer of practical training.
(5) Damage caused in connection with the fulfilment of the student’s academic obligations shall further include damage unlawfully caused during social, cultural, scientific, professional, or sports events organized by the University, or during the use of services provided by the University, including cases where the student participates in an event organized by another (third) party with university involvement.
(6) The fault of the student, the occurrence and extent of the damage, and the causal link between the damage and the unlawful conduct shall be proven by the University, the Dormitory, or the organizer of practical training. The connection between the damage caused and the pursuit of studies shall be proven by the University.
(7) Regardless of fault, the student shall bear full financial liability for any shortage in items received against an inventory or written receipt—with an obligation of return or accounting—which are continuously kept in their custody or placed in their exclusive use or management.
(8) Student shall be exempt from liability if they prove that the shortage was caused by an unavoidable external cause, or that the University, the Dormitory, or the organizer of practical training failed to provide the conditions for safe custody.
(9) Official minutes of the meeting shall be recorded regarding the damage caused by the student at the place where the damage occurred. If the student who caused the damage is present during the drafting of the minutes, the minutes shall be signed by the student, who shall also be requested to declare whether they acknowledge the occurrence of the damage and undertake to compensate for it. Their declaration shall be recorded in the minutes. Upon request, a copy of the minutes shall be provided to the student. In the event of the student's refusal to sign, this fact shall be recorded in the minutes.
(10) The minutes of the meeting shall be drafted by an employee of the organizational unit where the damage occurred. If no such employee is present at the scene, any employee of the University may record the minutes. For damage caused in organizational units of the University, the head of the organizational unit shall also sign the minutes. The recorded minutes shall be forwarded to the head of the faculty. If on-site recording of the minutes or the student's participation therein is not possible, or if the student fails

to appear for any reason, the minutes may be recorded without their involvement, provided that it is sent to the student, who may submit a declaration thereon within five working days.

(11) The dean of the competent faculty shall request the opinion of the Directorate-General for Finance regarding the extent of the damage caused, shall have the matter investigated, if necessary, shall be entitled to conduct expert evidentiary proceedings, and shall subsequently render the compensation decision.

(12) The minutes of the meeting on the damage caused by the student shall contain:
   a) the place and time of drafting the minutes of the meeting;
   b) the name, residential address, and degree program of the student who caused the damage;
   c) the place and time of the occurrence of the damage;
   d) the description of the damage, the nature (manner) of the damaging conduct, the nature of the damage (damaged or destroyed item, etc.), and other facts and circumstances related to the damage caused;
   e) the name, position, and signature of the drafter of the minutes, as well as the names of witnesses, indicating whether they are witnesses to the occurrence of the damage or to the drafting of the minutes.

(13) In the case specified in paragraph (5) (including the loss of borrowed books) and in the case of a shortage in items received, the head of the organizational unit shall have the matter investigated, following which the competent dean shall render a compensation decision. The dean shall issue a written demand requesting the student—specifying an appropriate deadline—to replace the missing item or pay the amount of compensation. The student may submit their objections to the demand to the competent dean within eight days of gaining knowledge of the demand. In the event of missing this deadline, an application for justification may be submitted within eight days.

(14) The compensation decision may be:
   a) a decision ordering the payment of compensation, or
   b) a decision terminating the compensation proceedings.
   c) The operative part of the decision ordering the payment of compensation shall contain:
   d) the name, place and date of birth, mother's name, residential address, degree program, and Neptun code of the student who caused the damage;
   e) the amount of damage incurred, the extent of compensation, the deadline for payment, and, if applicable, the granting of payment by instalments;
   f) a reference to the right of appeal and to the fact that the final compensation decision may be challenged in court within thirty days of its communication.

(15) The statement of reasons for the decision ordering the payment of compensation shall concisely contain:
   a) the established facts of the case;
   b) the specification and evaluation of evidence;
   c) depending on the nature of the case, an explanation of the degree to which the student was at fault in causing the damage;
   d) mitigating and aggravating circumstances considered when ordering compensation;
   e) references to the legal and regulatory provisions serving as the basis for compensation.

(16) The Compensation Committee shall render a decision terminating the proceedings if:
   a) the damaging act was not unlawful, or was not caused by the student under procedure;
   b) the occurrence of damage is not proven;
   c) the student was not at fault;
   d) the compensation claim has lapsed;
   e) the compensation claim has already been adjudicated with final effect.

(17) The operative part of the decision terminating the proceedings shall contain:
   a) the data of the student under procedure specified in point a) of paragraph (13);
   b) the declaration of termination of the proceedings;
   c) the indication of the grounds for termination.

(18) The statement of reasons for the decision terminating the proceedings shall briefly present the established facts and evidence and refer to the relevant point of paragraph (15) on which the termination of the proceedings is based.

(19) If student fails to comply with the demand or perform by the deadline specified in the compensation decision, the competent dean shall initiate proceedings to collect the claim through judicial avenues.

(20) In justified cases (e.g., changes in the student's social circumstances, etc.), the competent dean may, upon the student's application, waive the enforcement of the claim in whole or in part.
(21) A final compensation decision may be challenged before the court within thirty days of its communication. A final decision shall be enforceable unless judicial review has been requested. The student shall notify the institution of the filing of the statement of claim by sending a copy of the statement of claim to the institution.
(22) The amount of compensation may be deducted from the student's university allowances up to 50% thereof.
(23) The student may submit their claim for compensation in writing, precisely specifying the claim and attaching the evidence supporting it, to the dean of the faculty within fifteen days of gaining knowledge thereof.
(24) The competent dean shall examine the claim and, within fifteen days of its receipt, render a decision on the justification, manner, and amount of compensation.
(25) In the event of full or partial rejection of the compensation claim, the student may turn to the court for legal remedy in accordance with the rules of the Civil Code.

PART 6:
THE PREVENTION OF STUDENT ACCIDENTS AND THE REGULATIONS TO BE FOLLOWED IN CASE OF ACCIDENT

CHAPTER 1:
REQUIREMENTS RELATED TO THE PREVENTION OF STUDENT ACCIDENT

Ways to prevent accidents
142. §

Nftv. Appendix No. 3

(1) At enrolment, every student receives the University's Fire and Occupational Safety briefing, which is prepared and updated by the occupational safety officer and the fire safety officer every academic year by August 15th.
(2) The distribution and record-keeping of the student fire and occupational safety briefings are the responsibilities of the faculty's occupational safety officer and the faculty's Study Office. Distribution may also be done online, provided that it can be proven that the student received and acknowledged the content of the briefing. The briefing informs the student about the occupational safety activities at the University, provides information on occupational safety regulations, behavioural norms to follow, and rules of conduct. After receiving and reading the briefing, the student confirms with their signature that they have acknowledged its contents.
(3) In order to prevent accidents, students are obliged to comply with the following:
    a) attend student occupational health and safety training, learn and apply the information heard there accordingly during their student status;
    b) use the necessary protective equipment and clothing properly during laboratory practices;
    c) wear necessary protective equipment and clothing in a safe and healthy manner, maintain discipline, order, and cleanliness;
    d) fully comply with the dormitory rules and local occupational health and safety regulations;
    e) immediately report any perceived hazard, abnormality, accident or incident to the instructor or dormitory caretaker.
(4) Dormitory residents receive written information about safety regulations upon moving in and confirm their acknowledgement of it by signing.
(5) The adequate technical standard of equipment and tools used in education, as well as those used by students, must be documented and ensured. Particular attention must be paid to the presence of protective devices on equipment, quality certificates, and mandatory shock protection checks.

Minutes/reports must be taken for mandatory shock protection inspections. In the absence of documented compliance, the use of the given equipment, instrument, or device is strictly prohibited.

(6) When applying or demonstrating hazardous technologies, students' attention must be drawn in a verifiable manner—supported by a training log/report—to strict adherence to technological discipline and the use of appropriate protective equipment. Furthermore, the application of these protective measures must be monitored during the session.

Accident types

143. §

Accidents related to practical training

(1) Students acquire the necessary practical knowledge in laboratories of various functions and equipment during their university studies. The practical education in the laboratory, its hazards and local features should be explained to the students by the instructor at the first practical session. The control of the implementation of these trainings is the responsibility of the directors of the institute.

(2) During the preparation, the instructor must draw the attention of the students to the behavioural norms to be followed in the laboratory, the potential hazards of the educational equipment used, the strict observance of the prescribed occupational safety procedures, the use of the laboratory (students cannot stay in the laboratory unsupervised), and the occupational safety requirements for the use of machines and equipment.

(3) If student fails to fulfil their obligation stated in paragraph b) of subsection (3) of section 142 of SRS., the person in charge of the organized activity must prohibit the student from performing the activity.

(4) The occupational safety training held during the first laboratory instruction of the students must be recorded on an Education Record Sheet established for this purpose, which must be signed by both the instructor and the student.

144. §

Accidents related to classroom activities

(1) Accidents related to classroom activities include injuries caused by indoor furniture, windows, and flooring, as well as accidents involving electric equipment use, such as electrical shock.

(2) To prevent accidents defined in paragraph (1), it is crucial to comply with the requirements outlined in paragraph (3) (c) of section 142, and to regularly inspect and maintain the technical condition of electrical equipment as necessary.

145. §

Accidents occurring during sports classes according to the curriculum

(1) Accidents related to sports activities include accidents occurring in the gymnasium or on outdoor sports fields, as well as injuries sustained during the use of sports equipment.

(2) Prior to sports activities, the instructor in charge is required to draw the students' attention in a verifiable manner, supported by a training report to non-standard hazard sources and their prevention.

(3) In order to prevent the accidents specified in paragraph (1), compliance with the requirement set forth in Section 142 (3) (c) of the SRS is of paramount importance, alongside the proper, intended use of sports equipment and full adherence to the instructions of the person leading the session.

146. §

Other accidents

(1) In addition to those defined above, the University shall only be obliged to investigate accidents if the liability/responsibility of the University for their occurrence can be established.

147. §

Rules to be followed in case of accidents

(1) According to Section 33 of the University's Occupational Health and Safety Regulations, accidents that occur during practical classes related to a student's studies qualify as work accidents, which must be investigated and recorded in the same manner as work accidents.
(2) The injured person or the person who observed the accident must immediately report the accident to the person in charge of the organized activity (lecturer, instructor, session leader) and inform them about the continued risk of accidents.
(3) The person supervising the organized activity shall immediately take action to eliminate the situation reported under paragraph (2) and is required to arrange for appropriate care for the injured person.
(4) The person supervising the organized activity shall draw up an Event Investigation Report on the occurred accident, which shall include the personal data of the injured student, a brief description of the event, and witness statements.
(5) The Event Investigation Report must be submitted to the University's Head of Health and Safety. The Head of Health and Safety shall involve a representative of the competent Student Union (faculty, dormitory, etc.) and the health and safety officer of the affected unit (faculty, institute, dormitory, etc.) in the investigation of the student accident, as a result of which an Occupational Accident Registry Log must be drawn up.
(6) The Event Investigation Report and the Occupational Accident Registry Log must be retained for five years.
(7) The person performing health and safety duties shall arrange for the investigation of all accidents brought to their attention.
(8) During the investigation, the root causes of the accident as well as the direct causes (direct material, organizational, and personal causes, and their causal relationships) must be established, and the necessary measures to prevent similar accidents must be determined.

FINAL PROVISIONS

By Resolution No. SZ-2026/2027. (IX.21.) 8. adopted at its meeting on September 21st, 2026, the Senate of Obuda University approved the creation of Volume III of the Organizational and Operational Regulations of Obuda University, the Student Requirements System.

Volume III of the Organizational and Operational Regulations of Obuda University, the Student Requirements System, enters into force on January 1st, 2027.

Budapest, September 21, 2026.

Prof. Dr. Kovács Levente
rector

APPENDICES

APPENDIX 1:

Weighted academic grade point averages for retaining state scholarship status by field of study

Field of study	***Weighted grade point averages at a given time***				
	between 2017.09.01. and 2018.08.31.	**between 2018.09.01. and 2019.08.31.**	**between 2019.09.01. and 2020.08.31.**	**between 2020.09.01. and 2022.08.31.**	**from 2023.09.01**
agrarian	2,50	2,75	3,00	3,00	2,75
economic sciences	2,50	2,75	3,00	3,00	2,75
informatics	2,50	2,75	3,00	3,00	2,75
technical	2,50	2,75	3,00	3,00	2,75
pedagogy teacher training	2,75	3,00	3,25	3,50	2,75
natural sciences	-	-	-	3,00	2,75

APPENDIX 2

Allocation of the Institutional Student Allowances Targeted Funding Frame

1.Performance-based support	Σ 67,5%
a) Academic Scholarship	57,5%
b) Institutional Professional, Scientific and Community Scholarship	
• OE Scholarship	1,0%
• Community and Demonstrator Scholarship (*EHÖK* 2,5%, *KHÖK* 6%)	8,5%
• *TDK* awards, professional and academic competitions	0,5%
2. Social-based support (Regular Social Grant, Irregular Social Grant, Basic Grant)	Σ 28,5%
3. Support for *HÖK* operations	Σ 4,0%
a) *EHÖK* material budget support	2,5%
b) *KHÖK* material budget support	1,5%

APPENDIX 3

Default tuition fees

Tuition fees for higher-level vocational education and training programs

Field of study	Language of instruction	Moda of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year, semester of enrolment*	Default tuition fee (HUF/semester)		
economic sciences	Hungarian	full-time	4	30	KGK	2026/2027	295 000		
			4	30		2025/2026	280 000		
			4	30		2024/2025	264 000		
			4	30		2023/2024	230 000		
			4	30		2022/2023	200 000		
			4	30		2021/2022	200 000		
			4	30		2020/2021	200 000		
			4	30		2019/2020	200 000		
			4	30		2018/2019	200 000		
			4	30		2017/2018	200 000		
			4	30		2016/2017	180 000		
			4	30		2015/2016	180 000		
			4	30		2014/2015	170 000		
			4	30		2013/2014	172 000		
economic sciences	Hungarian	correspondence	4	30	KGK	2026/2027	280 000		
			4	30		2025/2026	265 000		
			4	30		2024/2025	252 000		
			4	30		2023/2024	220 000		
			4	30		2022/2023	190 000		
			4	30		2021/2022	190 000		
			4	30		2020/2021	190 000		
			4	30		2019/2020	190 000		
			4	30		2018/2019	190 000		
informatics	Hungarian	full-time	4	30	AMK KGK	2026/2027	345 000		
			4	30		2025/2026	330 000		
			4	30		2024/2025	315 000		
			4	30		2023/2024	275 000		
			4	30		2022/2023	200 000		
			4	30		2021/2022	200 000		
			4	30		2020/2021	200 000		
			4	30		2019/2020	200 000		
			4	30		2018/2019	200 000		
			4	30		2017/2018	200 000		
			4	30		2016/2017	200 000		
			4	30		2015/2016	200 000		

* Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			4	30		2014/2015	190 000		
			4	30		2013/2014	190 000		
informatics	Hungarian	correspondence	4	30		2026/2027	345 000		
			4	30		2025/2026	265 000		
informatics	Hungarian	evening	4	30	KGK	2024/2025	252 000		
			4	30		2023/2024	220 000		
			4	30		2022/2023	200 000		
			4	30		2021/2022	200 000		
			4	30		2020/2021	200 000		
			4	30		2019/2020	200 000		

Field of study	**Language of instruction**	**Mode of study**	**Duration of training (semester)**	**Average semester credit value**	**Faculty**	**Academic year, semester of enrolment***	**Default tuition fee (HUF/semester)**		
technical	Hungarian	full-time	4	30	RKK	2026/2027	345 000		
			4	30		2025/2026	330 000		
			4	30		2024/2025	315 000		
			4	30		2023/2024	275 000		
			4	30		2022/2023	200 000		
			4	30		2021/2022	200 000		
			4	30		2020/2021	200 000		
			4	30		2019/2020	200 000		
			4	30		2018/2019	200 000		
			4	30		2017/2018	200 000		
technical	Hungarian	correspondence	4	30	RKK	2026/2027	345 000		
			4	30		2025/2026	330 000		
			4	30		2024/2025	315 000		
			4	30		2023/2024	275 000		
			4	30		2022/2023	200 000		
			4	30		2021/2022	200 000		
			4	30		2020/2021	200 000		
			4	30		2019/2020	200 000		
			4	30		2018/2019	200 000		
			4	30		2017/2018	200 000		

* Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

Tuition fees for bachelor's programs

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year, semester of enrolment*	Default tuition fee (HUF/semester)		
agrarian	Hungarian	full-time	7	30	AMK	2026/2027	415 000		
			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	325 000		
			7	30		2021/2022	325 000		
			7	30		2020/2021	325 000		
			7	30		2019/2020	325 000		
			7	30		2018/2019	250 000		
			7	30		2017/2018	250 000		
			7	30		2016/2017	240 000		
			7	30		2015/2016	235 000		
			7	30		2014/2015	225 000		
			7	30		2013/2014	230 000		
			7	30		2012/2013	230 000		
			7	30		2011/2012	165 000		
			7	30		2010/2011	165 000		
			7	30		2009/2010	165 000		
agrarian	English	full-time	7	30	AMK	2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	325 000		
			7	30		2021/2022	325 000		
			7	30		2020/2021	325 000		
			7	30		2019/2020	325 000		
			7	30		2018/2019	250 000		
economic sciences	Hungarian	full-time	7	30	KGK	2026/2027	360 000		
			7	30		2025/2026	340 000		
			7	30		2024/2025	321 000		
			7	30		2023/2024	280 000		
			7	30		2022/2023	245 000		
			7	30		2021/2022	245 000		
			7	30		2020/2021	245 000		
			7	30		2019/2020	245 000		
			7	30		2018/2019	245 000		
			7	30		2017/2018	245 000		
			7	30		2016/2017	210 000		
			7	30		2015/2016	210 000		
			7	30		2014/2015	170 000		
			7	30		2013/2014	172 000		

* Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			7	30		2012/2013	182 000		
			7	30		2011/2012	216 000		
			7	30		2010/2011	215 000		
			7	30		2009/2010	222 000		
			7	30		2008/2009	237 000		

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year, semester of enrolment*	Default tuition fee (HUF/semester)		
informatics	Hungarian	full-time	7	30	KGK	2026/2027	425 000		
			7	30		2025/2026	425 000		
			7	30		2024/2025	402 000		
			7	30		2023/2024	350 000		
			7	30		2022/2024	305 000		
			7	30		2021/2022	305 000		
			7	30		2020/2021	305 000		
			7	30		2019/2020	305 000		
			7	30		2018/2019	290 000		
informatics	Hungarian	full-time	7	30	NIK	2026/2027	415 000		
			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	325 000		
			7	30		2021/2022	325 000		
			7	30		2020/2021	325 000		
			7	30		2019/2020	325 000		
			7	30		2018/2019	300 000		
informatics	Hungarian	full-time	7	30	NIK-AMK	2026/2027	415 000		
			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	325 000		
			7	30		2021/2022	325 000		
			7	30		2020/2021	325 000		
			7	30		2019/2020	325 000		
			7	30		2018/2019	300 000		
			7	30		2017/2018	300 000		
			7	30	NIK	2016/2017	250 000		
			7	30		2015/2016	250 000		
			7	30		2014/2015	240 000		
			7	30		2013/2014	244 000		
			7	30		2012/2013	257 000		
			7	30		2011/2012	216 000		
			7	30		2010/2011	215 000		
			7	30		2009/2010	222 000		
			7	30		2008/2009	237 000		
informatics	Hungarian	full-time	7	30	NIK (Salgótarján)	2026/2027	415 000		
			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2023/2024	325 000		

* Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			7	30		2022/2023	315 000		
			7	30		2021/2022	315 000		
			7	30		2020/2021	315 000		
			7	30		2019/2020	315 000		
technical	Hungarian	full-time	7	30	AMK (mechanical engineering, electrical engineering)-BGK-KVK-RKK	2026/2027	415 000		
			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	325 000		
			7	30		2021/2022	325 000		
			7	30		2020/2021	325 000		
			7	30		2019/2020	325 000		
			7	30		2018/2019	310 000		

Field of study	**Language of instruction**	**Mode of study**	**Duration of training (semester)**	**Average semester credit value**	**Faculty**	**Academic year, semester of enrolment***	**Default tuition fee (HUF/semester)**		
technical	Hungarian	full-time	7	30	AMK (technical manager)-KGK	2026/2027	415 000		
			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2020/2021	290 000		
			7	30		2019/2020	290 000		
			7	30		2018/2019	280 000		
			7	30	AMK (mechanic engineering)-BGK-KVK-RKK	2017/2018	310 000		
			7	30	AMK-KGK	2017/2018	280 000		
			7	30	AMK-BGK-KGK-KVK	2016/2017	230 000		
			7	30	RKK	2016/2017	240 000		
			7	30	AMK-BGK-KGK-KVK	2015/2016	230 000		
			7	30	RKK	2015/2016	240 000		
			7	30	AMK-BGK-KGK-KVK-NIK-RKK	2014/2015	220 000		
			7	30		2013/2014	223 000		
			7	30		2012/2013	235 000		
			7	30		2011/2012	216 000		
			7	30		2010/2011	215 000		
			7	30		2009/2010	222 000		
			7	30		2008/2009	237 000		
			7	30	YBL (architectural engineer)	2026/2027	415 000		
			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	325 000		
			7	30		2021/2022	325 000		
			7	30		2020/2021	325 000		

* Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			7	30	YBL (architectural engineer)	2019/2020	300 000		
			7	30	YBL (technical manager)	2019/2020	250 000		
			7	30	YBL (architectural engineer, technical manager)	2018/2019	250 000		
			7	30		2017/2018	250 000		
			8	30		2016/2017	250 000		
			8	30		2015/2016	250 000		
			8	30		2014/2015	250 000		
			8	30		2013/2014	250 000		
			8	30		2012/2013	250 000		
			8	30		2011/2012	215 000		
			8	30		2010/2011	215 000		
			8	30		2009/2010	215 000		
			8	30		2008/2009	215 000		

Field of study	**Language of instruction**	**More of study**	**Duration of training (semester)**	**Average semester credit value**	**Faculty**	**Academic year, semester of enrolment***	**Default tuition fee (HUF/semester)**		
technical	Hungarian	full-time	8	30	YBL (civil engineering)	2026/2027	415 000		
			8	30		2025/2026	395 000		
			8	30		2024/2025	375 000		
			8	30		2023/2024	325 000		
			8	30		2022/2023	325 000		
			8	30		2021/2022	325 000		
			8	30		2020/2021	325 000		
			8	30		2019/2020	300 000		
			8	30		2018/2019	250 000		
			8	30		2017/2018	250 000		
			8	30		2016/2017	250 000		
			8	30		2015/2016	250 000		
			8	30		2014/2015	250 000		
			8	30		2013/2014	250 000		
			8	30		2012/2013	250 000		
			8	30		2011/2012	215 000		
			8	30		2010/2011	215 000		
			8	30		2009/2010	215 000		
			8	30		2008/2009	215 000		
teacher training	Hungarian	full-time	7	30	KVK (vocational trainer)	2026/2027	255 000		
			7	30		2025/2026	240 000		
			7	30		2024/2025	228 000		

* Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

Field of study	Language of instruction	Moda of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year, semester of enrolment*	Default tuition fee (HUF/semester)		
economic sciences	English	full-time	7	30	KGK	2026/2027	425 000		
			7	30		2025/2026	405 000		
			7	30		2024/2025	384 000		
informatics	English	full-time	7	30	NIK	2026/2027	565 000		
			7	30		2025/2026	540 000		
			7	30		2024/2025	516 000		
			7	30		2023/2024	450 000		
			7	30		2022/2023	325 000		
			7	30		2022/2023	325 000		
			7	30		2021/2022	325 000		
			7	30		2020/2021	325 000		
			7	30		2019/2020	325 000		
			7	30		2018/2019	300 000		
			7	30		2017/2018	300 000		
			7	30		2016/2017	300 000		
			7	30		2015/2016	300 000		
			7	30		2014/2015	290 000		
			7	30		2013/2014	290 000		
technical	English	full-time	7	30	KGK	2026/2027	565 000		
			7	30		2025/2026	455 000		
			7	30		2024/2025	432 000		
			7	30		2023/2024	375 000		
			7	30	BGK-KVK-RKK	2026/2027	565 000		
						2025/2026	540 000		
						2024/2025	516 000		
			7	30		2023/2024	450 000		
			7	30	BGK-KGK-KVK-RKK	2022/2023	325 000		
			7	30		2021/2022	325 000		
			7	30		2020/2019	325 000		
			7	30		2018/2019	325 000		
			7	30		2017/2018	325 000		
			7	30		2016/2017	270 000		
			7	30		2015/2016	270 000		
			7	30		2014/2015	260 000		
			7	30		2013/2014	264 000		
			7	30		2012/2013	278 000		
technical	German	full-time	7	30	BGK	2014/2015	240 000		
			7	30		2013/2014	244 000		
			7	30		2012/2013	257 000		
			7	30		2011/2012	216 000		
			7	30		2010/2011	215 000		

* Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			7	30		2009/2010	222 000		

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year, semester of enrolment*	Default tuition fee (HUF/semester)		
technical	English	correspondence	7	30	KVK	2026/2027	565 000		
agrarian	Hungarian	correspondence	7	30	AMK	2026/2027	415 000		
			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	325 000		
			7	30		2021/2022	325 000		
			7	30		2020/2021	325 000		
			7	30		2019/2020	325 000		
			7	30		2018/2019	250 000		
			7	30		2017/2018	250 000		
			7	30		2016/2017	240 000		
			7	30		2015/2016	235 000		
			7	30		2014/2015	225 000		
			7	30		2013/2014	230 000		
			7	30		2012/2013	230 000		
			7	30		2011/2012	165 000		
			7	30		2010/2011	165 000		
			7	30		2009/2010	165 000		
economic sciences	Hungarian	correspondence	7	30	KGK	2026/2027	330 000		
			7	30		2025/2026	315 000		
			7	30		2024/2025	300 000		
			7	30		2023/2024	260 000		
			7	30		2022/2023	225 000		
			7	30		2021/2022	225 000		
			7	30		2020/2021	225 000		
			7	30		2019/2020	225 000		
			7	30		2018/2019	225 000		
			7	30		2017/2018	225 000		
			7	30		2016/2017	195 000		
			7	30		2015/2016	195 000		
			7	30		2014/2015	165 000		
			7	30		2013/2014	167 000		
			7	30		2012/2013	176 000		
			7	30		2011/2012	189 000		
			7	30		2010/2011	186 000		
			7	30		2009/2010	193 000		
			7	30		2008/2009	204 000		
informatics	Hungarian	correspondence	7	30	NIK	2026/2027	415 000		

* Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	315 000		
			7	30		2021/2022	315 000		
			7	30		2020/2021	315 000		
			7	30		2019/2020	315 000		
			7	30	KGK	2026/2027	425 000		
			7	30		2025/2026	425 000		

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year, semester of enrolment*	Default tuition fee (HUF/semester)		
technical	Hungarian	correspondence	7	30	AMK-KVK-RKK	2026/2027	415 000		
			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	280 000		
			7	30		2021/2022	280 000		
			7	30		2020/2021	280 000		
			7	30		2019/2020	280 000		
			7	30		2018/2019	280 000		
			7	30	KGK	2026/2027	415 000		
			7	30		2025/2026	390 000		
			7	30		2024/2025	372 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	270 000		
			7	30		2021/2022	270 000		
			7	30		2020/2021	270 000		
			7	30		2019/2020	270 000		
			7	30	BGK	2026/2027	415 000		
			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	250 000		
			7	30		2021/2022	250 000		
			7	30		2020/2021	250 000		
			7	30		2019/2020	250 000		
			7	30	BGK-KGK	2018/2019	250 000		
			7	30	AMK-KVK-RKK	2017/2018	280 000		
			7	30	BGK-KGK	2017/2018	250 000		
			7	30	AMK-BGK-KVK	2016/2017	200 000		
			7	30	KGK-RKK	2016/2017	210 000		
			7	30	AMK-BGK-KVK	2015/2016	200 000		

* Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			7	30	KGK-RKK	2015/2016	210 000		
			7	30	AMK-BGK-KGK-KVK-NIK-RKK	2014/2015	190 000		
			7	30		2013/2014	193 000		
			7	30		2012/2013	203 000		
			7	30		2011/2012	189 000		
			7	30		2010/2011	186 000		
			7	30		2009/2010	193 000		
			7	30		2008/2009	204 000		
			7	30	YBL (architectural engineer)	2026/2027	415 000		
			7	30		2025/2026	395 000		
			7	30		2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	325 000		
			7	30		2021/2022	325 000		
			7	30		2020/2021	325 000		
			7	30	YBL (architectural engineer,)	2019/2020	300 000		
			7	30	YBL (technical manager)	2019/2020	250 000		

Field of study	**Language of instruction**	**Mode of study**	**Duration of training (semester)**	**Average semester credit value**	**Faculty**	**Academic year, semester of enrolment***	**Default tuition fee (HUF/semester)**		
technical	Hungarian	correspondence	7	30	YBL (architectural engineer, technical manager)	2018/2019	200 000		
			7	30		2017/2018	200 000		
			8	30		2016/2017	200 000		
			8	30		2015/2016	200 000		
			8	30		2014/2015	200 000		
			8	30		2013/2014	200 000		
			8	30		2012/2013	200 000		
			8	30		2011/2012	185 000		
			8	30		2010/2011	185 000		
			8	30		2009/2010	185 000		
			8	30		2008/2009	185 000		
			8	30	YBL (civil engineering)	2026/2027	415 000		
			8	30		2025/2026	395 000		
			8	30		2024/2025	375 000		
			8	30		2023/2024	325 000		
			8	30		2022/2023	325 000		
			8	30		2021/2022	325 000		
			8	30		2020/2021	325 000		
			8	30		2019/2020	300 000		
			8	30		2018/2019	250 000		
			8	30		2017/2018	250 000		
			8	30		2016/2017	250 000		

* Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			8	30		2015/2016	250 000		
			8	30		2014/2015	250 000		
			8	30		2013/2014	250 000		
			8	30		2012/2013	250 000		
			8	30		2011/2012	215 000		
			8	30		2010/2011	215 000		
			8	30		2009/2010	215 000		
			8	30		2008/2009	215 000		
teacher training	Hungarian	correspondence	7	30	KVK	2026/2027	255 000		
			7	30		2025/2026	240 000		
			7	30		2024/2025	228 000		
			7	30		2023/2024	200 000		
			7	30		2022/2023	200 000		
			7	30		2021/2022	200 000		
informatics	Hungarian	evening	7	30	KGK	2024/2025	378 000		
			7	30		2023/2024	330 000		
			7	30		2022/2023	285 000		
			7	30		2021/2022	285 000		
			7	30		2020/2021	285 000		
			7	30		2019/2020	285 000		
			7	30		2018/2019	270 000		
			7	30	NIK	2024/2025	375 000		
			7	30		2023/2024	325 000		
			7	30		2022/2023	285 000		
			7	30		2021/2022	315 000		
			7	30		2020/2021	315 000		
			7	30		2019/2020	315 000		
			7	30		2018/2019	290 000		
			7	30		2017/2018	290 000		
			7	30		2016/2017	214 000		
			7	30		2015/2016	204 000		
			7	30		2014/2015	204 000		
			7	30		2013/2014	207 000		
			7	30		2012/2013	218 000		
			7	30		2011/2012	189 000		
			7	30		2010/2011	186 000		
			7	30		2009/2010	193 000		
			7	30		2008/2009	204 000		

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year, semester of enrolment*	Default tuition fee (HUF/semester)		
technical	Hungarian	online course	8	30	KGK	2024/2025	333 000		
			8	30		2023/2024	290 000		
			8	30		2022/2023	250 000		
			8	30		2021/2022	250 000		
			8	30		2020/2021	250 000		
			8	30		2019/2020	250 000		
			8	30		2018/2019	250 000		
			8	30	KVK	2024/2025	375 000		
			8	30		2023/2024	325 000		
			8	30		2022/2023	280 000		
			8	30		2021/2022	280 000		
			8	30		2020/2021	280 000		
			8	30		2019/2020	280 000		
			8	30		2018/2019	280 000		
			8	30		2017/2018	280 000		
			8	30	KGK	2017/2018	250 000		
			8	30	KGK-KVK	2016/2017	185 000		
			8	30		2015/2016	185 000		
			8	30		2014/2015	175 000		
			8	30		2013/2014	177 000		
			8	30		2012/2013	187 000		
			8	30		2011/2012	177 000		
			8	30		2010/2011	174 000		
			8	30		2009/2010	181 000		
			8	30		2008/2009	192 000		
			8	30	RKK	2008/2009	192 000		

*Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

Tuition fees for master's program

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year, semester of enrolment*	Default tuition fee (HUF/semester)		
informatics	Hungarian	full-time	4	30	AMK-NIK	2026/2027	635 000		
			4	30		2025/2026	605 000		
			4	30		2024/2025	576 000		
			4	30		2023/2024	500 000		
			4	30		2022/2023	500 000		
			4	30		2021/2022	500 000		
			4	30		2020/2021	500 000		
			4	30		2019/2020	500 000		
			4	30		2018/2019	425 000		
			4	30		2017/2018	425 000		
			4	30		2016/2017	325 000		
			4	30		2015/2016	325 000		
			4	30		2014/2015	325 000		
			4	30		2013/2014/2	325 000		
			4	30		2013/2014/1	330 000		
			4	30		2012/2013/2	330 000		
			4	30		2012/2013/1	348 000		
			4	30		2011/2012/2	348 000		
			4	30		2011/2012/1	267 000		
			4	30		2010/2011/2	267 000		
			4	30		2010/2011/1	268 000		
			4	30		2009/2010/2	268 000		
			4	30		2009/2010/1	278 000		
			4	30		2008/2009/2	278 000		
			4	30		2008/2009/1	220 000		
informatics	English	full-time	4	30	AMK-NIK	2026/2027	830 000		
			4	30		2025/2026	790 000		
			4	30		2024/2025	750 000		
			4	30		2023/2024	650 000		
			4	30		2022/2023	500 000		
			4	30		2021/2022	500 000		
			4	30		2020/2021	500 000		
			4	30		2019/2020	500 000		
			4	30		2018/2019	425 000		
			4	30		2017/2018	425 000		
			4	30	NIK (AI)	2026/2027	870 000		

*Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year, semester of enrolment*	Default tuition fee (HUF/semester)		
technical	Hungarian	full-time	4	30	AMK-BGK-KVK-RKK	2026/2027	635 000		
			4	30		2025/2026	605 000		
			4	30		2024/2025	576 000		
			4	30		2023/2024	500 000		
			4	30		2022/2023	450 000		
			4	30		2021/2022	450 000		
			4	30		2020/2021	450 000		
			4	30		2019/2020	450 000		
			4	30		2018/2019	400 000		
			4	30		2017/2018	400 000		
			4	30		2016/2017	305 000		
			4	30		2015/2016	305 000		
			4	30		2013/2014	310 000		
			4	30		2012/2013	327 000		
			4	30		2011/2012	227 000		
			4	30		2010/2011	226 000		
			4	30		2009/2010	236 000		
			4	30		2008/2009	249 000		
			3	30	YBL (infrastructure)	2026/2027	635 000		
			3	30		2025/2026	605 000		
			3	30		2024/2025	576 000		
			4	30	YBL	2026/2027	635 000		
			4	30		2025/2026	605 000		
			4	30		2024/2025	576 000		
			4	30		2023/2024	500 000		
			4	30		2022/2023	500 000		
			4	30		2021/2022	500 000		
			4	30		2020/2021	450 000		
			4	30		2019/2020	400 000		
			4	30		2018/2019	350 000		
			4	30		2017/2018	350 000		
			4	30		2016/2017	350 000		
			4	30		2015/2016	350 000		
			4	30		2014/2015	350 000		
			4	30		2013/2014	350 000		
			4	30		2012/2013	350 000		
			4	30		2011/2012	350 000		
economic sciences	Hungarian	full-time	4	30	AMK (sports economics)	2026/2027	610 000		
			4	30		2025/2026	580 000		
			4	30		2024/2025	552 000		
			4	30	KGK	2026/2027	475 000		

*Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			4	30		2025/2026	450 000		
			4	30		2024/2025	426 000		
			4	30		2023/2024	370 000		
			4	30		2022/2023	325 000		
			4	30		2021/2022	325 000		
			4	30		2020/2021	325 000		
			4	30		2019/2020	325 000		
			4	30		2018/2019	325 000		
			4	30		2017/2018	325 000		
			4	30		2016/2017	250 000		
			4	30		2015/2016	250 000		
			4	30		2014/2015	250 000		
			4	30		2013/2014	233 000		
			4	30		2012/2013	247 000		
			4	30		2011/2012	227 000		

Field of study	**Language of instruction**	**Mode of study**	**Duration of training (semester)**	**Average semester credit value**	**Faculty**	**Academic year, semester of enrolment***	**Default tuition fee (HUF/semester)**		
economic sciences	Hungarian	full-time	4	30		2010/2011/2	227 000		
			4	30		2010/2011/1	226 000		
			4	30		2009/2010/2	226 000		
			4	30		2009/2010/1	236 000		
			4	30		2008/2009/2	236 000		
			4	30		2008/2009/1	217 000		
teacher training	Hungarian	full-time	4	30	KVK	2026/2027	445 000		
			4	30		2025/2026	425 000		
			4	30		2024/2025	402 000		
			4	30		2023/2024	350 000		
			4	30		2022/2023	400 000		
			4	30		2021/2022	400 000		
			4	30		2020/2021	400 000		
			4	30	BGK-KGK-KVK-NIK-RKK	2019/2020	400 000		
			4	30		2018/2019	350 000		
			4	30		2017/2018	350 000		
			4	30		2016/2017	300 000		
			4	30		2015/2016	300 000		
			4	30		2014/2015	300 000		
			4	30		2013/2014	305 000		
natural sciences	Hungarian	full-time	4	30	NIK	2026/2027	760 000		
			4	30		2025/2026	725 000		
			4	30		2024/2025	690 000		
			4	30		2023/2024	600 000		
			4	30		2022/2023	550 000		
			4	30		2021/2022	550 000		

* A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

			4	30		2020/2021	550 000		
			4	30		2019/2020	550 000		
			4	30		2018/2019	375 000		
			4	30		2017/2018	375 000		
			4	30		2016/2017	325 000		
			4	30		2015/2016	325 000		
			4	30		2014/2015	325 000		
			4	30		2013/2014	325 000		
			4	30		2012/2013	325 000		
technical	English	full-time	4	30	BGK KVK RKK	2026/2027	760 000		
			4	30		2025/2026	725 000		
			4	30		2024/2025	690 000		
			4	30		2023/2024	600 000		
			4	30		2022/2023	500 000		
			4	30		2021/2022	500 000		
			4	30		2020/2021	500 000		
			4	30		2019/2020	500 000		
			4	30		2018/2019	400 000		
			4	30		2017/2018	400 000		
			4	30		2016/2017	340 000		
			4	30		2015/2016	340 000		

Field of study	**Language of instruction**	**Mode of study**	**Duration of training (semester)**	**Average semester credit value**	**Faculty**	**Academic year, semester of enrolment***	**Default tuition fee (HUF/semester)**		
technical	English	full-time	4	30	YBL (architect) NIK (cybersecurity)	2026/2027	830 000		
			4	30		2025/2026	790 000		
			4	30		2024/2025	750 000		
			4	30		2023/2024	650 000		
			4	30		2022/2023	450 000		
			4	30		2021/2022	400 000		
			4	30		2020/2021	450 000		
			4	30		2019/2020	350 000		
economic sciences	English	full-time	4	30	KGK	2026/2027	580 000		
			4	30		2025/2026	555 000		
			4	30		2024/2025	528 000		
			4	30		2023/2024	460 000		
			4	30		2022/2023	400 000		
			4	30		2021/2022	400 000		
			4	30		2020/2021	400 000		
			4	30		2019/2020	400 000		
			4	30		2018/2019	345 000		
natural sciences	English	full-time	4	30	AMK (geo-inf.)	2026/2027	830 000		
			4	30		2025/2026	790 000		

* Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			4	30		2024/2025	750 000		
			4	30	NIK	2025/2026	790 000		
			4	30		2024/2025	750 000		
			4	30		2024/2025	750 000		
			4	30		2023/2024	650 000		
			4	30		2022/2023	600 000		
			4	30		2021/2022	600 000		
			4	30		2020/2021	600 000		
			4	30		2019/2020	600 000		
economic sciences	English	correspondence	4	30	KGK	2026/2027	485 000		
			4	30		2025/2026	460 000		
			4	30		2024/2025	438 000		
			4	30		2023/2024	380 000		
			4	30		2022/2023	320 000		
			4	30		2021/2022	320 000		
			4	30		2020/2021	320 000		
			4	30		2019/2020	320 000		
			4	30		2018/2019	320 000		
informatics	English	correspondence	4	30	NIK (business inf.)	2026/2027	830 000		
			4	30		2025/2026	790 000		
			4	30		2024/2025	750 000		
technical	English	correspondence	4	30	RKK	2026/2027	760 000		
			4	30		2025/2026	725 000		
			4	30		2024/2025	690 000		
agrarian	Hungarian	correspondence	4	30	AMK	2023/2024	350 000		
			4	30		2022/2023	350 000		
			4	30		2021/2022	350 000		
			4	30		2020/2021	350 000		
			4	30		2019/2020	350 000		
			4	30		2018/2019	350 000		
			4	30		2017/2018	350 000		
			4	30		2016/2017	350 000		
			4	30		2015/2016	350 000		
			4	30		2014/2015	350 000		
			4	30		2013/2014	350 000		
			4	30		2012/2013	350 000		
informatics	Hungarian	correspondence	4	30	NIK (data science)	2026/2027	720 000		
			4	30		2025/2026	685 000		
			4	30		2024/2025	650 000		
			4	30	NIK (computer science engineering)	2026/2027	635 000		
			4	30		2025/2026	605 000		
			4	30		2024/2025	576 000		
					NIK (AI inf)	2026/2027	795 000		
natural sciences	Hungarian	correspondence	4	30	AMK	2026/2027	600 000		
			4	30		2025/2026	575 000		

			4	30		2024/2025	546 000		

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year, semester of enrolment*	Default tuition fee (HUF/semester)		
technical	Hungarian	correspondence	4	30	KVK	2026/2027	635 000		
			4	30		2025/2026	605 000		
			4	30		2024/2025	576 000		
			4	30		2023/2024	500 000		
			4	30	AMK-BGK-RKK	2026/2027	600 000		
			4	30		2025/2026	575 000		
			4	30		2024/2025	546 000		
			4	30		2023/2024	475 000		
			4	30	NIK	2026/2027	760 000		
			4	30		2025/2026	725 000		
			4	30		2024/2025	690 000		
			4	30	AMK-BGK-KVK-RKK	2022/2023	425 000		
			4	30		2021/2022	425 000		
			4	30		2020/2021	425 000		
			4	30		2019/2020	425 000		
			4	30		2018/2019	375 000		
			4	30		2017/2018	375 000		
			4	30		2016/2017	305 000		
			4	30		2015/2016	305 000		
			4	30		2014/2015	305 000		
			4	30		2013/2014	310 000		
			4	30		2012/2013	327 000		
			4	30		2011/2012	216 000		
			4	30		2010/2011	215 000		
			4	30		2009/2010	222 000		
			4	30		2008/2009	237 000		
economic sciences	Hungarian	correspondence	4	30	KGK	2026/2027	435 000		
			4	30		2025/2026	415 000		
			4	30		2024/2025	396 000		
			4	30		2023/2024	345 000		
			4	30		2022/2023	300 000		
			4	30		2021/2022	300 000		
			4	30		2020/2021	300 000		
			4	30		2019/2020	300 000		
			4	30		2018/2019	290 000		
			4	30		2017/2018	290 000		
			4	30		2016/2017	250 000		
			4	30		2015/2016	250 000		
			4	30		2014/2015	250 000		

*Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			4	30		2013/2014	233 000		
			4	30		2012/2013/2	247 000		
			4	30		2012/2013/1	208 000		
			4	30		2011/2012	216 000		
			4	30		2010/2011	215 000		
			4	30		2009/2010	222 000		
			4	30		2008/2009	212 000		
teacher training	Hungarian	correspondence	4	30	KVK	2026/2027	445 000		
			4	30		2025/2026	425 000		
			4	30		2024/2025	402 000		
			4	30		2023/2024	350 000		
			4	30		2022/2023	400 000		
			4	30		2021/2022	400 000		
			4	30		2020/2021	400 000		

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year, semester of enrolment*	Default tuition fee (HUF/semester)		
			4	30	BGK-KGK-KVK-NIK-RKK	2019/2020	400 000		
			4	30		2018/2019	325 000		
			4	30		2017/2018	325 000		
			4	30		2016/2017	300 000		
			4	30		2015/2016	300 000		
			4	30		2014/2015	300 000		
			4	30		2013/2014	305 000		
informatics	Hungarian	evening	4	30	NIK	2024/2025	576 000		
			4	30		2023/2024	500 000		
			4	30		2022/2023	500 000		
			4	30		2021/2022	500 000		
			4	30		2020/2021	500 000		
			4	30		2019/2020	500 000		
			4	30		2018/2019	375 000		
			4	30		2017/2018	375 000		
			4	30		2016/2017	325 000		
			4	30		2015/2016	325 000		
			4	30		2014/2015	325 000		
			4	30		2013/2014/2	325 000		
			4	30		2013/2014/1	330 000		
			4	30		2012/2013/2	330 000		
			4	30		2012/2013/1	348 000		
			4	30		2011/2012/2	348 000		
			4	30		2011/2012/1	233 000		
			4	30		2010/2011/2	233 000		
			4	30		2010/2011/1	244 000		

*Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

			4	30		2009/2010/2	244 000		
			4	30		2009/2010/1	253 000		
			4	30		2008/2009/2	253 000		
			4	30		2008/2009/1	220 000		
technical	Hungarian	evening	4	30	BGK	2024/2025	546 000		
			4	30		2023/2024	475 000		
			4	30		2022/2023	425 000		
			4	30		2021/2022	425 000		
			4	30		2020/2021	425 000		
			4	30		2019/2020	425 000		
			4	30		2018/2019	375 000		
			4	30		2017/2018	350 000		
			4	30		2016/2017	305 000		
			4	30		2015/2016	305 000		
			4	30		2014/2015	305 000		
			4	30		2013/2014	310 000		
			4	30		2012/2013	327 000		

Field of study	**Language of instruction**	**Mode of study**	**Duration of training (semester)**	**Average semester credit value**	**Faculty**	**Academic year, semester of enrolment***	**Default tuition fee (HUF/semester)**		
			4	30		2011/2012	216 000		
			4	30		2010/2011	215 000		
			4	30		2009/2010	222 000		
			4	30		2008/2009	237 000		
natural sciences	Hungarian	evening	4	30	NIK	2026/2027	730 000		
			4	30		2025/2026	695 000		
			4	30		2024/2025	660 000		
			4	30		2023/2024	575 000		
			4	30		2022/2023	500 000		
			4	30		2021/2022	500 000		
			4	30		2020/2021	500 000		
			4	30		2019/2020	500 000		
			4	30		2018/2019	350 000		
			4	30		2017/2018	350 000		
			4	30		2016/2017	325 000		
			4	30		2015/2016	325 000		
			4	30		2014/2015	325 000		
			4	30		2013/2014	325 000		
			4	30		2012/2013	325 000		

*Students enrolled before the 2008/2009 academic year pay tuition fees based on the 2008/2009 rate

Tuition fees for foreign students enrolled in the academic year 2017/2018 or earlier

Training level	Training program	Tuition fee/semester*	
		for non-EU/EEA citizens	for EU/EEA citizens
Bachelor's degree	• Mechanical engineering • Industrial design engineering • Environmental engineering • Mechatronic engineering • Computer science engineering • Technical management • Electrical engineering	2500 EUR	2000 EUR
Master's degree	• Applied mathematics • Mechatronic engineering • Computer science engineering	3000 EUR	2500 EUR
Doctoral schools	• Doctoral school of applied informatics and applied mathematics • Doctoral school of materials science and technologies • Doctoral school of safety and security sciences	4000 EUR	3500 EUR

Tuition fees for foreign students enrolled in the academic year 2018/2019

Training level	Training program	Tuition fee/semester*	
		for non-EU/EEA citizens	for EU/EEA citizens
Bachelor's degree	• Architectural engineering • Civil engineering • Land surveying and land management engineering • Mechanical engineering • Industrial design engineering • Environmental engineering • Mechatronic engineering • Computer science engineering • Technical management • Electrical engineering	3200 EUR	2000 EUR
Master's degree	• Applied mathematics • Mechatronic engineering • Computer science engineering • Business development	3500 EUR	2500 EUR
	• Architecture	2500 EUR	2500 EUR
Doctoral schools	• Doctoral school of applied informatics and applied mathematics • Doctoral school of materials science and technologies • Doctoral school of safety and security services	4500 EUR	3500 EUR

*The application fee (EUR 150) – in addition to the tuition fee – is payable once, upon application.

*The application fee (EUR 150) – in addition to the tuition fee – is payable once, upon application.

Tuition fees for foreign students enrolled in the academic year 2021/2022

Training level	Training program	Tuition fee/semester *	
		for non-EU/EEA citizens	for EU/EEA citizens
Bachelor's degree	• Architectural engineering • Civil engineering • Land surveying and land management engineering • Mechanical engineering • Industrial design engineering • Environmental engineering • Mechatronic engineering • Computer science engineering • Technical management • Electrical engineering	3200 EUR	2000 EUR
Master's degree	• Applied mathematics • Mechatronic engineering • Computer science engineering • Business development	3500 EUR	2500 EUR
	• Architecture	3200 EUR	3200 EUR
Doctoral schools	• Doctoral school of applied informatics and applied mathematics • Doctoral school of materials science and technologies • Doctoral school of safety and security services	4500 EUR	3500 EUR

Tuition fees for foreign students enrolled in the academic year 2022/2023

Training level	Training program	Tuition fee/semester *	
		for non-EU/EEA citizens	for EU/EEA citizens
Bachelor's degree	• Architectural engineering • Civil engineering • Land surveying and land management engineering • Mechanical engineering • Industrial design engineering • Environmental engineering • Mechatronic engineering • Computer science engineering • Technical management • Electrical engineering	3200 EUR	2000 EUR
Master's degree	• Applied mathematics • Mechatronic engineering • Computer science engineering • Business development	3500 EUR	2500 EUR
	• Architecture	3200 EUR	3200 EUR

* The application fee (EUR 150) – in addition to the tuition fee – is payable once, upon application.

* The application fee (EUR 150) – in addition to the tuition fee – is payable once, upon application.

Doctoral schools	• Doctoral school of applied informatics and applied mathematics • Doctoral school of materials science and technologies • Doctoral school of safety and security services	4500 EUR	3500 EUR

Tuition fees for foreign students enrolled in the academic year 2023/2024

Training level	Training program	Tuition fee/semester*	
		for non-EU/EEA citizens	for EU/EEA citizens
Bachelor's degree	• Land surveying and land management engineering • Industrial design engineering • Commerce and • Environmental engineering • Mechatronic engineering	2900 EUR	2000 EUR
	• Computer science engineering	3200 EUR	
	• Technical management	2700 EUR	
	• Electrical engineering	3000 EUR	
Master's degree	• Applied mathematics • Business informatics • Computer science engineering (AMK) • Computer science engineering (NIK)	3500 EUR	2500 EUR
	• Architecture • Geoinformatics • Mechatronic engineering • Business development	3200 EUR	
Doctoral schools	• Doctoral school of applied informatics and applied mathematics • Doctoral school of materials science and technologies • Doctoral school of safety and security services	4500 EUR	3500 EUR

Tuition fees for foreign students enrolled in the academic year 2026/2027

Level	Program	Tuition Fee/semester	
		EU/EEA	Non-EEA
Bachelor's degree	Business Administration and Management	2,000 EUR	2,900 EUR
	Commerce and Marketing	2,000 EUR	2,900 EUR
	Computer Science Engineering	2,000 EUR	3,200 EUR
	Electrical Engineering	2,000 EUR	3,000 EUR
	Engineering Management	2,000 EUR	2,700 EUR
	Environmental Engineering	2,000 EUR	2,900 EUR

* The application fee (EUR 150) – in addition to the tuition fee – is payable once, upon application.

	Industrial Engineering	2,000 EUR	2,900 EUR
	Mechatronic Engineering	2,000 EUR	2,900 EUR
Master's degree	Applied Mathematics	2,500 EUR	3,500 EUR
	Artificial Intelligence	2,900 EUR	3,600 EUR
	Architect	2,500 EUR	3,200 EUR
	Business Development	2,500 EUR	3,200 EUR
	Business Informatics	2,500 EUR	3,500 EUR
	Computer Science Engineering	2,500 EUR	3,500 EUR
	Cyber Security Engineering	2,500 EUR	3,500 EUR
	Data Science	2,500 EUR	3,500 EUR
	Electrical Engineering	2,500 EUR	3,200 EUR
	Marketing	2,500 EUR	3,200 EUR
	Mechanical Engineering	2,500 EUR	3,200 EUR
	Mechatronic Engineering	2,500 EUR	3,200 EUR
Preparatory	Preparatory Undergraduate Program	1,900 EUR	3,000 EUR
	Preparatory Graduate Program	2,300 EUR	3,350 EUR
	Preparatory PhD Program	3,000 EUR	4,000 EUR

APPENDIX 4

Fees payable by students

Fees payable by students for late, retrospective, repeat and remedial services (service fees)

Late fee for tax certificate replacement	4500 Ft/item
Fee for signature/mid-term grade replacement during examination period	4500 Ft/course
Late submission of final thesis	4500 Ft
Late fee for exemption application	4500 Ft/application
Late registration fee for course due to student negligence (in the first two weeks of the semester)	5500 Ft/course
Fee for third and every additional course registration for state-funded students	6000 Ft/course
Late course drop fee (during the first two weeks of the study period)	5500 Ft/course
Late fee for delayed payment of other financial items	3000 Ft/item
Late submission of application	4500 Ft/application
Late fee for delayed dormitory fee payment	4500 Ft/item/month
Late fee for course change	6000 Ft/course
Late fee for delayed payment of tuition fee	6000 Ft/item
Late fee for delayed enrolment	4500 Ft
Late fee for mandatory data reporting	4500 Ft/occasion
Fee for applying for leniency	6000 Ft/application
Fee for submitting and application for passive semester	4500 Ft/ semester
Fee for instruction for passive semester	4500 Ft/semester
Late fee for late submission of extra exams, mid-term assignments	2200 Ft/occasion
Fee for third and every additional exam for the same course	4000 Ft/exam
Fee for initiating a new final thesis	8000 Ft/occasion
Retrospective passive semester/Withdrawal from active semester	6000 Ft/application
Application fee for final exam registration (from the semester following the acquisition of absolutory)/Fee for repeating final exam	14000 Ft/occasion

Other fees payable my students

Fees for exceeding the credit limit by more than 10%	2000 Ft/credit
Fee for a duplicate of the certificate of completion (absolutory)	4500 Ft/duplicate
Fee for a duplicate of the certificate of successful completion of the final exam	4500 Ft/duplicate
Accreditation fee for subject registration and procedure	1200 Ft/course
Fee for submission of transfer request	6000 Ft/request
Fee for issuing an engineer certificate for those who obtained a college degree at a predecessor institution of the UNIVERSITY based on point ac) of paragraph (2) of Section 106 of NFTV.	5500 Ft/certificate
Fee for replacement of student ID sticker	4000 Ft
Fee for replacement of student ID (including the sticker)	4000 Ft
Fee for a certified copy of a lesson register/record book/extract from the record book	1200 Ft/semester
Certificate of completed semesters	2400 Ft/certificate
Fee for proof of previous study period and student status	4500 Ft/ certificate
Fee for issuance of a certified topic of previous studies (Can be requested retroactively for a maximum of 10 years)	1200 Ft/course
Processing fee for the recognition of foreign certificates and diplomas if the applicant intends to study or continue their studies at the UNIVERSITY	5500 Ft/process
Processing fee for recognition of foreign professional qualifications	5500 Ft/process
Fee for a certified copy of a lesson register/record book/extract from the record book	15000 Ft/copy
Fee for a duplicate of a lesson register/record book/extract from the record book	8000 Ft/semester
Fee for submission of a request for changing work schedule	5500 Ft/request
Fee for issuing a duplicate diploma	8000 Ft /duplicate
Fee for issuing a copy of the diploma	5000 Ft /copy
Fee for issuing a duplicate diploma supplement	10000 Ft / duplicate
Fee for issuing a copy of the diploma supplement	(8000 Ft / copy
Fee for submission of a request for changing major/specialization	5500 Ft/request
Fee for changing an invoice	5500 Ft/invoice
Registration fee for self-paying students in guest student status	3500 Ft/credit
Other fee in case of violation of the dormitory check-out procedure	12500.-Ft
Application fee for the drawing aptitude test	4000 Ft
Application fee for Master's degree programs	4500 Ft
Institutional application fee for programs taught in foreign languages offered to foreign nationals	150 EUR

Service and other fees payable by <u>former students</u> not currently in student status with the University

Procedure fee for announcing a new final thesis	8000 Ft
Procedure fee for applying for final exam	14000 Ft
Fee for retaking a failed final exam	6000 Ft/course
Fee for certification of previous study periods and student status	4500 Ft
Fee for issuing a certified syllabus of previous studies *(Can be requested for a maximum of 10 years retroactively)*	1200 Ft/course
Fee for issuing a duplicate grade book / registry sheet / registry extract	8000 Ft/semester
Fee for a certified copy of a grade book / registry sheet / registry extract	15000 Ft
Fee for issuing a duplicate certificate of the completion of absolutory (pre-degree certificate)	4500 Ft
Fee for issuing a duplicate certificate of the successful completion of the final exam	4500 Ft
Procedure fee for the recognition of foreign qualifications	5500 Ft/ process
Procedure fee for the recognition of foreign certificates and diplomas, if the applicant wishes to study or continue their studies at the UNIVERSITY	5500 Ft/process
Fee for the certificate issued for the use of the engineering title for those who obtained a college degree at the legal predecessors of the UNIVERSITY – based on Section 106 (2) point ac) of the Nftv.	5500 Ft

Other fees payable by <u>former students</u> who do not have a student status with the University

Fee for issuing a duplicate diploma	8000 Ft
Fee for issuing a copy of the diploma	5000 Ft
Fee for issuing a duplicate diploma supplement	10000 Ft
Fee for issuing a copy of the diploma supplement	8000 Ft

APPENDIX 5

Dormitory fees payable by students

Dormitory fees payable by students, as well as the classification of individual dormitories based on comfort level for the 2020/2021 academic year

Residential dormitories	Number of available beds	Comfort category	Student financing	Amount of dormitory fee to be paid		
				Basic service charge *(HUF/person/month)*	Additional service charges *(HUF/person/month)*	Total service charges to be paid *(Ft/HUF/person/month)*
	116	I.	State-funded	9 320	6 680	16 000

Bánki Donát Kollégium 1065 Budapest, Podmaniczky street 8.			Self-paying	-	-	33 000
GEO Kollégium 8000 Székesfehérvár, Hosszúsétatér 8.	173	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
Hotel@BMF Diákotthon 1084 Budapest, Tavaszmező street 7-13.	400	IV.	State-funded	17 475	8 525	26 000
			Self-paying	-	-	70 000
Kandó Kálmán Kollégium 1034 Budapest, Bécsi street104-108.	415	IV.	State-funded	17 475	3 525	21 000
			Self-paying	-	-	42 000
Kiss Árpád Kollégium 1034 Budapest, Doberdó street 6/b.	2*	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
Óbudai Diákhotel 1037 Budapest, Nagymihály street 1-9. (Kunigunda street 25.)	250	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000

Dormitory or accommodation fees payable for the 2020/2021 academic year

The payable dormitory or accommodation fees for incoming students participating in international mobility programs, as well as for foreign students admitted through the university's (not central higher education) admission procedure, and for students with non-active student status in the 2020/2021 academic year:

- Bánki Donát Kollégium 40 000 HUF/person/month
- GEO Kollégium 40 000 HUF/person/month
- Hotel@ BMF Diákotthon 70 000 HUF/person/month
- Kandó Kálmán Kollégium 65 000 HUF/person/month
- Kiss Árpád Kollégium 40 000 HUF/person/month
- Óbudai Diákhotel 52 000 HUF/person/month

Summer dormitory accommodation fees for the period between June 21st, 2021, and August 28th, 2021

Residential Dormitory	For full-time state-funded or self-financed students (HUF/person/month)	For foreign students admitted through university (non-centralized higher education) admission process (HUF/person/month)

* Students will be admitted after renovation and upon obtaining the occupancy permits.

Bánki Donát Kollégium	31 500	40 000
GEO Kollégium	31 500	40 000
Hotel@BMF Diákotthon	35 000	70 000
Kandó Kálmán Kollégium	35 000	65 000
Kiss Árpád Kollégium	-	-
Óbudai Diákhotel	31 500	52 000

Amount of security deposit as a one-time deposit

Residential dormitory	**Amount of security deposit as a one-time deposit *(HUF/person)***
Bánki Donát Kollégium	3 000
GEO Kollégium	3 000
Hotel@BMF Diákotthon	5 000
Kandó Kálmán Kollégium	10 000
Kiss Árpád Kollégium	3 000
Óbudai Diákhotel	5 000

Dormitory fees payable by students, as well as the classification of individual dormitories based on comfort level for the 2021/2022 academic year

Residential dormitories	**Number of available beds**	**Comfort category**	**Student financing**	**Amount of dormitory fee to be paid**		
				Basic service charge *(HUF/person/month)*	**Additional service charges *(HUF/person(month)***	**Total service charges to be paid *(Ft/HUF/person/month)***
Bánki Donát Kollégium 1065 Budapest, Podmaniczky street 8.	116	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
GEO Kollégium 8000 Székesfehérvár, Hosszúsétatér 8.	177	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
Hotel@BMF Diákotthon 1084 Budapest, Tavaszmező street 7-13.	400	IV.	State-funded	17 475	8 525	26 000
			Self-paying	-	-	70 000

Kandó Kálmán Kollégium 1034 Budapest, Bécsi street 104-108.	417	IV.	State-funded	17 475	3 525	21 000
			Self-paying	-	-	42 000
Kiss Árpád Kollégium 1034 Budapest, Doberdó street 6/b.	116	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
Óbudai Diákhotel 1037 Budapest, Nagymihály street 1-9. (Kunigunda street 25.)	150*	I.	State-funded	-	-	-
			Self-paying	-	-	-

Dormitory or accommodation fees payable for the 2021/2022 academic year

The payable dormitory or accommodation fees for incoming students participating in international mobility programs, as well as for foreign students admitted through the university's (not central higher education) admission procedure, and for students with non-active student status in the 2021/2022 academic year:

- Bánki Donát Kollégium 40 000 HUF/person/month
- GEO Kollégium 40 000 HUF/person/month
- Hotel@ BMF Diákotthon 70 000 HUF/person/month
- Kandó Kálmán Kollégium 65 000 HUF/person/month
- Kiss Árpád Kollégium 40 000 HUF/person/month
- Óbudai Diákhotel 52 000 HUF/person/month

Summer dormitory accommodation fees for the period between July 1st, 2022, and August 27th, 2021

Residential Dormitory	For full-time state-funded or self-financed students (HUF/person/month)	For foreign students admitted through university (non-centralized higher education) admission process (HUF/person/month)
Bánki Donát Kollégium	27 500	33 000
GEO Kollégium	27 500	33 000
Hotel@BMF Diákotthon	35 000	45 000
Kandó Kálmán Kollégium	35 000	45 000
Kiss Árpád Kollégium	-	-

* Rented accommodation space for Stipendium Hungaricum students

Dormitory fees payable by students, as well as the classification of individual dormitories based on comfort level for the 2022/2023 academic year

Residential dormitories	Number of available beds	Comfort category	Student financing	Amount of dormitory fee to be paid		
				Basic service charge *(HUF/person/month)*	Additional service charges *(HUF/person/month)*	Total service charges to be paid *(Ft/HUF/person/month)*
Bánki Donát Kollégium 1065 Budapest, Podmaniczky street 8.	116	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
GEO Kollégium 8000 Székesfehérvár, Hosszúsétatér 8.	177	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
Hotel@BMF Diákotthon 1084 Budapest, Tavaszmező street 7-13.	400	IV.	State-funded	17 475	8 525	26 000
			Self-paying	-	-	70 000
Kandó Kálmán Kollégium 1034 Budapest, Bécsi street 104-108.	417	IV.	State-funded	17 475	3 525	21 000
			Self-paying	-	-	42 000
Kiss Árpád Kollégium 1034 Budapest, Doberdó street 6/b.	116*	I.	State-funded	-	-	-
			Self-paying	-	-	-

Dormitory or accommodation fees payable for the 2022/2023 academic year

The payable dormitory or accommodation fees for incoming students participating in international mobility programs, as well as for foreign students admitted through the university's (not central higher education) admission procedure, and for students with non-active student status in the 2022/2023 academic year:

- Bánki Donát Kollégium 40 000 HUF/person/month
- GEO Kollégium 40 000 HUF/person/month
- Hotel@ BMF Diákotthon 70 000 HUF/person/month
- Kandó Kálmán Kollégium 70 000 HUF/person/month

Dormitory fees payable by students, as well as the classification of individual dormitories based on comfort level for the 2023/2024 academic year

Residential dormitories				Amount of dormitory fee to be paid

* For Stipendium Hungaricum students.

	Number of available beds	Comfort category	Student financing	Basic service charge *(HUF/person/month)*	Additional service charges *(HUF/person/month)*	Total service charges to be paid *(Ft/HUF/person/month)*
Bánki Donát Kollégium 1065 Budapest, Podmaniczky street 8.	116	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
GEO Kollégium 8000 Székesfehérvár, Hosszúsétatér 8.	177	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
Hotel@BMF Diákotthon 1084 Budapest, Tavaszmező street 7-13.	400	IV.	State-funded	17 475	8 525	26 000
			Self-paying	-	-	70 000
Kandó Kálmán Kollégium 1034 Budapest, Bécsi street 104-108.	417	IV.	State-funded	17 475	3 525	21 000
			Self-paying	-	-	42 000
Kiss Árpád Kollégium 1034 Budapest, Doberdó street 6/b.	116*	I.	State-funded	-	-	-
			Self-paying	-	-	-

Dormitory or accommodation fees payable for the 2022/2023 academic year

The payable dormitory or accommodation fees for incoming students participating in international mobility programs, as well as for foreign students admitted through the university's (not central higher education) admission procedure, and for students with non-active student status in the 2023/2024 academic year:

- Bánki Donát Kollégium 37 000 HUF/person/month
- GEO Kollégium 37 000 HUF/person/month
- Kiss Árpád Kollégium* 40 000 HUF/person/month
- Hotel@ BMF Diákotthon 53 000 HUF/person/month
- Kandó Kálmán Kollégium 53 000 HUF/person/month

APPENDIX 6

Method of calculating academic scholarship

Principle:

1. "Homogenic" groups need to be created.
   Let the number of this group be: *N*
   (It is desirable for *N* to be as large as possible.)

* For Stipendium Hungaricum students.

2. The number of people who receive a scholarship needs to be determined.
   Let this number be: $n \leq N$
   (It is desirable to be $n \cong \frac{N}{2}$.)
3. The available scholarships budget (*P*) for the group must be distributed proportionally among the *n* number of individuals based on the academic performance.
   The amount of the scholarship cannot be higher than the maximum value specified by law (*M*) or lower than the minimum value (*m*).
   (It is desirable that the highest achieving student in the group receives the maximum amount.)

Execution:

1. The groups must be sorted according to the increasing scholarship index.
   The top $\frac{N}{2}$ student (in case of odd N, $\frac{N-1}{2}$) are guaranteed to receive a scholarship.
   They constitute a subset of *n*.
2. However, it must be examined whether the average of the next ones in the ranking (even all the remaining students!) is equal to the lowest ranked admitted, and if so, all these students will also receive a scholarship.
   (They also belong to *n*!)
3. Therefore, the followings are given:
   P – the scholarship budget of the group,
   n – the number of scholarship recipients,
   a_i – the academic average of these students sorted in a way that $a_i \leq a_{i+1}$,, where $i = 1,2, \dots n$.
4. Let the scholarship of the *i*-th student (p_i) be proportional to their average grade:
   $p_i = Aa_i + B$ then $p_i \leq p_{i+1}$
   Requirement: $m \leq p_i \leq M$ (in another method: $p_i \geq m$ és $p_n \leq M$)
5. Note:
   The scholarship fund therefore is: $P = \sum_{i=1}^{n} p_i = \sum_{i=1}^{n} (Aa_i + nB)$
   The average scholarship is: $\bar{p} = \frac{P}{n} = A\bar{a} + B$, where
   $\bar{a} = \frac{1}{n}\sum_{i=1}^{n} a_i$ is the average grade of those who receive a scholarship.
6. Calculation of parameters (A and B)
   1st case:
   Let $p_n = M$, then $A_i a_n + B_1 = M$, comparing with $A_i\bar{a} + B_1 = \bar{p}$ it gives:
   $A_i = \frac{M-\bar{p}}{a_n-\bar{a}}$ and $B_i = \bar{p} - A_1\bar{a}$
   In case $p_i = A_1 a_1 + B_1 < m$ follows from these, then
   2nd case:
   Let $p_1 = m$, then $A_2 a_1 + B_2 = n$, comparing with $A_2\bar{a} + B_2 = \bar{p}$ it gives:
   $A_2 = \frac{\bar{p}-m}{\bar{a}-a_1}$ and $B_2 = \bar{p} - A_2\bar{a}$

The group index:

1. The group index is a 0 to 2 index independent of the smallest and largest average of the given homogeneous group, as well as the average of the homogeneous group, where the highest scholarship index of the group is assigned to 2, the lowest to 0, and the group average to 1.
2. The group index is a measure of academic performance that makes it comparable for any two or more arbitrarily selected students at the UNIVERSITY.

The method to calculate the group index:

1. The group index is calculated in several steps, based on the scholarship index:

$$\textbf{Scholarship index} = \textbf{Credit index} \times \boldsymbol{M}$$

$$\text{where} \quad \boldsymbol{M} = \frac{\sum \textbf{Achieved credit}}{\textbf{Number of active semesters}} \times \mathbf{30}$$

2. The average of the given homogeneous group is subtracted from the scholarship index:

$$\textbf{Scholarship index} - \textbf{Group average}$$

3. The group index of a student whose scholarship index is above the group average is calculated by dividing their deviation from the average by the maximum deviation within the group and adding 1 to the result.
   Thus, the student with the highest scholarship index will have a group index of 2, while a student whose scholarship index exactly equals the group average will have a group index of 1.

$$\left(\frac{(\textbf{Scholarship index} - \textbf{Group average})}{\textbf{Highest}(\textbf{Scholarship index} - \textbf{Group average})}\right) + \mathbf{1}$$

4. The group index of a student whose scholarship index is below the group average is calculated by dividing their deviation from the group average by the smallest deviation in the group, multiplying the result by -1, and adding 1.
   Thus, the student with the worst scholarship index in the group will have a group index of 0:

$$\left(\frac{\textbf{-1} \times (\textbf{Scholarship index} - \textbf{Group average})}{\textbf{Lowest}(\textbf{Scholarship index} - \textbf{Group average})}\right) + \mathbf{1}$$

APPENDIX 7

(SAMPLE)

Obuda University
..... Faculty

Full name of student: .....

Mother's maiden name: .....

Program (major) of student: .....

Permanent address of student: .....

NOTIFICATION OF DISCIPLINARY PROCEEDINGS INITIATION

I hereby inform you that, due to a well-founded suspicion of violation of student obligations, disciplinary proceedings have been initiated against you pursuant to Section 55 (1) of Act CCIV of 2011 and Section 2 (1) of the Rules on the adjudication of disciplinary and compensation matters of Obuda University.

Please appear before the Disciplinary Committee on …… at ……. o'clock in room no. ……..…….

Please note that you have the right to inspect the case documents and may submit your defence in writing.

You may appoint a legal representative who may act in accordance with the provisions of the Student Disciplinary Regulations. If your defence is represented by an attorney, you must notify the Chair of the Disciplinary Committee at least 8 days prior to the disciplinary hearing.

Budapest, …… year ……. month ……day

……..
President of the Disciplinary Committee

APPENDIX 8

(Sample)

DISCIPLINARY DECISION

The Disciplinary Committee of the Faculty of …… at Obuda University, in the disciplinary case of student …… (mother's maiden name: ……, place and date of birth: ……) held a disciplinary hearing on … year … month … day and issued the following decision.

The Disciplinary Committee found the student guilty of conduct violating Section 55 of Act CCIV of 2011 (hereinafter referred to as: Nftv.) and imposes disciplinary punishment pursuant to Section 55 (2) of the same Act as follows:

……..
[type of disciplinary punishment]

Without a separate request and decision, the student shall be exempt from the effects of the disciplinary punishment upon its expiration—except in the case of exclusion specified in Section 55 (2)(e) of the Nftv.

This decision may be appealed within eight days of receipt by submitting a suspensive appeal addressed to the competent dean but submitted to the Disciplinary Committee.

Reasoning

Based on the statements made and documents presented during the public disciplinary hearing held on … year … month … day, the acting Disciplinary Committee has established that …… student committed …….. on … year … month … day.

(Specification and evaluation of evidence. Explanation of whether the act or omission committed constitutes a culpable and serious breach of student obligations, and the degree of the student's culpability in committing it.)

.....

.....

The Committee took the following as aggravating circumstances:

.....,

and mitigating circumstances:

.....,
and decided as per the operative part.

Budapest, …… year …… month …… day

…….
President of the Disciplinary Committee

Reference number:

(Sample)

DECISION TERMINATING THE PROCEEDINGS

The Disciplinary Committee of the Faculty of …… at Obuda University, in the disciplinary case of student …….. (mother's maiden name: ……, place and date of birth: ……), held the disciplinary hearing on …….. year ……. month …… day and issued the following

decision.

The Disciplinary Committee terminates the disciplinary proceedings initiated against student ……..

The decision may be appealed within eight days of receipt by submitting a suspensive appeal addressed not the competent dean but submitted to the Disciplinary Committee.

Reasoning

Due to the well-founded suspicion of culpable violation of essential obligations arising from the student relationship by student ……, disciplinary proceedings were initiated on … year … month … day for …….(indicate the disciplinary offence).

During the investigation it was established that:

- the act committed does not constitute a disciplinary offence, or it was not committed by the student under proceedings,
- the commission of the disciplinary offence cannot be proven,
- the culpability of the student cannot be established,
- the act underlying the proceedings has already been finally adjudicated in a disciplinary procedure,
- the Disciplinary Committee applies a warning instead of punishment to the student,
- the disciplinary offence has expired.

In view of the above, the Disciplinary Committee decided as per the operative part.

Budapest, …….. year ……. month …… day

…….
President of the Disciplinary Committee

APPENDIX 9

In case of committing an unauthorized act, the relevant managers and instructors shall apply the sanctions indicated in the table below

ACT	MILDEST PUNISHMENT	PERSON ACTING IN PROCEEDING
Individual cheating or attempt to cheat during mid-term exams, on exams (written cheat sheet, text calculator, etc.)	Failing grade	instructor
Exchanging answers during mid-term exams or exams (even if discovered later)	Failing grade for both parties	instructor
Swapping assigned test sheets among each other	Failing grade for both parties	instructor
Submitting a mid-term exam or exam on behalf of another student	Failing grade for all involved + initiation of disciplinary proceedings	instructor, dean
Having someone else do homework, thesis	Failing grade for all involved + initiation of disciplinary proceedings	instructor, dean
Contacting outsiders or attempting to do so during mid-term exams/exams (mobile phones, etc.)	Failing grade + initiation of disciplinary proceedings	instructor, dean
Person substitution during assessments (mid-term exam, exam, comprehensive exam)	Failing grade + initiation of disciplinary proceedings	instructor, dean
Forgery of public documents	Failing grade + reporting to authorities	dean
Violation of information system or data security (e.g. unauthorized access, disrupting system operation, unauthorized data alteration)	Initiation of disciplinary proceedings	dean
Leaking test materials (university employee)	Initiation of disciplinary proceedings	dean
Allowing unauthorized access to computer databases (university employee)	Initiation of disciplinary proceedings	dean

Committing plagiarism	Initiation of an ethical procedure pursuant to Section 5 (3) (o) of the University's Code of Ethics	dean

APPENDIX 10

Reference number:

DAMAGE REPORT

…….
employer, organizational unit

Prepared on: 20…….. year …… month ……. day, at …… o'clock

.....……..... (employer/Faculty)

at the workplace/organization unit of……..

Present: .....

.....

.....

1) Description of the damage:

.....

.....

2) Location of the damage

.....

3) Date and time of damage occurrence: 20..... year .....month .....day ..... hour .....minute
4) Date and time of damage discovery: 20..... year .....month .....day ..... hour .....minute
5) Detailed and comprehensive description of the background and sequence of events leading to the occurrence of the damage:

.....

.....

.....

6) Probable cause of the damage: (intentional, negligence, accident, technical fault, damage caused by unknown person, etc.)

.....

.....

.....

7) Estimated amount of damage in HUF: .....Ft, of which own damage: .....Ft, third-party damage: .....Ft
The amount was determined based on estimation / invoice / price list / other: ……. (underline the applicable)*

8) Name(s) and person(s) appearing to be at fault for causing the damage:

Name:..... Place of birth: .....

Date of birth: ..... Mother's name: .....

Address: ..... Workplace: .....

Position: ..... Personal statement .....

.....

Name:..... Place of birth: .....

Date of birth: ..... Mother's name: .....

Address: ..... Workplace: .....

Position: ..... Personal statement .....

.....

Name:..... Place of birth: .....

Date of birth: ..... Mother's name: .....

Address: ..... Workplace: .....

Position: ..... Personal statement .....

.....

……
……..
Head of organizational unit
position

* underline as appropriate