



PÁZMÁNY PÉTER
KATOLIKUS EGYETEM

PÁZMÁNY *1635.*
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EDUCATIONAL INFORMATION

GENERAL INFORMATION

2018/2019 ACADEMIC YEAR

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This Educational Information has been prepared by the Educational Directorate's Department of Education Coordination, Rector's Office, Pázmány Péter Catholic University.

Responsible editor: Dr. Szabolcs Szuromi, DSc, Rector

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Dear Students,

I would like to welcome you to the 2018/2019 academic year. I would especially like to welcome those who are starting their studies at the Pázmány Péter Catholic University as well as those who have already integrated into the unique atmosphere of university life as “Pázmány” students. Our university is more than simply one of the many higher education institutions: it is the only multi-faculty catholic university in Hungary that performs quality research and education in a wide range of scientific fields and disciplines, from the baccalaureate levels to doctoral degrees, providing conditions for earning professional degrees in a variety of fields. The courses for which you register within the chosen study field are not merely means that facilitate the earning of various academic degrees and certificates: they also represent lasting values that testify to a deeper comprehension and appreciation of the human individual and culture. The cultivation of sciences in the 21st century and the transfer of knowledge - from the work of a pre-school teacher to acquainting people with the results achieved by researchers studying the most advanced fields of sciences - are becoming increasingly inter- and multidisciplinary. This phenomenon clearly marks the openness of the human personality to a more comprehensive knowledge of the truth, and a more credible transfer of the truth learned in this manner. The Catholic University aims to provide you with the best possible quality education in the most personalized manner by providing an opportunity not only for learning the facts needed for the knowledge of the given major, but also for considering and interpreting those on firm moral grounds. We are convinced that the unique mentality of the Institution equips our students with an additional skill that can provide significant help in a world struggling with a crisis of values. Therefore the actual knowledge learned will benefit and enrich both your narrow and broad environment in addition to all of society, beyond facilitating the achievement of your personal goals.

This volume provides you with useful information for planning your university studies, for completing your chosen majors, and for considering applications for further training options available at the Institution.

Wishing you much strength and pleasure in your studies,

Dr. Szabolcs Szuromi, DSc
Rector

I. University Information

The University's name, address, and institutional ID

Pázmány Péter Catholic University, H-1088 Budapest, Szentkirályi utca 28.

Phone: +36 1 429-7200; Fax: +36 1 318-0507

Institutional ID: FI79633

Heads of the University

Grand Chancellor: Dr. András Veres, Bishop of Győr, President of the Hungarian Catholic Bishops' Conference

Rector: HUF. Dr. Szabolcs Szuromi O.Praem.

Presidential Chief Adviser: HUF. Dr. György Fodor (general affairs), Dr. Ferenc Friedler (institution-building affairs)

Names of Faculties, campuses, contacts, heads of Faculties

FACULTY OF THEOLOGY

Dean: Ft. Dr. Mihály Kránitz

Address: H-1053 Budapest, Veres Pálné u. 24.

Phone: +36 1 484-3030

Fax: +36 1 484-3051

Email: dekani.hivatal@htk.ppke.hu

Internet: <https://htk.ppke.hu>

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Dean: HUF. Dr. György Fodor

Address: H-2087 Piliscsaba, Egyetem u. 1.

Phone: +36 26 577-000

Fax: +36 26 374-570

Email: info@btk.ppke.hu

Internet: <https://btk.ppke.hu/en>

FACULTY OF HUMANITIES AND SOCIAL SCIENCES, Budapest campus: Sophianum

Address: H-1088 Budapest, Mikszáth Kálmán tér 1.

Phone: +36 1 235-3030

Email: sophianum@btk.ppke.hu

Internet: <https://btk.ppke.hu/en/about/campuses>

FACULTY OF HUMANITIES AND SOCIAL SCIENCES, Budapest campus: Tárogató út

Address: H-1021 Budapest, Tárogató út 2-4.

Internet: <https://btk.ppke.hu/karunkrol/kepzesi-helyszineink/budapest-tarogato-ut>

FACULTY OF HUMANITIES AND SOCIAL SCIENCES, Esztergom campus: Iohanneum

Address: H-2500 Esztergom, Majer István u. 1–3.

Phone: +36 33 413-699

Fax: +36 33 413-493

Email: esztergom@btk.ppke.hu

Internet: <https://btk.ppke.hu/en/about/campuses>

FACULTY OF INFORMATION TECHNOLOGY AND BIONICS

Dean: Dr. Kristóf Iván

Address: H-1083 Budapest, Práter u. 50/A.

Phone: +36 1 886-4700

Fax: +36 1 886-4724

Email: titk@itk.ppke.hu

Internet: <https://itk.ppke.hu>

FACULTY OF LAW AND POLITICAL SCIENCES

Dean: Dr. István Szabó

Address: H-1088 Budapest, Szentkirályi u. 28-30.

Phone: +36 1 429-7200

Fax: +36 1 429-7201

Email: info@jak.ppke.hu

Internet: <https://jak.ppke.hu>

POSTGRADUATE INSTITUTE OF CANON LAW

President: HUF. Dr. Szabolcs Anzelm Szuromi O.Praem.

Address: H-1088 Budapest, Szentkirályi u. 28-30.

Phone: +36 1 429-7217

Fax: +36 1 429-7218

Email: folia@jak.ppke.hu

Internet: <http://www.kjpi.ppke.hu>

II. The schedule for the academic year, educational periods, and significant dates

Schedule for the 1st semester of the 2018/2019 academic year

Period description	Dates
Veni Sancte (University Church)	6:00 PM Saturday, September 15, 2018
Term time	Monday, September 3, 2018 - Saturday, December 15, 2018
The first school day for full-time students	Monday, September 10, 2018
Classes for correspondence students	according to class schedule
Holidays for full-time students	October 22 - 23, 2018 (Monday-Tuesday) October 29 - November 2, 2018 (fall break)
Pázmány Day	9:00 AM - 12:00 PM Wednesday, October 17, 2018
Exam period (regular + CV [exam only])	Monday, December 17, 2018 - Saturday, February 2, 2019
Preliminary exam period (Faculty of Theology, Faculty of Law and Political Sciences, Faculty of Information Technology and Bionics)	December 10-14, 2018

Schedule for the 2nd semester of the 2018/2019 academic year

Period description	Dates
Term time	Monday, February 4, 2019 - Saturday, May 18, 2019
The first school day for full-time students	Monday, February 11, 2019
Classes for correspondence students	according to class schedule
Holidays for full-time students	Monday, April 15, 2019 - Friday, April 26, 2019 (Easter holiday)
Exam period (regular + CV [exam only])	Monday, May 20, 2019 - Friday, June 28, 2019

III. Equal opportunities

The University may, at the student's request, set requirements for students with disabilities that differ in part or in full from those included in the curriculum or, based on Section 49 (8) of the Higher Education Act¹, may waive such requirements.

The most common disabilities for which special education requirements may be determined: reduced mobility, auditory and visual impairments, speech and other impairments (especially serious speech impairments, dyslexia, dysgraphia, dyscalculia, etc.), and autism.

The Equal Opportunities Committee deals with issues related to promoting the equal opportunities of students:

- Passes decisions on applications submitted by disabled students regarding education and exam requirements.
- Monitors the use of normative support aimed at aiding the studies of disabled students and purchases of tangible assets used to provide assistance.
- Submits recommendations for the Faculty and University leaders on ensuring the full equality of students with disabilities. Proceeds in its present competence at the student's request, to which the relevant certification shall be attached.

The order for submitting applications:

Applications may be submitted to the Equal Opportunities Committee at a faculty level by way of the Faculty and addressed to the chair of the Equal Opportunities Committee. The application should clearly state its subject. The expert opinion defined by Government Decree 87/2015² shall be attached to the application. Detailed information is available on the websites of the various Faculties.

The Chairman of the Equal Opportunities Committee and the representative for the Faculty of Humanities and Social Sciences: Zsolt Almási (almasi.zsolt@btk.ppke.hu)

Representative for the Faculty of Theology: László Perendy (perendy@piar.hu)

Representative for the Faculty of Information Technology and Bionics: Dr. Orsolya Balogh Vargáné (balogh.orsolya@itk.ppke.hu)

Representative for the Faculty of Law and Political Sciences: István H. Szilágyi (h.szilagyi.istvan@jak.ppke.hu)

Student representative: Kornél Kurmai (Faculty of Law and Political Sciences)

¹ Section 49 (8) of Act CCIV of 2011 on National Higher Education: Conditions for studying and taking exams shall be adjusted to the given disability in the case of students with disabilities. Moreover, disabled students shall be provided assistance for fulfilling obligations ensuing from their status as students. In justified cases, disabled students shall be exempted from taking certain subjects, studying certain units, or taking exams and being tested. If required, disabled students shall be exempted from taking language examinations, a part of those, or their level. A longer preparation period shall be ensured during exams. The use of technical aids, and therefore, in particular, typewriters and computers, shall be provided for compiling reports in writing, or by substituting a written exam with an oral one and vice versa. Exemptions granted under the present paragraph shall exclusively be ensured in connection with circumstances serving as the grounds for exemption and may not lead to exemption from fundamental academic requirements required for obtaining the qualifications attested by a certificate.

² Government Decree 87/2015 (IV.9.) on the implementation of the various provisions of Act CCIV of 2011 on National Higher Education

Section 63 (1) The type, degree, and permanent or temporary nature of the disability afflicting the disabled student shall be certified with the expert opinion referred to in paragraph (2) or (3).

(2) If the disability or unique educational requirement of the student (applicant) had already existed during his/her secondary school education and was therefore granted allowances during his/her studies or the secondary school-leaving examination, the disability or unique educational requirement shall be certified with an expert opinion issued by the county (or Budapest) education expert services or their member institutions proceeding as county or national expert committees (and, of their legal predecessor, the expert and rehabilitation committees for examining studying abilities and the national expert and rehabilitation committees).

(3) If the disability or unique educational requirement of the student (applicant) had not yet existed during his/her high school education and did not receive allowances during his/her studies or the high school final exam, the disability shall be certified with an expert opinion issued by the rehabilitation expert body or its legal predecessor.

Section 2 (5) of Government Decree 327/2011 (XII.29.) on the procedural rules pertaining to provisions for disadvantaged persons: The District III Office of the Metropolitan Government Office of Budapest shall proceed in first instance as the rehabilitation expert body in proceedings for determining the disabilities of dyslexia, dysgraphia, and dyscalculia of higher education students or applicants.

IV. Educational counselling and career counselling

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Career counselling, available since 2002, helps maintain and, if necessary, restore mental hygiene and health.

The Life Skills Consultancy Center provides a psychologist and a number of peer coaches who offer individual psychological counselling to the Faculty's students. The Centre's associates work with great devotion to provide a helping hand to all students who feel lost at the University or simply need some help or guidance in any areas of their lives. The service is free of charge. Both the psychologist and the peer coaches work in strict confidence.

Psychological counselling

Professional psychologists are available to provide support in solving personal problems, issues related to education, career choices, family or relationships, and other life management difficulties. The counselling provides students with an opportunity to talk in confidence about different issues in a friendly, open environment that offers personalized assistance and possible solutions.

Peer counselling

The word "peer" indicates that students receive assistance from peer or slightly older - but still non-graduate - psychology MA students. Peer coaches provide informative counselling regarding university life and engage in supportive conversation to students who feel they are experiencing some obstacles in their lives and would like to move forward in finding a solution.

Career orientation and career counselling

Sometimes people don't know if they're on the right track and don't have a definite idea as to which career or field to choose, or don't know what kind of job to look for. Career orientation counselling uses tests that help students better assess their skills and goals, mapping their strengths and any weaknesses. This helps clarify not only the direction in which it is worth heading, but counsellors also help plan specific steps, write CVs, and prepare for job interviews.

Contact information

Address: Student Counsel Centre, Sophianum, Ground Floor, Room 012

Email:

Psychologist: molnar.anett@btk.ppke.hu

Peer coaches: kortarstanacsado@gmail.com

Websites:

<http://btk.ppke.hu/karunkrol/intezetek-tanszekek/pszichologiai-intezet/hallgatoi-elet/etvezetesi-tanacsado-kozpont>

<https://www.facebook.com/ppkekortarssegitok/>

FACULTY OF INFORMATION TECHNOLOGY AND BIONICS

The career counselling provided by the Faculty of Information Technology and Bionics operates in part within the framework of the Registrar's Office and in part based on the close, direct cooperation between active students and alumni. Our alumni mailing list includes useful information, job offers, events, grant opportunities, etc. The Registrar's Office also coordinates possibilities for practice periods. We also provide support to our students in the form of personal counselling. Some Students' Union members in the Academic and PR Committees of the union also deal with alumni contacts and professional opportunities. The following websites provide information on the Committee's current projects related to educational counselling: http://hok.itk.ppke.hu/tudomanyos_pr.

Career counselling services at the Faculty of Information Technology and Bionics are provided jointly by the students and Faculty employees. (The list of people responsible for the various fields can be found below.) As almost all majors require students to participate in practice periods, this helps create many long-term relationships between students and workplaces at this early stage: employers are often happy to offer jobs to interns after graduation.

Once a year, the Faculty organizes an alumni meeting, which provides an opportunity for graduates and undergraduates to meet Faculty teachers and other interested persons. At the meeting, alumni students share their experiences regarding professional progress, workplaces, and job opportunities with senior students.

Our permanent partners (Morgan Stanley and Schönherz School Co-operative) routinely set up exhibition stands at the Faculty in order to address students directly with full-time positions.

Since the Registrar's Office and the Students' Union receive news of many job offers from a wide range of areas in IT and bionics, a separate, internal website is dedicated to sharing current intern positions and job opportunities, and a weekly student newsletter is also used to provide these to students.

- Contact person for alumni: Kristóf Klein (Students' Union)
- professional opportunities: Kristóf Klein (Students' Union)
- practice periods, student jobs: László Enyedi (Room 113, Registrar's Office)
- career counselling: Orsolya Balogh Vargáné (Room 111, Registrar's Office)
- organizing annual alumni meetings: Szandra Iván (Dean's Office)

Office hours

alumni and professional opportunities: according to the notice issued by the Students' Union (Students' Union office)

practice periods, student jobs: Monday, Tuesday, Thursday 9:00 AM -12:15 PM (László Enyedi, Room 113, Registrar's Office)

grants and scholarships: Tuesday, Thursday 9:00 AM - 12:15 PM (Orsolya Balogh Vargáné: Room 111, Registrar's Office)

career counselling: appointment required (Orsolya Balogh Vargáné: Room 111, Registrar's Office)

Contact Information

Address: The Students' Union office and Orsolya Balogh Vargáné (Room 111, Registrar's Office)

Phone: +36 1 886 4711 (Room 111, Registrar's Office)

Email: itk-alumni@lists.ppke.hu, tanulmanyi.osztaly@itk.ppke.hu, hok@itk.ppke.hu

FACULTY OF LAW AND POLITICAL SCIENCES

The PPCU Faculty of Law and Political Sciences has offered career counselling since 2007. The service is provided by the Career Office run by the Deák Ferenc Institute. The fundamental aim of the office is to create opportunities that help University students best prepare for the difficulties of launching their careers and adapting to the demands of the labor market. We help develop various abilities and skills and provide students with knowledge and information that help them start their careers. The activities extend to both professional fields and activities independent from professions (psychological, sociological, and self-awareness issues) that are the building blocks of personality development.

Though the main target group of the activity is the students in the second half of their university studies, we also often help alumni requiring help in launching their careers or who are considering switching careers.

The Office's activity can be divided into three major fields: 1. personal counselling; 2. mediating practice periods, job offers, grants, and scholarships; 3. organizing trainings, events, and lectures.

Personal counselling

The Office is open to everyone. If anyone has any questions, opinions to share, or issues related to studies, launching their careers, or career orientation, qualified counsellors are ready to help find the answers. Help is generally provided in the form of personal counselling or in small groups. Students also frequently contact the office with issues related to their studies or administrative questions. The answers to a part of these may be answered by career counselling, and the office also helps in identifying the competent organizational unit, the form to submit, or the proper procedure.

It is important to note that personal career orientation counselling is not a psychological activity, therefore we contact the relevant experts if a student contacting the office needs special help.

Sharing opportunities

The most profession-oriented of the Office's functions is the mediation of various practice period opportunities, job offers, and other options required for professional advancement, and continued studies. To provide this service, the Office maintains a good relationship with major employers in the field of law and administration, law offices, the legal departments of companies and organizations, and various entities of state administration and the public sector. The Career Office uses different channels of communication to share the notices of the above employers or, in the case of grants and scholarships, universities. It collects the experiences gained from the interest shown and integrates these into the planning process of organizing other activities. When announcing different grants and scholarships, the Office often contacts departments, teachers, and other University organizational units whose professional knowledge and contacts can be shared with students through the publicity provided by the office.

Organizing programs

The third major function of the Career Office's career orientation activity is the organization of programs that approach the demands and opportunities of the labor market from a different aspect. We organize various lectures and presentations that aim to motivate University students to collect as much information as they can during their studies about the different fields in their profession. We often invite alumni - both those working outside of or at the University - who can set an example in some respect and shed light on opportunities and obstacles that students will be faced with.

Trainings touch upon important personal traits that, although they may not be included in the model curriculum, are essential for successful integration in a workplace.

We also provide more specific useful information related to starting a career, including career planning, applying for jobs, writing CVs, and other similar practical areas. We are also engaged in promoting volunteer activities, which provides opportunities to discover new hidden talents.

Related areas

The performance of the Faculty's career orientation activities entails coming into contact with numerous related areas that are beneficial to all participants when integrated. Career tracking has been performed at a university level for a number of years. Its results can and should be regularly used in career orientation counselling, as being familiar with the ideas of today's students and the careers of alumni provides useful information on the opportunities open for today's fresh graduates.

Office hours

The Office is open to students from 8:00 AM to 4:00 PM every day between September and June. We recommend making an appointment by phone or email for career guidance talks and consultations regarding CVs and job interviews.

Contact Information

Address: Pázmány Péter Catholic University, Faculty of Law and Political Sciences
H-1088 Budapest, Szentkirályi u. 28. I. em. 137.

Phone:

+36 1 429-7224 (Rita Czékus), Issues related to practice periods and job offers:

+36 70 522-8572 (András Sergő), general affairs

Email: karrier@jak.ppke.hu

Website: <https://jak.ppke.hu/kszi/en/contact> and www.facebook.com/ppkejak.karrier

Tutorial Association

The Pázmány Péter Catholic University's Faculty of Law and Political Sciences has operated a Tutorial Association since 2004. Tutoring aims to help students, primarily first-year students, with university life. Attached to their admission information, a letter is sent to all first-year students from their own tutors, who provide help regarding enrollment, registering for subjects, preparing for exams, the freshman camp, and any other problematic issues.

The Association is different from similar groups at other universities because first-year students get a chance to develop a much more personal relationship, a friendship, with their tutors, allowing them to feel closer to the University community. Moreover, it helps bonds form between students of the same year even before their first classes.

The Freshmen Days, Pázmány Day, Pro Facultate Day, charity actions, and other cultural, community-building, and commemorative programs are organized in cooperation with the Students' Union. These programs all serve to add color to the already high quality of the University's social life.

During their years spent at Pázmány University, all students become closer acquainted with the Tutorial activity and receive first-hand experience on the goals and nature of the association. Tutorial work requires great commitment and effort, and a tutor needs to be up-to-date on all educational issues involving the University.

The Association recruits new members every spring. It is important to note that only freshmen and sophomores may apply, as tutors will have 3-4 groups during their university years. Thus, the later they apply, the fewer groups they can take. Another condition for application is that tutors may not be involved in the Students' Union. Freshmen applicants can then participate in Potential Camp, where the board of the Association observes the aptitude, creativity, and organizational skills of applicants. The camp lasts two nights and provides an opportunity for tutors and applicants to become acquainted with each other through playful activities.

Admission interviews are held after the camp, which primarily consider the applicant's competence in educational issues. Having interviewed every applicant, the board considers the relevant information and makes its final decision behind closed doors.

Contact Information

Email: pazmanyttutorok@gmail.com

Website: facebook.com/tutorok

V. Neptun

The Neptun Unified Education System provides electronic administration services for the University's educational, financial, and education organizational functions. The Neptun student interface (hereinafter: HWEB) can be accessed at neptun.ppke.hu or via the Faculties' websites. Detailed information on the system's operation is available on the Neptun login screen. All of the University's students have the credentials (Neptun ID) to log into the system. Students can use the system for the following main functions:

Date Records

The University uses Neptun to store student data including place and date of birth, addresses, phone numbers, email addresses, personal ID number, etc. Law requires both the student and the University to keep the data current. All changes to personal data must be reported to the University within eight days. Changes to official documents and names must be certified by presenting the official document certifying such change to the Registrar's Office. Other data can be freely changed on the HWEB (e.g. email addresses, phone numbers). The University forwards student information to the Higher Education Information System (FIR). Of the phone numbers the student provides, the University forwards the most current landline and the default mobile phone number to the FIR; of the email addresses, the University forwards the default email address.

Official Notices

Students receive official notices from their teachers and administrators dealing with educational issues via the Neptun system. The system also sends automated messages on changes to certain studies-related data (such as logging grades, changes in exam dates). According to the Education and Exam Policy, students are obligated to check all Neptun messages. The University considers any information published in this manner to have been communicated on the 8th day following the date of sending.

Registration, subject registration, and exam registration

In the period indicated in the applicable schedule, students have to register in the HWEB at the beginning of each semester for an active or passive semester. Students registered as active are authorized to register for subjects and exams in Neptun.

Tracking educational achievements

The educational details of the current semester and the results of previous semesters (including registered subjects, exam results, study averages, credit points, and official records) are available on HWEB at any time.

Financial affairs

The financial affairs of students (including making and receiving payments) are also managed by Neptun. Students can make payments using bank cards suitable for online payment.

Other administration

The system provides a possibility for tending to other administrative affairs related to studies, such as requests for student cards, assignment of student loans, submission of applications for reclassification, completing forms, etc.

VI. The enrollment and registration procedure, administration of educational matters

Enrollment

The student's legal status as a student is established upon enrollment.

Admitted applicants are informed by the Registrar's Office via electronic means about admission and the time and rules of enrollment.

The description of the enrollment and registration process is also available at the following link:

<https://ppke.hu/hallgatoinknak/beiratkozasi-tajekoztato>

Dear Successful Applicant,

Congratulations on your successful application! We welcome you as a student of our University. The following information aims to make it easier for you to join life at the University.

NEPTUN SYSTEM

You will be able to view your academic affairs and the official notices you receive from the University in the [Neptun](#) system. You were provided information on accessing the Neptun student interface in the Admission Notice. The Enrollment Decision is found under the **Studies / Official Notes** menu point in the system.

ENROLMENT SHEET

Please log in to the Neptun system and open your enrolment sheet under the **Information / General forms** menu point to check whether all your data are correct. It is important that all data are exactly the same and all characters are displayed as in your documents. (For example, if your mother's maiden name includes two first names in your personal documents but only one on your enrolment sheet, that qualifies as an error.)

If you find any differences in the data, please send the correct data as shown in your documents no later than within 1 week of receipt of the Admission Notice to your Educational Administrator so the data can be corrected before you enroll. After the data are corrected, you will have to download the enrolment sheet again to see the changes. If it comes to light at enrolment that any data needs to be changed, you will have to contact your Educational Administrator at a later date to submit your enrolment sheet containing the correct data.

If all the data are correct, please print and sign the enrolment sheet. Please note your signature is also certification of the fact that you have familiarized yourself with the following information, available on our website:

- [Educational Information Notice for the 2018/2019 academic year](#)
- [Student Fire and Occupational Safety Training Material](#)

THE ENROLMENT PROCESS

1. Enrolling in person

You were provided information on the date and place of enrolment in the Admission Notice. If you are unable to appear in person or via a representative at the provided time, please contact your Educational Administrator to set up another time. (The authorization form can be downloaded [here](#).) Please bring the following with you for enrolment:

- Your signed enrolment sheet containing correct data;
- Your personal identification documents (personal identification card, address card, tax card, and social security card);
- The documents that are the basis for your admission (without which you cannot enroll):
 - Secondary school diploma (including a photocopy), if you were admitted on its basis;
 - Diploma (including a photocopy), if you were admitted on its basis;
 - The language exam certificate (including a photocopy) required for admission or for obtaining qualification;
 - Other documents included in your admission scores;
- The signed fire and occupational safety statement ([available for download HERE](#));
- 1 passport photo;

- Your student employment contract, printed and signed in 2 copies, if you were admitted to self-funding training (available for printing under the Information / General forms menu point in the Neptun system).

2. Enrollment and subject registration via Neptun

Enrolment in the Neptun system and registering for subjects form a part of the enrolment process. The [semester schedule](#) includes deadlines for registration, registering for subjects, and other matters.

3. Payment of tuition

If you have gained admission to self-funding training, you will have to provide payment in the Neptun system after enrolment and by the payment deadline in the semester schedule.

4. Finalizing enrollment

After the registration period, the Registrar's Office checks if all conditions for enrollment have been met. If yes, it validates the enrollment sheet and finalizes enrolment in the Neptun system. You will be considered a student of the University from that time on, and applications for student status certification and student cards can then be submitted. A copy of the validated enrolment sheet is available from your Educational Administrator.

ADDITIONAL INFORMATION REGARDING YOUR STUDIES

- **Financial affairs:** Student financial affairs and payments are recorded in the Neptun system. You will need a bank card suitable for online payment to pay the fees. Additional financial information is available by clicking [HERE](#).
- **Student Loan:** the student information on the general purpose Student Loan 1 and fixed-purpose Student Loan 2 (which can be used only for the costs of tuition) is available [HERE](#).
- **Electronic Services:** to access the electronic services provided by the University (e.g. WiFi network, email system, access-controlled websites), the institution provides you with an email account. You will receive detailed information on its use in the Neptun system.
- **Financing classification:** according to Section 48 (2)-(3) of the Higher Education Act, classification for a Hungarian state scholarship or self-funding training is valid for an academic year in bachelor, single-cycle, and master programs. The financing form can then change in light of the student's academic results. Students admitted to a self-funding program must conclude a contract with the University before enrolling. Except students admitted to a doctoral program, students admitted with a state scholarship will have to declare their acceptance of the state scholarship conditions on the enrolment sheet. If, based on data in the Higher Education Information System (FIR), it comes to light following enrolment for a state scholarship-funded program that the student does not have any more semesters eligible for state-funded training, the student can only continue studies in a self-funding program.

FACULTY INFORMATION

The special information published by the Faculties is available under the following link:

Faculty of Theology

[Bachelor, master, single-cycle, and postgraduate specialist training programs](#)

[Programs held by the Postgraduate Institute of Canon Law](#)

[Doctoral programs](#)

Faculty of Humanities and Social Sciences

[Bachelor, master, single-cycle, and postgraduate specialist training programs](#)

[Doctoral programs](#)

Faculty of Law and Political Sciences

[Bachelor, master, and single-cycle programs](#)

[Postgraduate specialist training programs](#)

[Doctoral programs](#)

Faculty of Information Technology and Bionics

[Bachelor and Master programs](#)

[Doctoral programs](#)

VII. Important information for foreign students

Applying to the University

Students wishing to attend the University in the framework of an international exchange program (e.g. Erasmus, CEEPUS, SH) for any period of time have to apply for the scholarship in their parent institution. If the scholarship application is successful, the student's university will provide a nomination. Pázmány Péter Catholic University then sends the student an official notice (declaration of acceptance). Students should contact the international coordinator at their institution for information on programs, the documents required for application, and deadlines.

Residence permit, visa

All foreign students arriving to Hungary are requested to seek information regarding the conditions of traveling to and staying in Hungary before their arrival. Detailed information can be obtained from Hungary's foreign delegations and the Hungarian Immigration and Asylum Office (<http://www.bmbah.hu/jomla/index.php?lang=en>). Citizens of the European Economic Area (EEA) may enter the Republic of Hungary in possession of valid personal identification documents. EEA citizens do not require a visa and do not require any special permit to stay in Hungary for periods not exceeding ninety days.

When staying in Hungary for the purposes of studying, foreign students are required to apply for a study residence permit at the Immigration and Asylum Office no later than 30 days before the expiry of legal residence. See the Immigration and Asylum Office website for more information:

http://www.bmbah.hu/jomla/index.php?option=com_k2&view=item&layout=item&id=70&Itemid=824&lang=en#

Health insurance

The National Health Insurance Fund of Hungary website contains current information on the healthcare provided to foreign citizens in Hungary:

http://www.oep.hu/felso_menu/lakossagnak/english_deutsch_francais/health_care_services

Only emergency care is provided free of charge to foreign citizens visiting Hungary. All other healthcare services require additional health insurance. We recommend concluding travel, accident and health insurance policies for the entire duration of your visit to Hungary before travelling.

If you have any chronic healthcare conditions (e.g. diabetes, cardiac condition, allergy, asthma, etc.), please make sure to indicate those when submitting your application form.

Things to do before traveling

Check that you have the necessary documents:

- confirmation of your acceptance (declaration of acceptance) issued by Pázmány Péter Catholic University,
- valid passport and visa (if necessary),
- travel, accident, and health insurance,
- confirmation of your accommodation in Hungary (indicating the exact name and address).

Starting your studies

First, contact the Faculty's competent office handling international affairs, where you will receive the information packet necessary for your studies and residence in Hungary.

After establishing your student legal status, the Registrar's Office will issue your (temporary) student card, which is valid for the duration of your stay and entitles you to discounts in travel and culture.

Certification of studies

At the end of the study period, the Registrar's Office will issue a final certificate (Transcript of Records) on the courses included in the learning contract and completed during the semester. This document

includes the completed courses, the grades received, and the corresponding ECTS classification and credits.

Cost of living

A student's monthly costs of living amount to Euro 500-650.

Cost of accommodation: Euro 250-350, depending on the type of accommodation.

The costs generally spent on meals and travel amount to Euro 250-300.

Useful information

<https://btk.ppke.hu/en/about> (Faculty of Humanities and Social Sciences)

<https://jak.ppke.hu/en> (Faculty of Law and Political Science)

<https://itk.ppke.hu/en> (Faculty of Information Technology)

<http://studyinhungary.hu> (Studying in Hungary)

<http://www.bmbah.hu/iomla/index.php?lang=en> (Immigration and Asylum Office)

Foreign scholarships

There is an increasing number of opportunities for the University's students and teachers to participate in study trips abroad, which is primarily due to our colorful exchange programs.

- Erasmus+:

In Europe: The European Union's most successful mobility program, which Hungary joined in 1997 and the University joined in the 1999/2000 academic year. We are presently in contact with close to 200 partner universities, including numerous reputable European academic institutions.

Student mobility is realized in the form of studying courses abroad (for a semester or a full academic year) and practice periods. About 150 University students make use of this opportunity.

Outside of Europe (international credit mobility): A mobility program for outside of Europe, used to supplement "traditional" Erasmus mobility: The University has participated in the program since the 2016/2017 academic year and presently has 7 partner countries (Jordan, Lebanon, Armenia, Syria, Israel, Vietnam, and Indonesia). Student mobility is realized in the form of educational mobility; however, there is also an opportunity for teacher and staff mobility.

- CEEPUS:

CEEPUS is a university exchange program involving 16 countries in Central Europe. The University is currently a member of 5 networks. Of these, PPCU is the leading coordinator of one network focusing on Romance Philology and one on History. Our networking relations extend to such prestigious institutions as the Charles University in Prague, the Babes-Bolyai University of Cluj-Napoca, the University of Graz, and the University of Ljubljana. A major advantage of the scholarship is that it supports short-term research-oriented mobility of just 1-2 months in addition to semester-long courses. About 25 of our University students travel each year to our partners.

- Stipendium Hungaricum

Students applying for the Stipendium Hungaricum scholarship can be granted acceptance to bachelor, master, and doctoral courses or training providing preparation or sub-specialization before or after the bachelor or master course, as well as to studies providing preparation for higher education in Hungarian for which the Institute submitted a successful tender for accepting Stipendium Hungaricum scholarship students.

- Makovecz scholarship

The Makovecz Student Scholarship Program offers full time bachelor, master, and PhD students courses lasting full semesters and (depending on funding) study trips to the full-time courses of Hungarian and other higher education institutions in the Carpathian Basin.

- Joint educational programs

Name of the Hungarian-language program	Name of the foreign-language program	Training language	Partner institutions	The purpose of the agreement
French Language and Literature Master Program	Littératures, discours francophonies	French	Université Paris-Est-Créteil Val de Marne	dual education program with a double degree
French Language and Literature Master Program	Littératures et cultures francophones	French	Institut Catholique d'Études Supérieures	dual education program with a double degree
International Relations Master Program	Governance, Leadership and Democracy Studies	English	Universidade Católica Portuguesa	dual education program with a double degree
International Relations Master Program	Master sciences politiques spécialité relations internationales et pratiques culturelles	English	Institut Catholique d'Études Supérieures	dual education program with a double degree
Computer Science Engineering Master Program	Ingegneria informatica	English	Politecnico di Torino Faculty of Ingegneria dell'Informazione	dual education program with a double degree
Computer Science Engineering Master Program	Image Processing and Computer Vision (IPCV)	English	University of Bordeaux	multiple education program with a multiple degree
			Universidad Autónoma de Madrid	

We offer a joint master program together with the Catholic University of the Vendée (ICES) called *French and Francophonic Languages and Culture*, and our international studies master program includes a program concluding in a dual master degree within the framework of the ICES "*Master sciences politiques spécialité relations internationales et pratiques culturelles*" training.

Students attending the major for international studies can also take part in a master's program provided together with the Catholic University of Portugal: *Governance, Leadership and Democracy Studies*.

Starting from September 2014, the Faculty of Information Technology and Bionics started participation in a 120 credit, English language, joint international Computer Science Engineering and Info-Bionics Engineering Master program (MSc) with two other universities: the University of Bordeaux – UBx – (France) and the Universidad Autónoma de Madrid – UAM – (Spain). The essence of the program is to have students admitted from either of the three universities for the master program to spend one semester (autumn semester) in Hungary, one semester (spring semester) in Spain, and then one semester (autumn semester) in France. The Image Processing and Computer Vision (IPCV) sub-specialization is available for Computer Science Engineering students.

Information on current scholarships is always available at our offices dealing with international affairs:

- Faculty of Humanities and Social Sciences: international.office@btk.ppke.hu
- Faculty of Law and Political Sciences: erasmus@jak.ppke.hu
- Faculty of Information Technology and Bionics: international.office@itk.ppke.hu
- Central Directorate for Foreign Affairs: international.office@ppke.hu

VIII. University fees and tuitions

Fee	Amount (HUF)	Organizational unit
Application to the Dean	4,200	PPCU
Student card surcharge	3,500	PPCU
Fee payable for PhD degrees by self-funding doctoral students and doctoral students with state scholarship without student status	160,000	PPCU
Admission administrative fee - for students applying for postgraduate specialist training at the Faculty of Humanities and Social Sciences	9,000	Faculty of Humanities and Social Sciences
Admission administrative fee - for students applying to doctoral studies at the Faculty of Humanities and Social Sciences, Faculty of Law and Political Sciences, and Faculty of Theology	9,000	Faculty of Humanities and Social Sciences, Faculty of Law and Political Sciences, Faculty of Theology
Admission administrative fee - for students applying to doctoral studies at the Faculty of Information Technology and Bionics	5,000	Faculty of Information Technology and Bionics
Admission administrative fee - only for foreign citizens applying to bachelor, single-cycle, master, and doctoral studies, as well as postgraduate specialist training, in a foreign language	30,000	PPCU
Use of University printers (HUF/page)	20	PPCU
Permitted subject cancellation, per course	2,100	PPCU
Habilitation administrative fee	as per the regulations	PPCU
Nostrification exam fee, per subject	20,300	Faculty of Law and Political Sciences
Application for the recognition of work experience	5,200	PPCU
Late fee	3,700	PPCU
Late fee for reimbursement fee/tuition	5,000	PPCU
Late fee for late library returns (day/book)	100	PPCU
Application fee for credit recognition, per subject*	1,000	PPCU
Application fee for credit recognition, per 10 subjects*	10,000	PPCU
Application fee for credit recognition, per 20 subjects*	20,000	PPCU
Credit certificate (including subject description) in English or Hungarian, starting from the second copy or for former students	4,200	PPCU
Issuance of a copied appendix to the degree	10,500	PPCU
Issuance of registration book extract	10,500	PPCU
Degree recognition for further studies	0.25 x minimum wage	PPCU
Issuance of a copy of the degree	5,200	PPCU
Postage fee (up to 0.5 kg)	700	PPCU
Postage fee (degrees / special deliveries / letters heavier than 0.5 kg)	1,400	PPCU
Postage fee (abroad)	5,000	PPCU
Certified copy of a document issued by the University (longer than 3 pages)	3,100	PPCU
Certified copy of a document issued by the University (3 pages or less)	1,500	PPCU

Application for the Rector's decision on equity	16,000	PPCU
Modification of the cost payer of invoices	2,000	PPCU
Application to the Study Committee	2,100	PPCU
Subject registration after the deadline, per subject	2,100	PPCU
Subject registration fee from the third registration	4,700	PPCU
Nostrification of scientific degrees	0.75 x minimum wage	PPCU
Exam fee from third registration	3,100	PPCU
Exam fee from third registration for comprehensive exams	4,200	PPCU
Exam fee from second registration for final examinations	11,700	PPCU
Subject registration fee for technical legal language	30,000	Faculty of Law and Political Sciences
Fee for the academic dress for the graduation ceremony	5,700	Faculty of Law and Political Sciences
Replacement access card	1,000	Faculty of Information Technology and Bionics
Licentiate comprehensive exam	100,000	Faculty of Humanities and Social Sciences

*: no fee is payable for the recognition of subjects completed in the framework of international mobility programs (Erasmus, Ceepus) with the use of the required form

Tuition fees for the 2018/2019 academic year

FACULTY OF THEOLOGY

Education level	Schedule	Course	Tuition (per semester)
Bachelor	Full-time	Catholic Church Congregation Organizer	HUF 157,500
single-cycle	Full-time	Catholic Theologian [Theologian]	HUF 180,000
Bachelor	Correspondence	Catechist-Pastoral Assistant	HUF 157,500
single-cycle	Correspondence	Catholic Theologian [Theologian]	HUF 180,000
Master	Full-time	Catholic Canonist	HUF 180,000

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Education level	Schedule	Course	Tuition (per semester)
Bachelor	Full-time	English and American Studies (Budapest)	HUF 200,000
Bachelor	Full-time	Oriental Languages and Cultures [Arabian Studies] (Budapest)	HUF 200,000
Bachelor	Full-time	Oriental languages and cultures [Chinese Studies] (Piliscsaba)	HUF 200,000
Bachelor	Full-time	Communication and Media Science (Budapest)	HUF 210,000
Bachelor	Full-time	Expert in Hungarian (Piliscsaba)	HUF 200,000
Bachelor	Full-time	International Relations (Budapest)	HUF 210,000
Bachelor	Full-time	Pre-School Teaching (Esztergom)	HUF 200,000
Bachelor	Full-time	Pre-School Teacher [Ethnic Minority (German) Pre-School Teacher] (Esztergom)	HUF 200,000
Bachelor	Full-time	Political Science (Budapest)	HUF 300,000

Bachelor	Full-time	Psychology (Budapest)	HUF 300,000
Bachelor	Full-time	Archeology	HUF 200,000
Bachelor	Full-time	Romance Philology [Specialized in French Studies] (Budapest)	HUF 200,000
Bachelor	Full-time	Romance Philology [Specialized in Italian Studies] (Budapest)	HUF 200,000
Bachelor	Full-time	Romance Philology [Specialized in Spanish Studies] (Budapest)	HUF 200,000
Bachelor	Full-time	Liberal Arts	HUF 200,000
Bachelor	Full-time	Social Pedagogy (Budapest)	HUF 225,000
Bachelor	Full-time	Sociology (Budapest)	HUF 300,000
Bachelor	Full-time	Primary School Teaching (Esztergom)	HUF 200,000
Bachelor	Full-time	Primary School Teacher [Ethnic Minority (German) Primary School Teacher] (Esztergom)	HUF 200,000
Bachelor	Full-time	History (Piliscsaba)	HUF 200,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of English as a Foreign Language; Teacher of Hungarian Language and Literature]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of English as a Foreign Language; Teacher of Communication and Media Education]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of English as a Foreign Language; Teacher of German Language and Culture]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of English as a Foreign Language; Teacher of History and Civics]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of Religious Education; Teacher of English as a Foreign Language]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of Religious Education; Teacher of Hungarian Language and Literature]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of Religious Education; Teacher of History and Civics]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of Hungarian Language and Literature; Teacher of Communication and Media Education]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of Hungarian Language and Literature; Teacher of German Language and Culture]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of Hungarian Language and Literature; Teacher of History and Civics]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of German as a Foreign Language; Teacher of Communication and Media Education]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of German Language and Culture; Teacher of history and civics]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of history and civics; Teacher of Ethics and Moral Philosophy]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [10 semesters [Teacher of history and civics; Teacher of Communication and Media Education]]	HUF 400,000

single-cycle	Full-time	single-cycle teacher program [11 semesters [Teacher of English as a Foreign Language; Teacher of Italian Language and Culture]]	HUF 400,000
single-cycle	Full-time	single-cycle teacher program [11 semesters [Teacher of Hungarian Language and Literature; Teacher of Italian Language and Culture]]	HUF 400,000
Bachelor	Correspondence	English and American Studies (Budapest)	HUF 200,000
Bachelor	Correspondence	Germanic Studies [Specialized in German Studies] (Budapest)	HUF 200,000
Bachelor	Correspondence	Communication and Media Science (Budapest)	HUF 200,000
Bachelor	Correspondence	Hungarian (Budapest)	HUF 200,000
Bachelor	Correspondence	Pre-School Teaching (Esztergom)	HUF 200,000
Bachelor	Correspondence	Social Pedagogy (Budapest)	HUF 200,000
Bachelor	Correspondence	Primary School Teaching (Esztergom)	HUF 200,000
Bachelor	Correspondence	History (Budapest)	HUF 200,000
Master	Full-time	English and American Studies (in English) Budapest	supported*
Master	Full-time	Theoretical Linguistics (Budapest)	supported*
Master	Full-time	Philosophy (Budapest)	HUF 300,000
Master	Full-time	Translation and Interpreting (Budapest)	HUF 300,000
Master	Full-time	East Asian Studies (Budapest)	HUF 300,000
Master	Full-time	Communication and Media Science (Budapest)	HUF 300,000
Master	Full-time	Polish Language and Literature (Budapest)	supported*
Master	Full-time	Hungarian Language and Literature Studies (Budapest)	HUF 300,000
Master	Full-time	Art History (Budapest)	HUF 250,000
Master	Full-time	International Relations (in Hungarian) (Budapest)	HUF 300,000
Master	Full-time	Political Science (Budapest)	supported*
Master	Full-time	Psychology (Budapest)	HUF 400,000
Master	Full-time	Archaeology (in Hungarian) (Piliscsaba)	HUF 300,000
Master	Full-time	Sociology (Budapest)	HUF 400,000
Master	Full-time	History (Budapest)	HUF 300,000
Master	Correspondence	Communication and Media Science (Budapest)	supported**
Master	Correspondence	German Language, Literature and Culture (Budapest)	supported*
Master	Correspondence	History (Budapest)	supported*

* The course is available only with a state scholarship. Tuition for the major is HUF 300,000 for the purposes of the scholarship calculations.

** The course is available only with a state scholarship. Tuition for the major is HUF 400,000 for the purposes of the scholarship calculations.

FACULTY OF INFORMATION TECHNOLOGY AND BIONICS

Education level	Schedule	Course	Tuition (per semester)
Bachelor	Full-time	Computer Science Engineering	HUF 300,000
Bachelor	Full-time	Molecular Bionics Engineering	HUF 325,000
Master	Full-time	Info-Bionics Engineering (in English)	supported*
Master	Full-time	Computer Science Engineering (in English)	supported**

*The course is available only with a state scholarship. Tuition for the major is HUF 400,000 for the purposes of the scholarship calculations.

**The course is available only with a state scholarship. Tuition for the major is HUF 425,000 for the purposes of the scholarship calculations.

FACULTY OF LAW AND POLITICAL SCIENCES

Education level	Schedule	Course	Tuition (per semester)
Bachelor	Full-time	Judicial Administration	HUF 220,000
single-cycle	Full-time	Law	HUF 280,000
Bachelor	Correspondence	Judicial Administration	HUF 200,000
single-cycle	Correspondence	Law	HUF 220,000

The amounts of tuition for programs other than the baccalaureate, master, and single-cycle programs (postgraduate specialist trainings, doctoral programs, etc.) are available at the following link.

<https://ppke.hu/en>

IX. A list and information of the students' hostels and dormitories recommended for PPCU students

Faculty	Campus	Name	Classification	Operator	Address	Telephone number	Email	Website
Faculty of Humanities and Social Sciences	Esztergom	Vitéz János Dormitory	DORM	PPCU's own dormitory	2500 Esztergom, Kossuth L. u. 25.	+36 70 978-7482	kollegium@btk.ppke.hu	https://btk.ppke.hu/karunkrol/kepzesi-helyszineink/esztergom-iohannem/vitez-janos-kollegium
PPCU	Budapest	Márton Áron Dormitory and Specialized College	DORM		1037 Budapest, Kunigunda útja 35.	+36 1 368-8860/134	gombkoto.nimrod.marak@kancellaria.elte.hu	https://www.elte.hu/en/student-residence-halls/martonaron
Faculty of Humanities and Social Sciences	Piliscsaba	Iosephinum	HOST	Hungarian Congregation of Sororum a Divino Redemptore	2081 Piliscsaba, Fő út 2/A	+36 26 375-329	kollegium@iosephinum.hu	www.iosephinum.hu
Faculty of Humanities and Social Sciences	Piliscsaba	Saint Peter Dormitory	HOST	Society of Congregation Nuns	2081 Piliscsaba, Mátyás király u. 38.	+36 30 205-9321	szpkoll@t-online.hu pazmanyka@t-online.hu	http://szent-peter-kollegium.hu
Faculty of Humanities and Social Sciences	Piliscsaba	Saint Vincent Dormitory and Specialized College	HOST	Mission Society (Congregation of the Mission)	2081 Piliscsaba, Templom tér 14.	+36 26 375-083	szvkoll@gmail.com	www.sztvince.hu
Faculty of Humanities and Social Sciences	Budapest	Girls' Dormitory of the Social Mission Society	HOST	Social Mission Society	1125 Budapest, Tusnádi u. 18.	+36 1 214-5191	balajtizsu@gmail.hu	http://szocmissz.hu/intezmenyeink.html
Faculty of Information Technology and Bionics	Budapest	College of Specialized Studies, Hospitalitas Order of Charity	HOST	Order of Charity for Sick Nursing	1023 Budapest, Frankel Leó út 54.	+36 1 438-8642	szerzo.zsuzsa@irgalmas.hu szabo.jozsef93@gmail.com	https://btk.ppke.hu/en/about/campuses
PPCU	Budapest	University Dormitory of the Society of the Sacred Heart	HOST	Society of the Sacred Heart	1085 Budapest, Horánszky u. 14.	+36 1 411-1023	sjc.szakkol@ppke.hu	http://www.szakkollegium.sjc.hu/

PPCU	Budapest	Saint Ignatius Jesuit College of Specialized Studies	HOST	Society of Jesus Foundation	1085 Budapest, Horánszky u. 18.	+36 1 282-9848	pinter.melinda@szen tignac.hu	www.szentignac.hu
PPCU	Budapest	Chemin Neuf Dormitory	HOST	Chemin Neuf Community	1112 Budapest, Zugligeti út 73.	+36 30 922-2122	zugliget.ccn@gmail.co m	www.chemin-neuf.hu
PPCU	Budapest	Boys' Dormitory of the Regina Pacis Community	HOST	-	1147 Budapest, Balázs utca 12.	+36 1 383-6031	regina.pacis.bp@gmail .com	-
PPCU	Budapest	Girls' Hostel of the Cultural and Educational Society of Budapest (Opus Dei)	HOST	Opus Dei	1113 Budapest, Kökörccsin u. 7.	+36 1 394-2598	info@fliget.hu, info.fliget@gmail.com	www.fliget.hu
PPCU	Budapest	Society of the Virgin Mary - Collegium Josephinum	HOST	Society of the Virgin Mary	1037 Budapest, Jablonka u. 63.	+36 1 250-2615	coll.joseph@t- online.hu	-
PPCU	Budapest	Saint Anna Dormitory	HOST	Sororum a Divino Redemptore Monastic Order	1085 Budapest, Horánszky u. 17.	+36 1 338-4782	info@szentannakollegi um.hu	http://www.megvaltosnoverek.hu/szent%20anna
PPCU	Budapest	Maria Dormitory	HOST	Daughters of Divine Love	1094 Budapest, Viola u. 32. 1063 Budapest, Sasvár u. 25.	+36 1 217-6616 +36 1 403-5779	kozpont@isteniszerete tleanyai.hu	https://www.isteniszeretetlenanyai.hu/
PPCU	Budapest	"SALESIANUM" Don Bosco Christian Boys' Dormitory	HOST	Salesians of Don Bosco	1032 Budapest, Bécsi út 173.	+36 20 958-6731	koblenczattila@gmail.c om	http://www.szaleziak.hu/_static/szalezi_iskola.php?id=20&code=20
PPCU	Budapest	PPCU Buda Girls' Hostel of the University Ministry	HOST		1117 Budapest, Karinthy F. u. 5. Fsz 3.	+36 1 466-6429	egyetemi.leanykoli@y ahoo.com	http://www.egylek.com/page.php?19

Additional options are available on the Faculty websites:

<https://btk.ppke.hu/en/about/campuses>

X. Library services

Pázmány Péter Catholic University (PPCU) does not have a central library. The University's book inventory is made up of the separate libraries of the individual Faculties. However, the standardized HUNTEKA integrated library system used by the University features a high processing rate and allows for proper orientation and search options in the entirety of PPCU's processed book inventory, regardless of where it is stored within the University. The separate book collections of the various Faculties boast noteworthy sub-collections that are regarded as unique at the regional and national level or, in some cases, even globally. PPCU has a conscious and systematic approach to the development of its library inventory that serves both high-quality education and exceptional research activities.

Inter-library cooperation

Based on interinstitutional agreements, PPCU students are given the opportunity to utilize the services of the Eötvös Loránd University's (ELTE) University and Sapientia Libraries with the same conditions as ELTE students in the 2018/2019 academic year.

LIBRARY OF THE FACULTY OF THEOLOGY

General description

The library is the most significant specialized theological library in Hungary: it is a true basis for scientific research in the field of theology. Our goal is to continuously develop our catalogue and services in order to proactively meet future demand and be at the disposal of our readers.

History

In 1635, Péter Pázmány founded a university in Nagyszombat (Trnava), and the origins of our library and archives reach back to 1638. In 1777 and 1784, the university was moved to Buda and then Pest, respectively. The period between 1906 and 1913 saw the foundation of the seminary (department) libraries. The year 1950 brought about a crucial change in the history of the University of Budapest. The Faculty of Theology was separated. The specialized theology library (catalogue dating from the years 1638-1950) was transferred to the ELTE Library, while the archives remained with the Faculty. The Faculty of Theology became independent under the name of the Central Roman Catholic Academy of Theology. Its library was compiled from the specialized collections of the department-based libraries, donations, and estates. Pázmány Péter Catholic University was founded in 1992. The foundation of the University also indicated the onset of the professional and targeted enlargement of its library.

Detailed information

Books: 118,000 volumes

Journals and periodicals: 11,500 volumes (280 different, current titles)

Special collection: 18,000 volumes

Archive material: 45.50 linear meters of documents (since 1638)

What branches of science are covered in the publications?

We collect and make available the scientific-standard literature of specialized theological fields in all languages, with the aspiration of gathering comprehensive collections as well as selections from the literature of marginal fields.

Database

Hunteka integrated library system (catalogue)

In addition to the University's database subscription, the Faculty of Humanities and Social Sciences also subscribes to the ATLA + ATLAS theological database, which is accessible on the website.

Other points of interests

Special collections: Oriental collection, Vanyo estate (patristic), special collection of canon law, small-format prints, offprints.

Library rules

The library does not allow borrowing: books can be used onsite.

Faculty of Theology students can register without restrictions, whereas the students of other Faculties and other readers need a written recommendation.

Photocopies can be made of library documents and computers can be used for study and research purposes.

Office hours

Mondays and Thursdays: 12:00 PM to 5:00 PM, Tuesdays, Wednesdays, and Fridays: 9:00 AM to 3:00 PM

Contact Information

Address: H-1053 Budapest, Veres Pálné u. 24.

Phone: +36 1 484-3053

Email: tarjan.maria@htk.ppke.hu

Website: <http://www.htk.ppke.hu/konyvtar>

Detailed information is available on the library website.

THE LIBRARY OF THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES***General information on the library***

The library of the PPCU Faculty of Humanities and Social Sciences is a public university library operated by the Church with the purpose of serving and supporting the needs of university education and research. The library's scientific work contributes to providing the conditions for high-quality education. It ensures that the appropriate literature is obtained, the catalogue is processed, data can be queried, and the ongoing reference desk service enables library research work, organizes the availability of electronic content providers, and plays other roles in supporting research. In accordance with the Faculty's majors, the scope of the collection extends to the humanities and social sciences.

The majority of the library material can be queried with the use of the online catalogue. Current information on library use and borrowing is available on the website. The entire library catalogue consists of some 300,000 volumes, to which items of new domestic and foreign literature are regularly added. We ensure that the most important Hungarian and international, individually ordered current publications are available for the various majors. There is a considerable pool of subscribed or otherwise licensed domestic and international online databases, from which the contents and full texts of thousands of journals are accessible via the University Internet network and with remote access.

Library readers are personally assisted by qualified, experienced librarians who perform high-standard work and are happy to cooperate with students and teachers. In addition to on-site collections, they provide information on the domestic and international library system, help in finding the appropriate specialized literature, and offer good advice on how to use search engines and databases.

Library locations and collections

The central library is housed in the Bibliotheca building of the Piliscsaba campus, which contains the largest collection. A specialized teaching library in Esztergom helps the education provided by the Vitéz János Teacher Training Center. Offsite collections are located in Budapest, in the Sophianum Institute at Mikszath Kalman tér and in Tárogató út.

PPCU students and teachers can use the services of the following Budapest libraries free of charge with borrowing and database-usage rights, with the conditions of the respective institution:

- [Eötvös Loránd University Library](#), 1053 Budapest, Ferenciek tere 6.
- [Sapientia College of Theology](#) library, 1052 Budapest, Piarista köz 1.

The library service locations of the PPCU Faculty of Humanities and Social Sciences**Piliscsaba - Bibliotheca**

The spacious, three-story Bibliotheca building and the basement warehouse contains some 200,000 documents. Freely accessible shelves contain more than 80,000 volumes, which can be used in the open and closed sections. The open collections primarily serve as literary sources for studies at the Faculties, whereas the closed sections mainly house special collections from estates. Research work can be conducted in closed sections upon special request.

The main specialized fields: philosophy, theology, classical philology, history, archaeology, art history, literature in Hungarian and foreign languages, linguistics (mostly English, German, French, Italian, Spanish, Slavistics, Armenian, Oriental languages and cultures), sociology, communication, pedagogy.

Even in a nationwide comparison, the antique book collections and the specialties inherited from famous scientists are quite significant. Major collections include, among others, the Mályusz, Kniezsa, Tomka, Bende, and Pásztor estates. As regards their topics, these can be used as key resources for the exploration of specific issues in the fields of medieval history, linguistics, classical philology, Slavistics, literary history, sociology of religion, archaeology and other specialized fields.

Sophianum (Budapest)

The offsite libraries are located at the premises of the institutions and departments. Reference desk services are available only to a limited extent. The Faculty's students can request books for borrowing from the educational organizers at the institutes for the respective collections. Other requests can be communicated to the librarians working in Piliscsaba and Esztergom.

The main specialized fields: international studies, economics, politology, sinology (Chinese collection), psychology, social pedagogy.

Iohanneum (Esztergom)

The library contains approximately 90,000 documents, one-third of which is available on freely accessible shelves.

The main specialized fields: primary school and preschool pedagogy. As a long-operating university library, it also has a valuable pool of retrospective materials.

Databases

The library catalogue is freely accessible on the Internet. There is also a small electronic library containing compulsory literature. Downloading is only possible from the Faculty's Internet network.

Numerous foreign and domestic paid databases are also available, allowing searches to be conducted in millions of journal articles and thousands of specialized books, manuals, and dictionaries. The

searches are available even from mobile devices, any point in the institutional network, and via remote login.

Domestic databases: the journals and dictionaries of Akadémiai Kiadó, Arcanum Digitheca, the National Audiovisual Archive of Hungary, and L'Harmattan e-books.

Noteworthy items are the foreign, subscribed content services that offer full access to journal articles in the field of arts and social sciences.

The more important foreign databases: Academic Search Complete (EBSCO), Cambridge University Press Journals, de Gruyter Journals, JSTOR, Literature Resource Centre (MLA/LRC), Oxford University Press Journals and Oxford Online Handbooks (Philosophy), Project Muse, Science Direct, Springer Link, Taylor & Francis Online, Science Direct, Philosopher's Index, PsycArticles. Two bibliographic database showing reference indexes (Web of Science and Scopus) are also available.

The current complete list of databases, including brief information and access information, is available at: <https://ppke.hu/egyetemunk/tudomanyos-informaciok/adatbazisok>

The scientific publication activities of the Faculty's teachers are recorded in the bibliographic and scientific telemetry system of the Database of Hungarian Scholarly Works (MTMT). The database also records the accessibility of entire documents: if these works are freely accessible (freely available for downloading), the articles, book excerpts, and even entire books can be viewed at the given links. The primary objective of MTMT is to provide a true picture of Hungarian scientific results by keeping a record of scientific works in various compilations. The library staff actively contribute to the institution's data management.

The MTMT system contains the data of PhD dissertations written at the Faculty, while the complete texts can be accessed from the repository.

Library use and hours

The library locations at the various campuses operate under different conditions, so the rules are different for each. All PPCU students, teachers, and researchers can be full members of the library. Registered third-party visitors can only use the basic services (and are not authorized to borrow).

The transfer of books and copies of articles from other libraries may be requested, primarily by the Faculty's teachers, researchers, and students involved in scientific activities (students writing their theses, dissertations, OTDK [National Conference for Student Researchers] papers). Students require the approval of their supervisors for the transfer of library items from domestic libraries. For foreign borrowing, confirmation of the availability of the necessary funds is also required.

Requests for borrowing and other library services can be submitted via email as well. Specialized librarians work at the Piliscsaba Campus and in Esztergom. Questions requiring specialized library personnel should be directed to these staff. Registered readers can activate their personal profiles via the online catalogue interface by following the instructions published on the website. Thereafter, readers can manage renewals and reservations independently on the online interface.

The library website also contains the detailed library rules, the opening hours of the various locations, the contact details of the reference desk librarians, the list of the currently subscribed databases, and other current information.

Contact Information

Address: Bibliotheca, 2087 Piliscsaba, Egyetem u. 1.

Phone: +36 26 577-000 / extension 2800

Email: kolcsonzes@btk.ppke.hu (borrowing, renewals, reservations), konyvtarkozi@btk.ppke.hu (inter-library loans):

Website: <http://btk.ppke.hu/en/about/library>

Iohanneum – Library

Address: H-2500, Esztergom, Majer István u. 1–3.

Phone: +36 33 413-699 / extension 112

Email: toth.gyorgyi@btk.ppke.hu

Website: <http://btk.ppke.hu/en/about/library>

Sophianum and Tárogató út

Address: 1088 Budapest, Mikszáth Kálmán tér 1. and

H-1021 Budapest, Tárogató út 2-4.

Library information is available at the contact information listed in connection with the Bibliotheca; catalogues, online journals, and databases are available from the website; questions via email:

Email: kolcsonzes@btk.ppke.hu.

Additional information is available at the secretariats of the individual institutes.

LIBRARY OF THE FACULTY OF INFORMATION TECHNOLOGY AND BIONICS

General description

Since 2000, this library has been operating as a non-public library in Práter utca.

The reading room shelves contain the non-borrowable material available for on-site perusal and materials that have restrictions on borrowing. The volumes located in this section are categorized in thematic groups: *language technology; artificial intelligence; computer science, operating systems; neurobiology; cognitive neuroscience; electrophysiology; molecular biology; bioinformatics; image processing; biology; mathematics; computing science; probability theory, random processes and statistics; linear and non-linear systems; combination theory; physics; optics; electronics; electric circuits; databases, data mining; algorithms; information and code theory; signal processing; network analysis; mobile, communications engineering, and Internet; telecommunications, networks; web programming; robotics; and, to a limited extent, law, economics; culture, cultural history, history; religion, etc.*

The gallery contains the volumes of the borrowable warehouse collection, the majority of which are textbooks and handbooks required for teaching.

The library keeps more than 4,500 volumes (technical literature, textbooks, theses, and dissertations). Non-borrowable brain models and 3D anatomy atlases complete the collection.

The Faculty's database and access subscriptions

The Web of Science (WoS) is the ISI's (Institute for Scientific Information) bibliographic database. It offers access to current and past multidisciplinary information by way of more than 12,000 reputed, high-impact journals.

<http://eisz.mtak.hu/adatbazisok/web-of-science/>

Scopus is the most recent member of the SciVerse database from the Elsevier Publishing House. The database is one of the world's largest collections of abstracts and citations. It performs systemization based on scientific criteria and allows the assessment of scientific metrics and the exploration of citations belonging to individual authors. It is even capable of making graphs about references.

<http://eisz.mtak.hu/adatbazisok/scopus/>

ScienceDirect is Elsevier Publishing House's full-text database service. Its main profile is the distribution of scientific, technical and medical journals in printed and electronic format. It offers full-text access to the electronic versions of the Publishing House's own hardcopy journals, as well as to the e-journals

of other publishing agents. Main disciplines: natural and life sciences, technical and medical sciences, energy and technology.

<http://eisz.mtak.hu/index.php/en/databases.html#2018-45>

SpringerLink is one of the most frequented online scientific platforms. New, high-standard contents are added every day, including journals of scientific societies, manuals, conference presentations, monographs, protocols, and many others. These contents are provided with links for reference, search hits, community bookmarks, and, more recently, even semantic links.

<http://eisz.mtak.hu/index.php/en/databases.html#springerlink>

The publications of Akadémiai Kiadó extend to more than 40 different branches of science and serve as the carriers of publications for our scientists to make their most recent results publicly available, in fields ranging from nuclear chemistry through microbiology to linguistics. More than **60 journals** published since 1998 are available. 14 of the 17 domestic impact factor journals are managed by this publishing house. The publications can be retrieved based on the name of the author, title, and abstract, while their full printed contents (full texts) can also be downloaded in PDF format.

<http://www.akademiai.com/>

Dictionaries of Akadémiai Kiadó

The service includes the following Akadémiai Kiadó dictionaries:

English-Hungarian/Hungarian-English comprehensive dictionary;

German-Hungarian/Hungarian-German comprehensive dictionary;

French-Hungarian/Hungarian-French comprehensive dictionary;

Dictionary of foreign words and expressions;

Environmental protection encyclopedia;

Hungarian-English environmental protection dictionary;

English-Hungarian financial and technical dictionaries;

and European Union terminology dictionaries.

Since 2010, additional dictionaries have been added as centrally accessible contents:

Spanish-Hungarian, Hungarian-Spanish;

German-Hungarian technical comprehensive dictionary;

Italian-Hungarian/Hungarian-Italian concise dictionary;

Hungarian-Dutch concise dictionary;

Hungarian dictionary;

New Hungarian literary lexicon;

Hungarian thesaurus;

The rules of Hungarian grammar.

<http://eisz.mtak.hu/akademiai-kiado-szotarai/>

A more detailed description and access instructions can be found at the following link:

<https://ppke.hu/egyetemunk/tudomanyos-informaciok/adatbazisok>.

Library rules

The full services offered by the library are accessible only to registered users. Such registration requires an appearance in person, the acceptance of the library rules, and the signing of the associated declaration. The Library issues a library card to all registered members. The data recorded by the Library will be used only for contact, collecting any overdue debts, and preparing statistics, in line with the applicable data protection requirements. The Library may not disclose such information or transfer such to third parties without the consent of the person providing such information.

The Library provides students of the Faculty of Information Technology and Bionics with unlimited access to its services - with the conditions set out below. Students of other Faculties have restricted rights and may not borrow books.

Library services

- use of library items onsite
- borrowing
- internet use (WiFi)
- scanning (for students as well)
- comb binding (students have to provide front and back covers and binding combs: the Library can only provide the spiraling equipment)

Borrowing/use of library items onsite

Three books can be borrowed at the same time. Books are lent for 2 weeks during term time, and can be renewed once before they are due (unless a reservation has been logged). Renewals are not permitted or are restricted during exam time.

The following documents cannot be borrowed (or, in certain cases, borrowing is restricted):

- reference library reading room volumes (items marked with red dots)
- *periodicals*
- *dissertations and theses*
- overdue and reserved books

Reservations

Reservations can be requested for publications kept by the library that are currently on loan. Reservations can be submitted by email sent to the librarians or via the HunTéka library catalogue (<http://hunteka.itk.ppke.hu/>). (barcode = Neptun code, password = Neptun code in lowercase letters)

Renewals

Renewals can be requested at the above link, by email (serf.andras@itk.ppke.hu) or, during work hours, over the phone (+36 1 886-4735). However, due and overdue books may not be renewed until they are returned to the library. If a reader fails to settle the debt owed to the library after three notices have been provided, the Faculty will initiate legal proceedings.

Late fee

The Library charges a HUF 100/volume/day late fee for all overdue books, which is payable via the Neptun system. Late fees may be paid only after the volume has been returned. Any library members with any outstanding borrowings or debts may not borrow or renew books (until all debts are paid).

Catalogue

Information on the Library's inventory can be obtained from the online catalogue (<http://hunteka.itk.ppke.hu/>) and the librarians. The Neptun code is the only thing required for using (logging into) the online surface. In addition to the most important data of the books (author and title), the catalogue also indicates the book's status (available, borrowable, or reservable).

Library wiki

The wiki interface operated by the Faculty of Information Technology and Bionics contains the Library's important data, notices, and contact information.

<https://wiki.itk.ppke.hu/twiki/bin/view/PPKE/K%C3%B6nyvt%C3%A1rhirdet%C3%A9sei>

Office hours

Monday: 8:00 AM - 4:00 PM
 Tuesday: 8:00 AM - 5:00 PM
 Wednesday: 8:00 AM - 4:00 PM
 Thursday: 9:00 AM - 5:00 PM
 Friday: 9:00 AM - 4:00 PM

Contact Information

Address: 1083 Budapest, Práter u. 50/A, Room 203
 Phone: +36 1 118-6435
 Email: serf.andras@itk.ppke.hu
 Website: <http://hunteska.itk.ppke.hu/> (online library catalogue)

LIBRARY OF THE FACULTY OF LAW AND POLITICAL SCIENCES

General information on the library

The public university library of PPCU's Faculty of Law and Political Sciences can be found on the first floor of the building at Szentkirályi utca 30 (Room 114-119, accessible via Building 28). Its purpose is to obtain and make available the necessary specialized literature for the educational and research work at the Faculty.

Detailed information

The library's collection consists of approximately 48,000 volumes, 150 journals in Hungarian and foreign languages, as well as the theses and PhD dissertations defended at the Faculty.

What branches of science are covered in the publications?

Law, with complementary collections extending to history, economics, politology, sociology, philosophy, and church history.

Databases

HeinOnline, EBSCO, EISZ databases, JSTOR, Taylor&Francis, Web of Science (see details on the University website: <https://ppke.hu/en/research/databases>, and on the Library's website: <https://jak.ppke.hu/ppke-jak-kari-konyvtar/online-forrasok/adatbazisok>)

Other points of interests

The Library reception area leads to the Hall of Kings, which is usually included in tours given to the University's domestic and foreign guests, the Faculty's first-year students, and to the general public on Cultural Heritage Day.

Library rules

The library can be used only by registered members. The Library Regulations are available at: <https://jak.ppke.hu/ppke-jak-kari-konyvtar/en>

Office hours

Term time: Monday - Thursday: 9:00 AM - 6:00 PM, Fridays: 9:00 AM - 4:00 PM, Saturdays: 9:00 AM - 1:00 PM

Contact Information

Address: 1088 Budapest, Szentkirályi utca 28 - 30.
 Phone: +36 1 429-7231; Fax: +36 1 429-7233
 Email: konyvtar@jak.ppke.hu
 Website: <https://jak.ppke.hu/ppke-jak-kari-konyvtar/en>

XI. Computer services

FACULTY OF THEOLOGY

Number and equipment of computer rooms

2 computers are available in the ground floor lounge area for enrollment, registering for subjects and exams, and surfing the internet.

Computer facilities outside classrooms

6 computers are available in the library.

Opening hours: Mondays and Thursdays: 12:00 PM - 5:00 PM, Tuesdays, Wednesdays, and Fridays: 9:00 AM - 3:00 PM

The student association has 2 PCs, a scanner, and a printer.

Wi-Fi and Internet access

The Eduroam WiFi can be used with the identifier Shibboleth.

Conditions for computer use

The computers in the lounge area can be used as guest users. The computers in the library require user names and passwords provided by library employees.

Printing and photocopying

The student association offers a possibility for students to print documents.

Other information

The video conference system can be used in all lecture rooms and educational rooms, which are equipped with projectors.

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Number and equipment of computer rooms

Piliscsaba: 2 computer rooms (13 or 18 computers, with projectors)

Sophianum: 3 computer rooms:

- Language lab: 27 computers
- CATI lab: 16 computers
- MAC lab: 6 computers

Tárogató: a total of 28 computers in one computer room (+projector).

Horánszky utca: 1 computer room: 22 computers

Esztergom, Vitéz János Teacher Training Center, Iohanneum: 1 computer room: 18 computers + a projector

Computer facilities outside classrooms

Piliscsaba: 20 computers in the library reading room (most running Ubuntu operating systems)

9 computers in the corridor, of which 5 are equipped for printing with "coupons".

Sophianum: 12 terminal computers to access the Faculty of Humanities and Social Sciences website.

Esztergom, Vitéz János Teacher Training Center, Iohanneum: 2 computers in the library, with a possibility to print documents.

Esztergom, Vitéz János Dormitory: 3 computers in the community room and 1 laptop with a projector.

Tárogató: Currently none.

Wi-Fi and Internet access

Piliscsaba: Eduroam Wi-Fi is available in all buildings.

Sophianum: Eduroam Wi-Fi is available.

Tárogató: Eduroam Wi-Fi network is available.

Horánszky utca: Eduroam Wi-Fi is available.

Esztergom, Vitéz János Teacher Training Center, Iohanneum: Eduroam Wi-Fi is available.

Esztergom, Vitéz János Dormitory: Eduroam Wi-Fi is available.

Conditions for computer use

Piliscsaba: Library membership, freely accessible computers in the corridors.

Printing and photocopying

Piliscsaba: Computers in the corridor equipped for printing with “coupons”, photocopy service.

Sophianum: fee-based student’s photocopier on the second floor corridor

Tárogató: Currently none.

Technical software for individual majors

Tárogató: SPSS, Trados (20 floating licenses), MemoQ, Adobe Master Collection CS6 (20 licenses), and ArchiCad (managed by the Archeology Institute).

Other information

Tárogató: 2 laptops suitable for videoconferencing, 10 rooms equipped with speakers, with the LED TVs used in the 8 classrooms with such TVs used for amplification, and 2 mobile speakers are also available.

The 10 teacher’s rooms contain a total of 35 desktop (ALLinONE) computers and 6 multifunctional printers (A4-sized printer, black and white/scanner/copier), and 4 other types of printers, which are available for teachers and employees.

FACULTY OF INFORMATION TECHNOLOGY AND BIONICS***Number and equipment of computer rooms***

There are six computer rooms with 25 PCs/room, for educational purposes and available only under supervision. Logging in on these computers requires a student ID (ARGON domain, Shibboleth user). They run WIN7/ LINUX operating systems. One of the rooms also has 10 Mac all-in-one computers. Projectors are installed in the rooms.

Two of the measuring laboratories have 15 computers with -among others - National Instruments hardware and software, which is for educational purposes only and can be used only under supervision.

Computer facilities outside classrooms

During the opening hours of the building, 2 PCs running Linux are available in the foyer, which provide unlimited internet access.

Wi-Fi and Internet access

Wi-Fi is available everywhere in the building, with Eduroam identification.

Conditions for computer use

Computer use at the Faculty is subject to the provisions of Section 9 of the PPCU IT Regulations and the effective order of computer lab procedures and house rules.

Printing and photocopying

Officially none at the Faculty. (However, the library might be able to help.)

Technical software for individual majors

Special software is installed on the computers in the PC labs, with licenses valid only for the educational rooms.

Other information

Three large lecture halls (seating 210, 110, and 90 persons, respectively) are equipped with amplification and projectors. Simonyi (the largest lecture hall) contains a portable videoconferencing Polycom system, which is planned to be moved to the Neumann Room (smaller lecture hall).

FACULTY OF LAW AND POLITICAL SCIENCES

Number and equipment of computer rooms

There are three student computer rooms.

- Language lab: 16 computers
- Small IT lab: 20 computers
- Large public IT lab: 52 computers
- Student computers in the library: 12 computers

Technical software for individual majors

Special software is installed on the computers in the PC labs, and online sites can also be accessed.

Computer facilities outside classrooms

4 terminal computers to access the Faculty website and Neptun

Wi-Fi and Internet access

Eduroam Wi-Fi service in all areas of buildings 28 and 30 and certain areas of building 26

Printing and photocopying

Photocopies can be made in the library.

XII. Sports and leisure time activities

Pázmány University Chorus

All students with an aptitude for singing are welcome in the Pázmány University Chorus, which consists of two groups: the Teacher's Division and the Junior Division.

The Teacher's Division is also open to younger people. Three concerts are held every semester, which often include special programs.

Rehearsals are held:

5:00 PM to 7:00 PM on Thursdays

PPCU Faculty of Theology (1053 Budapest, Veres Pálné utca 24.) Ground Floor, Room 020 (wheelchair accessible)

The Junior Division provides Pázmány students with an opportunity to sing as part of a chorus, even integrated into their schedule. Its purpose is to create a new community where the members are joined by their love of singing, among others. This process is helped along by weekly rehearsals, several concerts every semester, chorus camps, and trips.

Rehearsals are held:

5:00 PM - 7:00 PM on Wednesdays

PPCU Faculty of Theology (1053 Budapest, Veres Pálné utca 24.) 4th floor, door 411 (wheelchair accessible)

The chorus is led by the PPCU's ecclesiastical teachers: János Bali, Géza Klembala, and Péter Mészáros. The Junior Division is headed by Péter Mészáros with Andrea Vinkler filling the role of assistant chorus-master.

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Sports

Although the Faculty no longer offers organized sports activities, many opportunities are still available to those who wish to exercise. Discounts to a number of gyms, exercise centers, swimming pools, and other sports facilities are provided to students at all campuses. The discounts are available with the use of their Pázmány Card or Pázmány student card.

Additionally, students may participate in weekly football championships and the football cup (Campus Cup) organized by the Students' Union each semester. Various sports teams as well as the Pázmány team participating in the Danube Regatta - the sports festival of the year - also await all those who wish to exercise.

Group outings are regularly organized in the surroundings of the Piliscsaba Campus as well, which provide an opportunity to explore the Pilis Mountains. The Piliscsaba Campus also offers a gym that is free of charge for students, a concrete football and basketball field on the Campus, and the nearby FÉBÉ Swimming Pool (József Attila u. 7-9) provides opportunities for using the sauna and swimming.

Students are free to contact the Sport and Culture Committee of the Students' Union with any sports-related questions. One of the Committee's responsibilities is the organization of sports, and they are happy to answer any questions.

Leisure time activities, self-organizing groups

The Faculty offers the following leisure activities:

- Boldog Özséb Theatrical Company
- András Kubinyi Historian's Workshop

- Pázmány Friends
- Pázmány Ostrakon
- SzóSzerint Christian Students' Club
- SODALITAS talent scout program

Detailed information is available on our website:

<https://btk.ppke.hu/hallgatoinknak/ontevekeny-korok>

PszichHétfő (PsychologyMonday)

The PszichHétfő program series is a type of student research group consisting of a series of lectures that introduces students to the exciting world of psychology. The events are held every Monday night during term time and are open to all university students.

KorTársas (Contemporary Board Gaming)

The peer coaches at the Life Skills Consultancy Centre provide a possibility to participate in *Dixit and Identity* board game nights, which provides a possibility to form new friendships and make new acquaintances. The game also helps develop communication skills, emotional intelligence, self-knowledge, and self-confidence.

FACULTY OF INFORMATION TECHNOLOGY AND BIONICS

Sports

Sports opportunities - such as floorball, volleyball, badminton, table tennis, basketball, and physiotherapy - are announced at the beginning of each semester on the students' mailing list. There are also multiple opportunities every year to participate at Faculty sports days and in outings and hikes.

Leisure time activities, self-organizing groups

Animator Community - <http://animator.itk.ppke.hu/>

President: Tamás Rudner; Vice Chair: Balázs Csutak

The Animator Community was established in 2008 with the aim of helping freshmen fit into the university environment. They organize many events, primarily for freshmen, which help integrate the study groups and the class. In addition to taking part in social life, they also help in issues concerning studies, even giving freshmen a chance to consult with them regarding specific, subject-related questions.

The Freshman Days are organized at the end of August, where freshmen first meet each other and the university community. This is a fun, five-day team-building competition in Budapest, including going to the beach, sightseeing, and an enrollment day. Responsible: Ábel Miklós

By the Freshmen's Weekend held in October, the study groups have already become familiar with each other. The Weekend provides them with an opportunity to measure their resourcefulness at a location in the countryside. Responsible: Annamária Hesz

Unlike other universities, the five-day Freshman Camp is organized at the end of the year so freshmen can relax actively on the shore of Lake Balaton after the exertions of exam time. Responsible: Dorina Rozmann

At the beginning of the spring semester, University students may enroll for Animator Training, which introduces them to the ground rules of our community and teaches the knowledge required for the

organization of community life through theoretical and practical tasks. The training consists of six full-length evening occasions and one weekend. Responsible: Gábor Dániel Balogh

During the year, we also organize university events aimed at mobilizing all university students. A sample of some of the colorful events: IrZen (A night of literature and music), Offline Day, Pázmány Day Obstacle Race, Charity bake sale. Responsible: Dorina Rozmann

Other self-organizing student groups

Choir

The Faculty choir was formed in 2005 in the joint organization of students and professor Dr. Ágnes Bércesné Novák. Led by the professor, the choir has a wide repertoire ranging from ecclesiastical music through gospel songs and pieces from modern soundtracks. The choir regularly takes part in graduation and end-term ceremonies. Twice a year, it also performs at various locations across the country, meeting great success wherever it goes.

Bionic Club

The Bionic Club was founded by students as part of the curriculum, with the support of Dr. Miklós Gyöngy. It was organized on a biweekly basis. The Club aimed to share employment opportunities with students, both in the research and the industrial sector, to provide aid in important decisions concerning their future, and to provide them with a transparent map of relations.

The occasions were 60-90 minutes long and had an informal tone, with each taking opportunities and useful information related to different fields of interest into account. Moreover, the organizers always shared an account of visits to companies at each Club event, providing a presentation of the company and the opportunities it offered. Topics: Bionic interfaces and robotics; Image and signal processing; Bioanalytics, microfluidics, bioinformatics; From idea to product: university, industry, start-up; Alumni experiences

Film Club

Students also organized a Film Club, which meets every couple of weeks. They meet in one of the large lecture halls in the evenings to watch old and contemporary films from a variety of genres and discuss the message of the film at the end of the screening.

FACULTY OF LAW AND POLITICAL SCIENCES

Sports

Every year in September, the "freshman ball opening dance" is announced to the future freshmen, in which they may learn the steps of the Hungarian Palotás dance.

Folk dance: deals with teaching Hungarian dances and upholding traditions, with an emphasis on "Mezőségi" and "Csángó" dances.

The University's Hét Csapás Folk Dance Group performs at University and national (e.g. March 15) events.

Ball games: teaching and applying rules, which provides for the understanding and appreciation of sports (basketball, football, handball, volleyball, water polo). We participate in both University and College Championships.

Hiking: organized regularly for students (e.g.: to locations such as Dobogókő, Normafa, Harmashátárhely, etc.)

Every year, the futsal team participates in the Budapest University Championships.

Water polo: Teams of 7 compete against each other in the pool. A good water polo player is as strong as a hockey player, shoots and passes as precisely as a basketball or volleyball player, has endurance

as outstanding as that of a long-distance runner, and has a tactical sense as great as that of a chess player.

The Pázmány Football League is organized by the Students' Union. There are several competing teams at the University.

Seasonal periodic sports are also organized (ski camps, canoe trips).

Sports achievements

2nd place in the Budapest University Futsal Championships, 2018

13th place in épée, 2018

1st place in the 1st Legal Cup, 2017

5th place in the Summer Universiade open water swimming, 2017

3rd and 7th places in the Swimming Championship, 2017.

2nd place at the MEFS Water Polo Championship 2017

3rd place at the MEFS Water Polo Championship 2016

5th place in football at the 2017 Carpathian Basin Universities' Cup (KEK)

5th place in women's volleyball at Universitas 2017

4th place in mixed volleyball at Universitas 2017

1st place in volleyball at the 2016 Sport Pont Mix, class II

2nd place in Basketball AKE Men's B League, 2017

2nd place in Basketball AKE Men's C League, 2016

2nd place in épée (Dominika Honti Kiss), 2017

10th place in foil (Dominika Honti Kiss), 2017

11th place in sabre (Dominika Honti Kiss), 2017

6th place in dragon boating, 2017

7th place in dragon boating, 2016

Tennis: 2nd place in women's solo

Athletics: 7th place in women's discus throw; 4th place in women's 4 kg hammer throw

Table tennis: 1st place, 4th place

Chess: 1st place

Basketball: women's 1st place, women's 2nd place, women's 3rd place; men's 1st place, men's 2nd place, men's 3rd place

Badminton: 6th place

Swimming: 2nd place in 50 m women's fast; 4th place in 50 m women's back

Who can join us?

Both full-time and correspondence students.

How to join

Register at the Physical Education Group in person or by email.

Contact Information

Address: H-1088 Budapest, Szentkirályi u. 26. Building "C", floor III. Office 334

Phone: +36 1 429-7200 (extension 371)

Email: gelencser.bernadett@jak.ppke.hu

Website: www.jak.ppke.hu/testnevelési-csoport

Leisure time activities, self-organizing groups

Erasmus tutor organization

The Erasmus tutor organization provides a good opportunity for students to get to know and make friendships with foreign students, and is a great facility for practicing foreign languages and developing other competences. All received foreign students are assigned their own tutor, which can be a great help, especially prior to the arrival of the foreign students. Erasmus tutors primary aim to help

orientation in the University's academic system and the University building itself, as well as with life in Budapest. It is important for these students to return home with positive experiences and to help acquaint them with Hungarian culture; a vast number of programs are organized to achieve this end. Participation in these programs provides insight into what it means to be an Erasmus student and how many opportunities, experiences and challenges are inherent in this special opportunity.

A presentation of the leader

The Erasmus tutor organization is one of the organizational units at the Research Organization and Foreign Office (KSZKI), which presumes close cooperation. The tutor organization is led by the Head Tutor, who collects and coordinates the different programs and tasks.

The main task of Erasmus tutors is to welcome the incoming students, to help them find accommodation, and to provide support concerning even minor, everyday problems. Tutors also help in the integration of Erasmus students into University life; you can meet them at all major events and at English courses. With the support of the Foreign Office, tutors organize interesting events and trips throughout the academic year, like a trip to Krakow, a wine tour in Eger, museum visits, and also the Erasmus Orientation Week, the Erasmus Day, and, at the end of the semester, a farewell dinner is organized each semester. Close friendships are made each year and students end up forming a close-knit group, which includes tutors. A splendid time is guaranteed for all.

Membership

Anyone can apply who: feels willing to work with foreign students, would later wish to apply for an Erasmus scholarship, and would like to be a part of this unique experience.

How to join

Our organization accepts new members at the beginning of each semester, in the framework of a two-round admission procedure. The first round consists of filling out a form. An interview is then held on the basis of the replies, which provides an opportunity to exactly assess language competences and skills. All organization members have to have a good command of English, and familiarity with other foreign languages (German, Italian, French, Spanish, Polish) is an advantage.

Results

The Erasmus program provides an opportunity for the University to be represented at a European level. We often meet students who have chosen Budapest and our Faculty of Law because it was recommended to them by an Erasmus student studying here previously.

Contact Information

Address: H-1088 Budapest, Szentkirályi u. 28-30. 1st floor, Room 138

Email: erasmus@jak.ppke.hu

Website: <http://jak.ppke.hu/kszki/en/erasmus>

XIII. Pázmány Card

The Pázmány Card is issued by the University as a complex student service program. The Card aims to strengthen the identity of Pázmány students and to bring together current students and alumni. The active relationships it maintains with partners ensures that card holders can receive the best possible offers. **It also works as an important force of community organization and provides various discounts to card holders.**

Pázmány Card holders may use certain University services and receive discounts offered by third-party service providers and points of acceptance, which include possibilities for dining, cultural, and recreational events as well as health maintenance venues. More information on the expanding list of discounts is available under the Discounts tab on the Alumni website: <https://alumni.ppke.hu/kedvezmenyek/pazmany-kartya>. At certain intervals, a color informational newsletter containing the newest information and offers will be sent to card holders.

Students who have acquired a degree or a final certificate at any of the Faculties of the University, who have current active student legal status at the university, and professors and non-teaching staff employed by the University may apply for Pázmány Cards. The card is valid from the date of issuance without any expiration date or annual fee.

Additional information on the Pázmány Card and on online application is available on the Alumni website (<https://pazmanykartya.ppke.hu/regisztracio/>). The Card is now also available in the form of a phone app among OTP Simple's Discount Cards, which requires users merely to register their existing card numbers.



XIV. Information on the conditions of studies provided Hungarian state scholarships

The conditions of studies provided Hungarian state scholarships and the activities of the Education Authority regarding the monitoring of compliance with the conditions are available on the Education Authority website:

https://www.oktatas.hu/felsooktatas/osztondijas_kepzes/kepzesfeltetelek

XV. Student Loan Administration

Information regarding general-purpose student loans (DH1) are available on the University website under the “For Students” (“Hallgatóink”) and “Student Loan” (“Diákhitel”) menu points: <https://ppke.hu/hallgatoinknak/diakhitel>

Administration of general purpose student loans (DH1) at Pázmány Péter Catholic University

The forms necessary for the conclusion of the student loan contract can be filled out on the Diákhitel Direkt (Student Loan Direct) loan administration website (<https://www.diakhitel.hu/en>). The forms can then be submitted at major post offices and the branches of participating banks and savings cooperatives (see the “Hiteligénylési helyek” [“Loan application locations”] menu on the <https://www.diakhitel.hu/en> website).

The loan cannot exceed HUF 70,000 per month of study.

The following are not eligible for student loans:

- students with terminated contracts and overdue or cancelled debts,
- students who have already received a loan for 11 semesters (or, in case of longer educational periods, for a maximum of 14 semesters),
- students over the age of 45,

Important! By default, general purpose student loans (DH1) are transferred to the student’s bank account and can be freely used for any purpose. Receipt of the loan does not exempt the student from reimbursement fee/tuition payment deadlines.

We recommend that **self-funding** students who wish to use the loan expressly to cover tuition payments make use of Student Loan 2 (DH2), which offers interest-free rates. Detailed information is available [HERE](#).

Budapest, June 5, 2018

Central Registrar’s Office

Administration of fixed-purpose student loans (DH2) at Pázmány Péter Catholic University

According to the contract between Diákhitel Zrt. and the University, students enrolled in “**self-funding**” training have the opportunity to fulfil their fee payment obligations by using the fixed purpose student loan (DH2).

The forms necessary for the conclusion of the student loan contract can be filled out on the Diákhitel Direkt (Student Loan Direct) loan administration website (<https://www.diakhitel.hu/en>). The forms can then be submitted at major post offices and the branches of participating banks and savings cooperatives (see the “Hiteligénylési helyek” [“Loan application locations”] menu on the <https://www.diakhitel.hu/en> website).

Students with DH2 student loan agreements can settle their tuition fees via assignment.

In the course of the assignment procedure, the University grants enrollment status to self-funding students as if the active item had been reimbursed at the beginning of the semester.

Diákhitel Zrt. transfers the assigned amount to the University in a lump sum at the date of the first disbursement of the given academic semester.

The following are not eligible for Diákhitel 2 student loans:

- students with terminated contracts and overdue or cancelled debts,

- students who have already received a loan for 11 semesters (or, in case of longer educational periods, for a maximum of 14 semesters),
- students over the age of 45,
- students enrolled in a "fee-paying" financing form (student legal status established before September 2012).

Conditions of DH2 assignment

Active, self-funding students have to have a valid fixed-purpose student loan (DH2) contract.

Students have to perform the assignment every semester by the deadline specified in the respective semester's schedule.

The assignment of Student Loan 2 should be initiated on the Neptun student interface after "fee-paying/self-funding" items are listed for the student in the given semester with "active" status (Finances/Payment menu).

The maximum amount of the loan available to the student is equal to the tuition fee for the respective semester.

Students may not change the list after having started the assignment procedure.

After starting the assignment procedure, students cannot use a credit card to pay the fee on the interface.

No items related to a paying organization ("business account") can be assigned.

The assignment process

Academic tuition fees will be indicated in the Neptun system after the registration deadline. Students can register their Student Loan2 contract numbers and assign this number to various items during the student loan assignment period specified in the semester schedule. The contract number only has to be entered once; however, the assignment has to be performed every semester. Steps of DH2 assignment:

1. **Registering the contract number:** After signing the contract, the Student Loan 2 contract number should be entered under the **"Student Loan 2" tab** under the **"Finances/Settings"** menu on the Neptun web interface. The system stores this number for future reference.
After clicking **"Save"**, the student may no longer change or delete the uploaded contract number. Students who conclude a new contract should request their educational administrator to change the contract number.
2. **Assigning a contract number to an item - per semester:** Students intending to fund their studies in a given semester using DH2 have to select the reimbursement fee/self-funding item listed for the given semester in the **"Finance/Payment"** menu and **click the "+" sign**, then select **"Student Loan 2"** option and click **"OK"** to assign the DH2 contract number to the fee item.
The system only allows students with active status enrolled in a "self-funding" financing form to assign Student Loan 2 contract numbers to items, and only until the payment date specified in the semester schedule.

After assigning the contract number to the listed item, the DH2 status of the entered item will change to **"Checking"**. Based on the DH2 status, the student will be able to track the progress of DH2 financing.

Possible Student Loan 2 values:

- **Empty:** no registered contract number
- **Checking:** contract number registered and assigned to an item
- **Accepted:** confirmed by DH2, accepted
- **Refused:** confirmed by DH2, refused

If the status is "Refused", the student is required to pay the tuition fee via credit card within 8 days. The student will not be allowed to register for exams or enroll for the following semester until the amount owed is fully paid up.

Loan disbursement:

The Student Loan organization transfers fixed-purpose student loans directly to the higher education institution.

If the fixed-purpose student loan applied for was lawfully paid but the student status is not established for any reason, the higher education institution shall promptly return the fixed-purpose loan paid for the respective semester to the Student Loan organization.

If the Student Loan organization lawfully transferred the fixed-purpose student loan applied for, but the student is unable to fulfil the obligations stemming from the student legal status due to childbirth, accident, illness, or other reason for which the student is not at fault, and the student is forced to interrupt studies during the semester, the higher education institution shall return the fixed-purpose loan paid for the respective semester to the Student Loan organization promptly after permitting the suspension of the student status. The Student Loan organization will consider amounts thus returned as early repayment.

Modifying the credit amount:

The applicant determines the loan amount in the contract; Diákhitel Zrt. does not automatically adjust the loan amount to the amount of the tuition fee payable in the given semester. If the payable amount of the tuition fee exceeds the amount indicated in the contract, the applicant is obligated to request Diákhitel Zrt. to raise the loan amount. The modification request should be submitted to Diákhitel Zrt. by August 31 for the fall semester and by January 31 for the spring semester.

The modification request form is available at the Student Loan Direct website (<https://www.diakhitel.hu/en>) under the “Nyomtatványok” (“Forms”) menu.

Suspending loan payments:

The applicant may request suspension of DH2 payments on the Student Loan Direct interface under the “Nyomtatványok” (“Forms”) menu.

The suspension request should be submitted to Diákhitel Zrt. via its interface by August 31 for the fall semester and by January 31 for the spring semester.

The loan is suspended starting from the semester following the receipt of the request until the date specified on the form, or as long as Diákhitel Zrt. receives a request to continue disbursement.

Budapest, October 4, 2017

Central Registrar’s Office

XVI. Student card administration

Current information regarding student card administration is available for students on the University website under the “Hallgatóinknak” (“For students”) / “Diákigazolvány” (“Student card”) menu point: <http://ppke.hu/en/about-the-university/regulations-and-information-on-studies>

Student card administration - student tasks (Pázmány Péter Catholic University)

The student card is a secure document that meets the specifications of the National Single Card System (NEK).

Only students with active student status may request student cards. The application can be lodged via the Neptun system.

Student cards are issued either to the student’s registered address (shown on the address card) or the student’s permanent place of residence.

Tasks before applying for a student card

- Students should **request a NEK datasheet** at an [office of government issued documents or a government window](#), which requires a photograph and signature. This datasheet contains the 16-character “NEK identifier”.
- Before submitting the application form, students are obligated to compare their personal information registered in Neptun with that on the NEK form. Unless the information on both are exactly the same, the student card will not be issued. If there is any difference between the information, the incorrect information has to be corrected at the Registrar’s Office or in the government office. The application can then be submitted.
- Before submitting their applications, students studying in the same type of full-time or correspondence education at more than one institution at the same time and who wish to indicate the secondary institution on their student cards should request a student status certificate from the secondary institution, which should be uploaded under the menu point “**Information / Documents**” in the Neptun system. When uploading the document, select the type “*Student Status Certificate for Student Card Request*”.

Submitting the application via Neptun

- After selecting the applicable education type, students should fill out the following fields by selecting “**New record**” in the “**Administration / Student Card**” request menu point:
 - **NEK identifier:** enter your NEK identifier as indicated on the datasheet provided by the office of government issued documents, without any hyphens.
 - **Type of request:** select the appropriate request from the drop-down menu (e.g. first request).
 - **Training:** automatically populated.
 - **Address:** select the permanent or resident address as indicated on the address card. If the selected address is not the same as the student’s officially registered (permanent or resident) address, the conducted check will deny issuance of the student card.
 - **Secondary institution:** to be filled in by students who are also studying at another institution or at more than one campus in the same type of full-time or correspondence education and wish to indicate this fact on their student cards. To fill in this field, select the appropriate institution from the drop-down list. At this point, the “**Attach document**” button will appear at the bottom. Click it to attach the student status certificate uploaded previously under the “**Information / Documents**” menu point. A document must be attached unless the secondary institution is a PPCU campus.

- **Secondary institution printing press code:** to be filled in for secondary institutions. Students can obtain the printing press code from the given institution. PPCU printing press codes:

Faculty of Humanities and Social Sciences, Piliscsaba:	F00945
Faculty of Humanities and Social Sciences, Budapest:	F05579
Faculty of Humanities and Social Sciences, Esztergom:	F05580
Faculty of Theology, Budapest:	F02644
Faculty of Information Technology and Bionics, Budapest:	F02936
Faculty of Law and Political Sciences, Budapest:	F00170

- Press the **Save** button to create the request, which the institution forwards electronically to the Student Card Center if the conditions for submitting the application are met.
- After the application has been electronically forwarded, students can request a free certificate from the student card administrator. This qualifies as a temporary student card and is valid until the permanent card is issued (for a maximum of 60 days).
- The status of pending applications can be tracked in the Neptun system under the **“Administration / Student card request”** menu point.
- **Finished student cards are delivered to the Registrar’s Office** and are handed over by the student card administrators. Students receive an automatic Neptun message when their cards are ready.

The first **validation sticker** is issued to students by the administrator when handing over the student card. In subsequent semesters, the stickers have to be requested from the educational administrator after approval of the registration request for the semester. The administrator affixes the sticker directly to the card. The sticker can only be issued in possession of a student card. Validation stickers are not issued while the student status is suspended (i.e. for passive semesters).

Replacements for **lost, stolen, or damaged** validation stickers can be requested for a fee of HUF 3,500. If the student card is also lost or damaged rendering it useless, a new application has to be submitted via Neptun after payment of the fee. Students issue the fee for themselves in the Neptun system by clicking on **“Transcribe item”** under **“Finances / Pay in”**. Select the **“Student card surcharge”** item within the Service type in the pop-up window.

After the termination of their student status, students are authorized to continue using their student cards until the following deadlines:

- **March 31**, if the status was terminated during the **fall semester**,
- **October 31**, if the status was terminated during the **spring semester**.

Students receive an automatic Neptun message notifying them of the end of their authorization to use their student cards. Students are obligated to submit their student cards to the student card administrator at the end of the authorization period, unless they establish a new student status with the University and the information on the card remains valid. Such student cards can be revalidated.

Budapest, September 27, 2017

Central Registrar’s Office

XVII. Student requirements and rules

XVII.1 FIRE AND OCCUPATIONAL SAFETY INFORMATION

Act XXXI of 1996 on Fire Safety and Decree 54/2014 (XII.5.) of the Minister of Internal Affairs requires students to be taught and to learn the necessary fire safety information.

In line with this obligation, we request that you read this information carefully and adhere to and enforce its contents.

Please certify acknowledgement of the contents of this information by signing the attached statement.

The fire safety regulations, available in the UNIVERSITY'S OFFICES, contain more detailed rules on fire safety.

Fire safety requirements:

- a) All students are required to ensure that the contents of the fire safety rules and regulations are followed.
- b) If students notice any violation of fire safety rules, they are obligated to take steps to terminate the violation and inform a teacher.
- c) Students are obligated to study the fire safety training materials and learn and adhere to its contents.
- d) After finishing any fire hazard activities, students are required to ensure that no fire hazards remain.
- e) Students are obligated to check the condition of the equipment and tools they use from the aspect of fire safety and shall report any errors or damages.
- f) Students shall actively participate in the annual fire drill.
- g) In case of fire, students shall proceed in line with the "Fire Emergency Plan." The escape routes are marked along hallways and corridors.
- h) The above plans also contain the locations of fire extinguishers and the shut-off valves for public utilities.
- i) Smoking at the University is permitted only at the designated locations outside the buildings.
- j) Signs indicate the locations of smoking areas outside the buildings.
- k) In case of a fire within the building, immediately start extinguishing the fire to prevent it from spreading. Notify the security service immediately of the fire.
- l) The methods for raising the fire alarm:
 - loudly shouting "FIRE" to call the attention of nearby persons to the fire. The shouting has to be loud and should catch people's attention without causing panic,
 - with the use of the manual fire alarms installed in the building and marked with pictograms
- m) If the fire results in any personal injury or any conditions give rise to the suspicion of a crime, the security service must first be notified. At the same time, notify the ambulance at 104 and the police at 107 or 112.
The fire brigade's call numbers are 105 and 112.
- n) The report of fire shall include the following:
 - the exact location and address of the fire,
 - what is on fire and what is in danger,
 - whether any lives are at risk,
 - the name of the person raising the alarm and the phone number from which the call is made.
- o) Depending on the given circumstances, any University student may call the fire department about the fire, but the security service should always be notified first.

Use of fire extinguishing equipment:

- Remove the extinguisher from the wall

- Remove the pin or tab from the handle
- Aim the hose at the flames
- Keep a safe distance of 1.5-2 m from the fire and direct the extinguishing material at the upper third of the flames

Use wall-mounted fire hydrants:

- Open the hydrant cabinet, remove the nozzle, and open the valve
- Grip the nozzle and use it to pull the hose towards the fire
- Open the nozzle and direct the stream towards the fire

All students have to sign a statement held by their education administrators stating that they have acknowledged their fire and occupational safety obligations.

Using powder extinguishers

Parts of powder extinguishers

Cylinder and discharge head

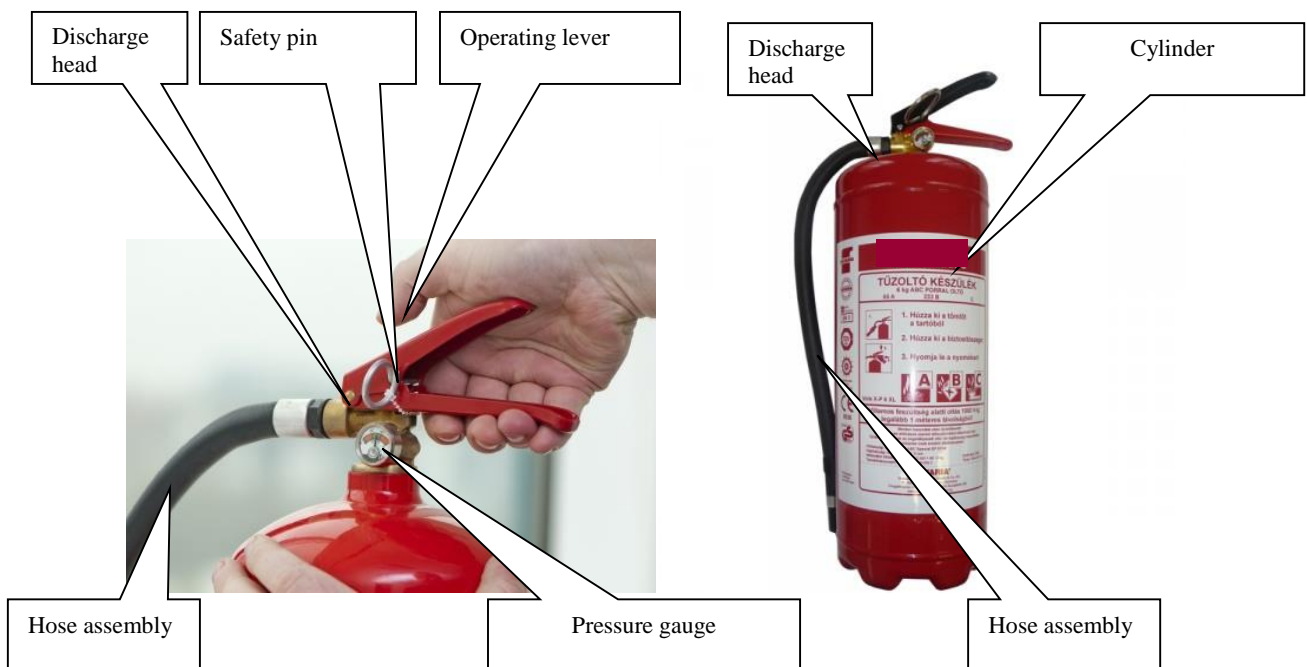


Figure 1 The parts of a powder extinguisher

The discharge head includes the operating lever, the safety pin, the hose assembly, and the pressure gauge. (Figure 1)

The label on the cylinder includes the instructions and the type of powder contained in the extinguisher. (Figure 2)



Figure 2 Pictograms on an ABC powder extinguisher

Maintenance on fire extinguishers manufactured in line with the *MSZ EN 3 and 1866 standards* has to be performed annually. A self-adhesive sticker indicating the date of the last and of the next due inspection on the extinguisher attests that it has been checked. If the sticker is missing, the extinguisher cannot be considered operable. Extinguishers have to be regularly checked by authorized personnel. Only organizations registered by the Ministry of the Interior's National Directorate General for Disaster Management are authorized to check and perform maintenance on extinguishers. The year of manufacture and the date of the pressure test are stamped on the cylinder. Extinguishers are generally used for 20 years.

Using powder extinguishers:

If possible, ask for help and call the fire department in case of fire. If the available powder extinguisher is suitable only for slowing the spreading of the fire but does not extinguish it, leave the room and inform the fire department. The arriving fire fighters will finish extinguishing the fire. Since the remaining embers may rekindle even after the flames have been extinguished, always notify the fire department (if they have not already been notified), who will ensure the fire is indeed out and that the heat conductivity has not resulted in fires in other, hidden areas (e.g. dropped ceiling, attic, roof structure, etc.).

The extinguisher label contains Hungarian instructions, including easy to understand pictograms. (Figure 3)



Figure 3 The instructions and pictograms on a powder extinguisher

Remove the safety pin, aim the hose towards the fire, and squeeze the handle to start extinguishing. While extinguishing the fire, take care that the powder reaches the flames and not the surface of the burning material, using a gentle sweeping motion from top to bottom and side to side to cover the entire fire (Figure 4).

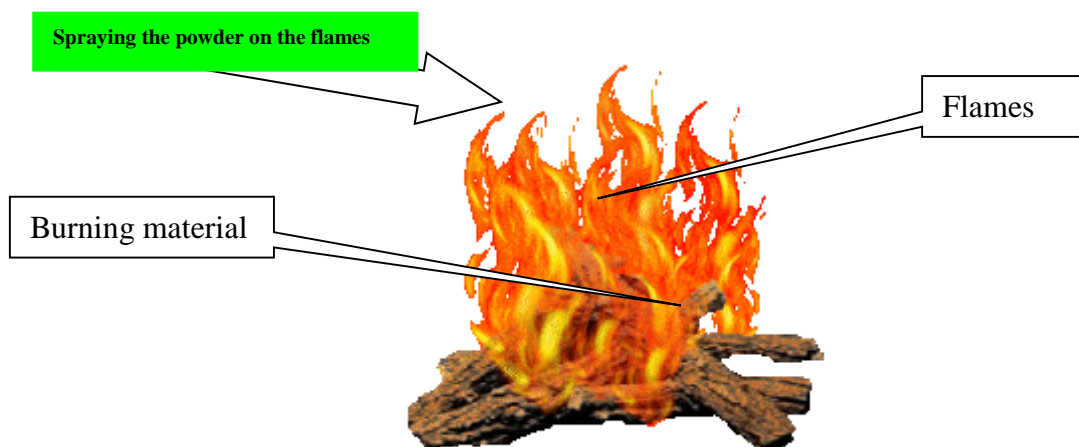


Figure 4 Aim the powder at the flames using a top to bottom sweeping motion

Aiming the powder at the burning material may cause it to scatter and create new fires, which greatly reduces extinguishing efficiency. (Figure 5)

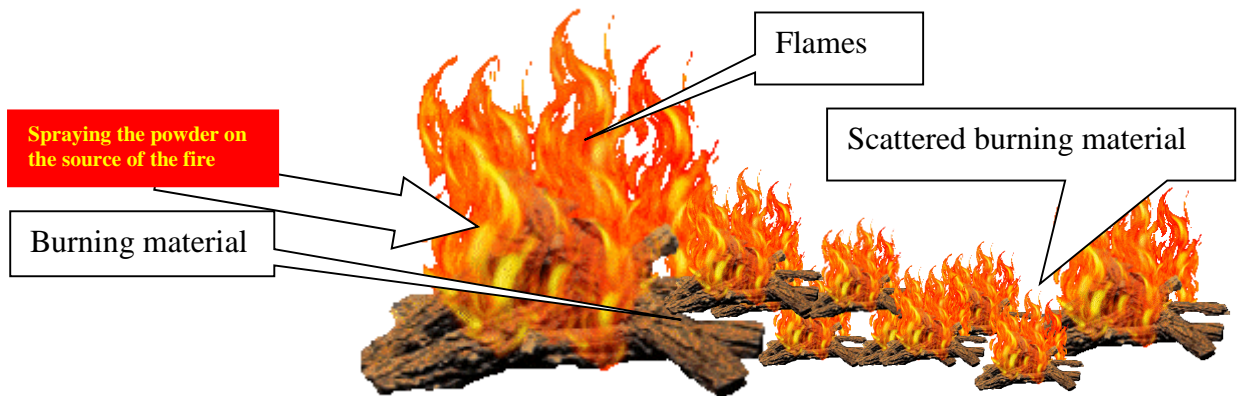


Figure 5 The fire spreads when the powder is sprayed on the source of the fire

Extinguishers unsuited for use and used extinguishers have to be replaced promptly.

XVII.2 EDUCATION AND EXAM POLICY**EDUCATION AND EXAM POLICY**

Based on Act CCIV of 2011 on National Higher Education and in line with the provisions of the relevant government decrees and other pieces of legislation, the University Council of the Pázmány Péter Catholic University hereby enacts the following policy as an annex to its Organizational and Operational Rules.

Part I**General Provisions****Policy scope and application**

Section 1 (1) This Policy applies to all educational programs attended by university students at the University, with the exception of doctoral education.

(2) The scope of the Policy shall cover all persons with student legal status at the University - with the exception of doctoral students - regardless of the time when such legal status was established. The provisions of the Policy shall also apply to persons without student legal status who intend to take final examinations, regardless of the fact that they do not have a student legal status at the University.

(3) The scope of the Policy extends to all the educational organizational units and teachers involved in education, as well as employees performing education organizational tasks in any legal standing.

(4) In view of the characteristics of purely theological education and based on the unique regulations stipulated for the proper observance of the mandatory requirements of the Holy See, the Faculty of Theology and the Postgraduate Institute of Canon Law may deviate from the provisions of the Policy.

(5) Within the framework defined in the Policy as well as in issues not regulated herein, the Faculties have the right to add complementary provisions to the Policy. The complementary provisions added by the Faculties may not be in conflict with the provisions of the Policy - unless expressly stated otherwise by the Policy - and shall apply solely to the students studying at the Faculty concerned and only in relation to the education provided by the given Faculty.

(6) In their complementary provisions pertaining to students participating in postgraduate specialist training or to students taking part in studying courses abroad based on an international or interinstitutional agreement, the Faculties may adopt rules that deviate from the provisions of this Policy.

(7) In the event of any doubt, the Rector has the right to provide for the authentic application of the Policy and to issue any provisions needed for the enforcement of the Policy, without prejudice to the Grand Chancellor's right set out in the University's Organizational and Operational Rules to provide the correct interpretation of the University's rules and regulations.

Bodies and persons acting in study-related matters*Dean*

Section 2 (1)³ The Dean of the Faculty – or the Assistant Deans appointed by the Dean – shall have sole competence to proceed in the first instance regarding the following issues:

- deciding on applications for transfers between full-time and correspondence education,
- terminating student legal status for study-related reasons,
- deciding on transfer applications,
- deciding on applications for changing majors,
- permitting passive semesters before the completion of the first study period,

³ Amended by Decision 68 of June 27, 2017 of the University Council.

- permitting passive periods exceeding two subsequent semesters - due to child birth, accidents, or other unexpected reasons,
 - deciding on applications for equity submitted to the Dean.
- (2) The competent Assistant Dean shall be responsible for proceeding in the first instance in respect to all educational and exam related matters of students where the decision-making rights are not reserved for any other body or person. In relation to postgraduate specialist training programs, the Assistant Dean may transfer this right to the person in charge of the program in question.

Study Committee

Section 3 (1) The Study Committee is a permanent committee organized at each Faculty.

(2) The Study Committee shall be competent in making decisions on

- permitting deferred enrollment/registration,
- allowing special schedules,
- permitting the establishment of guest student legal status.

(3) The Faculties may also determine the types of cases belonging to the competence of the Study Committee.

(4) Decisions on certain issues included in the work order of the Study Committee may be transferred to the head of the Registrar's Office. Such transfers shall take place in writing and with the Dean's approval.

(5) The Study Committee shall have four members, and its chair shall be a teacher elected by the Faculty Council. A further teacher member of the Committee shall be elected by the Faculty Council, and two student members shall be elected by the Students' Union, for a term of one year each.

(6) Any decision of the Study Committee shall be valid if made by at least two persons (the chair and one student member). Decisions shall be made with simple majority votes. In the case of a tie, the chair's vote shall decide.

(7) The Study Committee shall determine its own schedule for holding meetings and its operating rules, in consultation with the competent Assistant Dean.

Credit Transfer Committee

Section 4⁴ (1) For the recognition of credits earned in any other domestic or foreign higher education institution, or at this University, the Credit Transfer Committees operating at the individual Faculties shall determine the rate of recognition in line with the opinion of the person responsible for the major (or subject) or the competent department, as necessary. The Credit Transfer Committee shall make such decisions until the deadline set by the Faculty. The Credit Transfer Committee shall establish equivalence if the completed subject shows at least a 75% rate of correspondence with the learning materials required by the curriculum.

(2) The Credit Transfer Committee may recognize earlier studies and work experience as the fulfilment of study-related requirements; however, no more than thirty credits may be awarded for work experience. The recognition of any competence learnt in non-formal (education not belonging to the school system but provided in an organized form) or informal (education not belonging to the school system but based on empirical ways of learning) education, or experience earned during work may take the form of accepting any specific competence (knowledge, performance, achievement, abilities, further competences) in the given major by means of credits, or exemption from certain requirements. Students shall be required to provide credible evidence of earlier studies and work experience, including the detailed contents of those.

(3) As a special case of credit transfer, if a student has successfully completed a subject at the University in other than the current educational program and could presently transfer the results for current studies with the same subject code, contents, and credit value (but has not done so), the Registrar's Office shall transfer the results for the student's current studies, upon the student's request.

⁴ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

(4) In the given semester, the credit values of the recognized subjects shall not be added to the completed credits and may not be considered for any calculations of averages, with the exception of the subjects actually completed in the given semester in the framework of guest student legal status.

(5) Upon the student's request, the Credit Transfer Committee may also conduct a preliminary credit recognition procedure for admission to any masters educational program or guest student status.

(6) The Credit Transfer Committee shall consist of at least two but no more than seven teachers. The members shall be elected by the Faculty Council at the Dean's recommendation, so that all major fields of science are represented. The chair of the Committee shall be appointed by the Dean from among the Committee members. The Committee shall be appointed for a term of three years.

(7) The Credit Transfer Committee shall form a quorum if its meeting is attended by the majority of the members. The Committee shall decide its own schedule of meeting and operating rules, in agreement with the competent Assistant Dean.

Committee for the Review of Student Affairs

Section 5 (1) Students may file an application for legal remedy against any decisions passed or omitted on the basis of this Policy. Such applications shall be submitted within 15 days following the communication of the decision or, if not communicated, following their becoming aware of the decision, with a reference to the violation of rights provided by law of the Policy.

(2) An application for legal remedy may be lodged against a decision relating to the evaluation of studies only when the decision is based on requirements not adopted by the University, is in conflict with the provisions of the University's organizational and operational rules, or is in violation of the provisions relating to the organization of exams.

(3) With the exception of the violation of procedural rules, no application for legal remedy may be lodged against decisions made by way of individual consideration, especially decisions passed as a result of requesting equity or regarding a special schedule.

(4)⁵ Applications for legal remedy shall be submitted via the Neptun system.

(5)⁶ The Dean of the Faculty concerned shall review applications for legal remedy. If the Dean agrees with the contents of the application, the decision in question may be withdrawn or amended, or the omitted decision may be passed. If the Dean disagrees, the application for legal remedy, together with all the available documents of the case and, if necessary, the Dean's own comments, shall be submitted to the Committee for the Review of Student Affairs within 8 days.

Section 6 The detailed rules pertaining to legal remedy procedures are set out in the Rules for Legal Remedy for Students at the Pázmány Péter Catholic University.

Student Welfare Committee

Section 7 (1) The Student Welfare Committee shall act as a standing committee organized at each Faculty to decide on:

- a) applications of students participating in self-funding educational programs for payment in instalments or payment extensions, and
- b) the provision of certain student benefits.

(2) The detailed rules pertaining to reimbursements and benefits are set out in the Student Reimbursement and Benefit Policy at the Pázmány Péter Catholic University.

(3) The composition of the Committee shall be regulated by the individual Faculties in their complementary provisions to this Policy.

Equal Opportunities Committee

⁵ Amended by Decision 68 of June 27, 2017 of the University Council.

⁶ Amended by Decision 68 of June 27, 2017 of the University Council.

Section 8 Decisions concerning the provision of education-related allowances to students with disabilities shall be made by the Equal Opportunities Committee, as required by the provisions of this Policy.

The rules for submitting and evaluating applications

Section 9⁷ (1) Applications shall be submitted in writing to the Faculty's organizational unit appointed for the receipt of the applications in question or via the Neptun system, for the types of cases defined therein. The applicant shall provide evidence pertaining to the contents of the application and the underlying reasons. To this end, certificates confirming the grounds of the application shall be attached to the application. It is not necessary to provide proof of facts that the University is officially aware of.

(2) If there is a dedicated form for the given application, the application may be submitted only with the use of such form. If the application can be submitted via the Neptun system, the application must be submitted through Neptun.

(3) The deadlines for the submission of certain applications not included in the schedule for the semester and the place and method of the submission of such applications shall be determined and published by the Faculties.

(4) If the application is submitted by mail, the date of submission shall be the day it is delivered to the competent Faculty.

(5) A prerequisite for the evaluation of the application shall be the payment by the student of any service fee required for such application, concurrently with the submission of the application. The service fee will be automatically charged to the student when submitting the application via Neptun. The service fee may not be paid after the expiry of the application submission deadline, even if the application has already been submitted. In this case, the application will not be evaluated.

(6) Applications may be submitted via the Neptun system only by the student. The student and other authorized persons and representatives may submit applications by other means. If the application is submitted by other than the authorized person, the authorization for representation must be credibly proven at the time of submitting the application.

(7) The authorization for representation shall be valid solely in writing and if

- a) it includes the personal information of the person authorized to submit the application and of the authorized agent (e.g. place and date of birth, mother's maiden name, home address, personal identification card (or other official identification) number) and the signature of the person granting the authorization,
- b) it indicates the procedural issues in which the authorized person is entitled to act,
- c) it is signed by at least two witnesses.

(8) An application shall be declined without any review on the merits if

- a) it is incomplete,
- b) it was submitted by other than the authorized person or his/her representative,
- c) it was submitted with the use of the required form,
- d) an application that can be submitted only via the Neptun system was submitted by any other means,
- e) it was submitted after its deadline.

(9) The deadline for the evaluation of applications shall be thirty days following the date of submission, unless provided otherwise by applicable rules. In justified cases, the Dean of the competent Faculty may extend the deadline of administration - by simultaneously notifying the applicant or the applicant's representative - on one occasion and for no more than thirty days.

⁷ Amended by Decision 68 of June 27, 2017 of the University Council.

Customary communication and information disclosure methods at the University

Section 10 (1) The Educational Information Notice, the public information posted on the notice board of the competent organizational unit (hereinafter: the notice board), the Faculty website, the Neptun system, and correspondence posted via e-mail or mail are used to communicate with students of the Faculty.

(2) Communications pertaining to all students or a specific group of students shall be posted on the notice board and the Faculty website. Such information may also be sent out via the Neptun system.

(3) Decisions involving a specific student shall be communicated in writing via the Neptun system.

(4) If the student has provided a permanent home address and a different mailing (notification) address in the Neptun system, notices sent via mail will be sent to the mailing (notification) address.

(5) Students are obliged to continuously follow notices on the competent organizational units notice boards and websites, e-mails, and messages in the Neptun system. Information so published shall be deemed to have been communicated on the 8th day following the date of sending or posting. In the case of any correspondence sent by mail, if postal delivery is unsuccessful because the addressee or the addressee's authorized representative declares that he is not willing to take over the letter, the document shall be deemed to have been delivered on the date of the attempted delivery. If the document is returned marked as "not collected", it shall be considered as having been delivered on the 10th workday following the first attempted postal delivery.

(6) The student shall be liable for the consequences of providing an inaccurate or incorrect e-mail or mailing (notification) address or failing to update the data upon any change of such addresses.

Deadlines

Section 11 (1) Deadlines defined in days or workdays shall not include the day of the occurrence of any act or circumstance that causes the given deadline to commence, or the day of the communication, delivery, posting, or removal of any related notice.

(2) A deadline expressed in months or years shall expire on the day which corresponds to the starting date; or if the month of expiry does not include that date, the expiry shall take place on the last day of the month.

(3) If the last day of any deadline is a day when office hours at the University are suspended, the deadline shall expire on the next workday unless the deadline pertains to the execution of any action that can be performed on holidays, with special respect to actions that need or can be executed via the Neptun system (registration, signing up for subjects, payment, submission of applications).

(4) Where a right is contingent upon a specific day, it shall take effect at the beginning of that day. The deadline shall be considered to have been missed and the legal consequences of default shall take effect on the last day of the deadline.

(5) The deadlines set by the University shall be deemed as terms of preclusion, with special respect to deadlines for the submission of applications - unless otherwise required by this Policy or the complementary provisions to this Policy defined by the Faculty with competence in the given matter. Thus, if a deadline is not met, no application for certification may be submitted.

(6) In the event of doubt, the deadline shall be considered to have been met.

Part II

The training system and the rules of education

Training system

Section 12 (1)⁸ The University shall provide education at the Bachelor and Masters levels, as well as single-cycle long programs and postgraduate specialist training, for full-time, correspondence, and evening students. A major is the educational program that covers the uniform system of the

⁸ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

educational contents (knowledge, abilities, skills) necessary for the attainment of a professional qualification.

(2) University students shall pursue studies based on the educational and output requirements of the given major and the curricula elaborated with respect to such requirements.

The curriculum determines the subjects that are required, elective, and offered as optional for the given major, the credit values assigned to the individual subjects, as well as the substantive requirements and conditions for the issuance of the final certificate, the granting of the permission to take the final examination, and the issuance of the degree. The curriculum shall further determine what subjects need to be completed as a condition of admission to certain other subjects (rules on prerequisite studies), as well as the types of the requirements belonging to specific subjects, the number of the associated classes, and the subject codes. The prerequisites for any specific subject may include up to three other subjects or a group of subjects of no more than fifteen credits. Registering for certain subjects may require students to register for other subjects at the same time (parallel registration).

(3) The successful completion of the student's studies is assisted by the model curriculum, which covers the subjects to be completed and the recommended scheduling of their completion. The model curriculum may also be defined as parts of the curricula of the individual majors. When planning their studies, students may deviate from the model curriculum at their own risk. Students may also obtain the credits required for the degree over a longer or shorter period of time. When compiling the model curriculum, it is recommended for students to take thirty credits each semester, including optional subjects.

(4) The various curricula may set out special rules for the given Faculty as compared to this Policy and the complementary provisions of the Faculty. The Faculty's complementary provisions to this Policy shall define the mandatory contents of the curricula, the rules for amending those - with special respect to their introduction in a phasing-in system - and the academic issues relating to specific majors that have to be regulated in the curricula.

(5) In the case of certain majors, students are entitled to complete minor programs or specializations within the framework of the given curriculum.

(6)⁹ Specializations are forms of training that provide an independent professional qualification as part of the given major, giving specialized knowledge.

(7) Minor programs are packages of associated subjects compiled from the offering of any given major, adding up to 50 credits. The completion of a minor program does not provide any specific professional qualification. Minor programs are not mandatory. The Faculty's complementary provisions to this Policy define special rules for the minor programs.

(8)¹⁰ A sub-specialization shall be a form of training that provides specialized knowledge but does not result in any independent professional qualification as part of the given major. Successfully completed sub-specializations are indicated in the clause to the degree. The individual Faculties may define additional rules pertaining to sub-specializations in their complementary provisions to this Policy.

Section 13 (1) The educational program shall be organized into semesters, with an academic year consisting of two semesters. Semesters (educational periods) consist of term times and exam periods. Term times are fifteen weeks long and the subsequent exam times are no more than six weeks long. Classes are generally not held in the first week of term time.

(2)¹¹ The schedule of any semester shall be determined by the Educational Directorate in agreement with the Faculties, and approved by the University Council. The approved schedule shall be published on the University website no later than the last day of the term time of the previous semester. The schedule shall provide for the following in particular:

⁹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁰ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹¹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

- a) the date of enrollment,
- b) the first and last day of term time,
- c) the deadlines for paying tuition,
- d) the first and last day of the registration period,
- e) the first and last day of the subject registration period,
- f) the first day of the exam registration period,
- g) the first and last day of exam time,
- h) breaks.

(3) The Dean of the Faculty shall pass decisions on any deadline not included in the schedule for the semester - with the prior approval of the Educational Directorate. The Dean shall then inform the Rector's Office in writing of such decisions.

Section 14 (1) Subjects for any given semester shall be announced by making the available courses public.

(2)¹² Subjects shall be completed by completing the associated courses. A course is the educational pursuit in which a student meets the specific academic requirements. A subject may be associated with one or more courses. Courses may be

- lectures,
- seminars,
- laboratory practices, and
- exam courses.

(3) The courses associated with subjects shall be announced in line with the requirements of the model curriculum.

(4) Courses may be announced as including classes or as exam only courses.

(5) Courses for the given subject and concluding with their own exams may also be announced without holding classes (i.e. as CV (exam only) courses) in semesters when the model curriculum does not require the courses to be announced or when the courses would not otherwise be announced. Only those students may sign up for CV (exam only) courses who have already met the conditions required for being admitted to the exam in the given subject. Signing up for a CV (exam only) course is considered registration for a subject.

(6) Early exam courses (exam only courses) may be announced for subjects that are prerequisites for any other subject as defined by the rules on prerequisite studies. Only those students may sign up for early exam courses who have met the conditions for being admitted to examination in the given subject in the previous semester. Signing up for an early exam course shall be deemed as registration for a subject. Exams in the framework of early exam courses may be held outside of exam time, i.e. in the early exam period defined by the schedule for the semester. Students who fail early exam courses they have registered for in the given semester may not receive a signature for the subject that had the completion of the early exam course as a prerequisite (succeeding subject). Such subjects are qualify as uncompleted.

Part III

Student legal status

Establishing student status, enrollment, and registration

Section 15¹³ (1) Those students who have gained admission to a major or who have transferred by means of a final decision and have thus established a student legal status shall be authorized to commence studies at the University. The student legal status permits the student to study at one or more of the University's Faculties, including more than one major at a time. Students may pursue

¹² Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹³ Amended by Decision 15 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

studies concluding in separate degrees only in majors where they have been admitted in the framework of an admission procedure, transfer, or a change of majors.

(2)¹⁴ The student's legal status as a student is established upon enrollment. Enrollment is initiated with the completion and signing of the enrollment form. At the time of enrollment, students have to provide their personal information required for the pursuit of studies and - concurrently with the presentation of the original counterparts - have to submit the copies of the documents required for admission.

(3) Students are obligated to report any changes to the information they provided to the University without delay. Students shall be liable for any damages incurred in relation to provide such notification or providing false information.

(4)¹⁵ The University shall notify admitted students of admission and of the time and rules of enrollment via email. The competent Dean shall ensure that students commencing their studies receive the appropriate information in relation to the accessibility of the educational information.

(5) Admitted applicants who are unable to participate in enrollment for a fault other than their own and do not enroll during the first week of the semester may submit an application, no later than the end of the second week of the term time, for deferred enrollment to the competent Faculty. The reasons for such omission shall be attached to the application. The detailed rules of submitting the application shall be set forth in the Faculty's complementary provisions to this Policy.

(6) Following first enrollment and during the term of the student's legal status, there is no need to enroll again, not including enrolling for educational programs (majors) that provide additional separate degrees.

(7) As part of the enrollment procedure, the University shall conclude the student employment contract with each of the admitted applicants entitled to enroll and initiating enrollment for self-funding education. As part of the enrollment procedure, applicants admitted to education with state scholarships shall declare - in line with the rules defined in the relevant legal regulations - on accepting the conditions of the educational program.

(8) Any applicants who receive a state scholarship but refuse to make the declaration may register for the same educational program in self-funding form.

(9) If an applicant admitted to a self-funding educational program fails to validly conclude the student employment contract for any reason, the enrollment shall be invalid and no student legal status shall be established.

(10) The declaration on the acceptance of the conditions of the educational program and the student employment contract shall be signed by the admitted applicant or by his/her representative.

Admitted applicants may be represented by a legal representative or any person provided authorization in the form of a private or public deed with full probative value. An original copy of the document certifying the authorization of the representative shall be attached to the declaration or the contract.

(11) The enrollment in a given major by a student attending self-funding education shall be invalid unless the entire amount of the respective tuition fee is paid by the deadline - or, if the University has granted any allowance for payment in instalments, the amount due until the deadline for the payment of the total amounts of tuition fees, unless he has been granted a payment extension.

(12) In the first semester after enrollment, the student is obligated to register for an active semester in the Neptun system. Failing to do so invalidates the enrollment and does not result in a student status.

(13) After the last day of the registration period, the Registrar's Office checks whether all the conditions for enrollment have been met and, if yes, validates the enrollment form. The enrollment process is concluded with the validation of the enrollment form.

Section 16 (1) Before the educational period but by the deadline set forth in the schedule for the given semester, students are required to indicate in the Neptun system whether they intend to continue

¹⁴ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁵ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

their studies in the semester in question (active semester) or to suspend their student status (passive semester). Students studying for more than one major in the framework of their student status have to register separately for each major; the legal status of such students shall not be suspended if they register for at least one major. The student status of students who fail to register for any of the majors until the respective deadline shall be suspended for the given semester. Students who study more than one major and, though not suspending their student legal status, fail to register for any of these majors may not study any major in the given semester.

(2)¹⁶ The student legal status may only be suspended before the completion of the first semester in particularly justified cases, with the Dean's special permission. The associated request shall be submitted by the student via the Neptun system until the last day of the registration period at the latest.

In spite of having submitted such a request, the student is obligated to register for an active semester. However, if the request is granted by the Dean, the Registrar's Office shall cancel the active semester along with all registered subjects.

(3)¹⁷ Students with overdue amounts owed to the University -for any reason - may not register, and their semester shall be set to passive.

(4)¹⁸ The registration of students attending self-funding education for a given major shall be invalid unless the entire amount of the respective tuition fee is paid by the provided deadline or, if the University has granted any allowance for payment in instalments, the amount due until the deadline for the payment of the total amount of tuition fees by other students, or leaves any financial administration obligation unfulfilled.

(5) The condition for exercising the rights stemming from active student legal status - not including rights associated with signing up for subjects - is the payment of the due amount of the respective tuition fee as set out in Section (4).

(6) The number of active semesters used for the obtainment of the final certificate is not restricted.

Suspension of the student legal status and studies

Section 17 (1)¹⁹ The student legal status shall be suspended if:

- a) the student fails to comply with the registration obligation for any major until the respective deadline, or such registration is invalid,
- b) the student has validly declared by the given deadline his/her intention of suspending the student legal status for the semester,
- c) the student has been banned from continuing studies as a disciplinary sanction and therefore may not pursue studies in the given semester,
- d) ²⁰any student attending self-funding education who fails to pay the total amount of the respective tuition fee - or, if the University has granted any allowance for payment in instalments, the amount due until the deadline for the payment of the total amounts of tuition fees by other students - until the prescribed due date of payment, or leaves any financial administration obligation unfulfilled until the same date; if the student pursues studies in more than one major, such obligations are not met for any of the majors,
- e) the student withdraws registration for the active semester within one month following the first day of the semester, in writing at the Registrar's Office,
- f) the student is not able to meet study-related obligations due to child birth, accident or other unexpected reasons not attributable to the student.

¹⁶ Amended by Decision 68 of June 27, 2017 of the University Council.

¹⁷ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

¹⁸ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

¹⁹ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

²⁰ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

(2)²¹ During the suspension of their student legal status, students may not exercise the rights stemming from such legal standing, perform study-related requirements, receive benefits, or have final certificates issued; however, they shall remain entitled to submit requests and applications in connection with their studies. During the suspension of student legal status, study-related requirements and credits recognized via credit transfer may be taken into consideration in the student's subsequent active semester.

(3) The number of passive semesters shall not be restricted. However, the subsequent time of the suspension of the student legal status or studies in any given major may not exceed two semesters. The Dean of the competent Faculty may permit additional passive semesters beyond the subsequent time of two passive semesters in case the student is not able to meet obligations arising from the student legal status for reasons of child birth, accident, or other unexpected reasons not attributable to the student. In this respect, the burden of proof shall be with the student.

(4)²² If the student is not able to meet his study-related obligations due to child birth, accident, or some other unexpected reason not attributable to the student, this fact may be notified via the Neptun system at any time during the semester. The respective proof shall be attached. The Dean of the competent Faculty shall decide on the authorization of suspension. If such authorization is granted, the student legal status shall be suspended for the given semester, and therefore - upon the student's request - the Registrar's Office shall cancel all the subjects for which the student registered in the given semester, regardless of the fact of whether they have been completed in part or full by the student.

(5) The legal status of students studying more than one major at the same time shall not be suspended, but they may not study in the given major if

- a) they fail to comply with the registration obligation for the major until the respective deadline, or such registration is invalid, or
- b) they validly declare by the given deadline the intention to suspend studies for the semester.

(6)²³ If the legal status of the student is still suspended after registration for any reason during the given semester, the Registrar's Office shall cancel all the subjects for which the student registered in the given semester, regardless of the fact of whether they have been completed in part or full by the student.

Exemption from the performance of academic obligations

Section 18 (1) If it is no longer possible to withdraw registration, a student may, during the education period, request exemption from under academic obligations. Such request may be filed on one occasion, and shall be submitted in writing no later than the last day of term time to the Faculty with competence for the given major. The method, place, and deadline for submitting the application shall be set out in the Faculty's complementary provisions to this Policy.

(2) At the student's request, the Registrar's Office shall cancel all the subjects for which the student registered in the given semester, regardless of whether they have been completed in part or full by the student. Such exemption from the fulfilment of academic obligations may be requested only in relation to all the subjects for which the student registered in the given semester and not for individual subjects.

(3) Students participating in more than one educational program at the same time may request exemption from under the performance of academic obligations separately for the individual majors, but only once for each major.

(4) The exemption from the fulfilment of academic obligations may not result in the suspension of the student legal status or the studies pursued in the given major.

²¹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

²² Amended by Decision 68 of June 27, 2017 of the University Council.

²³ Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

Guest student legal status

Section 19 (1) Without any separate permission or authorization, the students of the University are authorized to attend studies in other domestic or foreign higher education institutions as guest students. The conditions for establishing guest student legal status shall be determined by the receiving higher education institution.

(2) Credits obtained in other domestic or foreign higher education institutions may be transferred to the student's current education in line with the general rules of credit transfers.

(3) The student is entitled to seek the Credit Transfer Committee's preliminary opinion as to whether any subject attended in the framework of the guest student legal status can be accepted for the current studies. Students shall attach to their applications the information provided by the given higher education institution regarding the contents of the subject to be completed. In all other respects, the procedure shall be governed by the general rules of credit transfers.

In the case of students requesting the recognition of any subject that was completed in the framework of a guest student legal status in studies deemed acceptable based on the Credit Transfer Committee's preliminary opinion, the Registrar's Office shall transfer the results to the student's current studies upon the student's request, after having confirmed the results. For recognition as a subject completed in the given semester, students are obligated to submit the credit certificate relating to the completion of the subject to the Registrar's Office until the last day of exam time. However, if the title or credit value of the subject as specified in the credit certificate issued by the other higher education institution differs in any way from the subject examined in the preliminary procedure, the general rules of credit transfers shall be applicable.

(4)²⁴ The credit transfer request may not be fulfilled in the given semester for the recognition - or transfer - of a subject in which the student has attempted to pass an exam in the given semester during the studies at the University.

(5) If the student establishes guest student legal status in a domestic or foreign higher education institution where the institution as a whole or the selected major was not awarded official accreditation as required in the given state, then the completed study units may not be recognized in the framework of a credit transfer procedure. An exception to this rule is when the higher education institution in question or the selected major belongs to any education that is officially recognized by the Holy See. If the subjects completed in the guest student status were closed before the withdrawal of official accreditation, then the decision on their recognition shall be made by the Credit Transfer Committee pursuant to the general principles of credit transfers set out in this Policy.

(6) The costs of studies pursued in the framework of the guest student legal status shall not be covered or supported by the University to any extent - unless required otherwise by the affected Faculty's complementary provisions to this Policy.

Section 20 (1) The students of other - domestic or foreign - institutions of higher education may attend studies at the University in the framework of guest student legal status with the permission of the affected Faculty's Study Committee.

(2)²⁵ Applications for guest student legal status shall be submitted to the Faculty concerned, by the deadline defined in the schedule for the semester and in the manner and place specified by the given Faculty.

(3) The application shall include the subjects intended to be taken, and the certificate of the student legal status issued by the student's mother institution shall be attached. The validity of the student legal status during the term of the guest student legal status shall be certified every semester. The individual Faculties may set further requirements regarding the contents of the application.

²⁴ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

²⁵ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(4) Guest students shall be subject to the rules imposed by their own institutions.

(5) The guest student legal status shall be terminated immediately if the student legal status of the student is terminated. Students are obligated to notify the Registrar's Office immediately of the termination of their student legal status.

(6) Upon termination of the guest student legal status, the credit certificate defined in relevant legislation shall be issued to the guest student. The certificate suitably certifies the fulfilment of the educational requirements by the student and can be used as the basis of a credit transfer procedure.

Section 21²⁶

Training providing partial education

Section 22²⁷ (1) Any person with a higher education qualification and without student legal status at the University may be admitted to programs for the obtainment of partial education.

(2) The individual Faculties shall have the right to announce programs providing partial education. Such educational programs may include individual subjects and subject groups.

(3) For the purpose of programs providing partial education, the student legal status shall be established by enrollment, without any separate admission procedure. Studies for obtaining partial education are available as self-funding only.

(4) Upon termination of student legal status, the credit certificate defined in relevant legislation shall be issued to students participating in programs providing partial education. The certificate suitably certifies the fulfilment of the educational requirements by the student and can be used as the basis of a credit transfer procedure.

(5) The rules of the institute applicable to its own students shall be suitably applied to students participating in any program providing partial education, with the additional condition that such students are not entitled to the following under any circumstances:

- transfer to any other higher education institution or between full-time and correspondence education,
- suspend the student legal status,
- request a decision on equity from the Dean,
- request reclassification to education funded by a state scholarship, and
- request any allowances for the fulfilment of payment obligations.

(6) The student legal status of a student participating in any program providing a partial education shall be terminated in the cases that lead to the termination of the student legal status pursuant to this Policy.

(7) The ban from pursuing studies may not be applied as a disciplinary sanction against students participating in a program providing a partial education.

(8) The other rules pertaining to programs providing partial education shall be determined by the individual Faculties.

Preparation courses

Section 22/A²⁸ (1) Foreign students may attend preparation courses for a maximum of two semesters - within the framework of their student legal status - prior to the commencement of their studies in Hungarian higher education.

(2) Enrollment in preparation courses may be offered, or made compulsory, to admitted applicants in the decision on admission.

(3)²⁹

²⁶Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

²⁷ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

²⁸ Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

²⁹Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

(4) The other rules pertaining to preparation courses shall be determined by the individual Faculties.

Transfers, changing majors

Section 23³⁰ (1) During their student legal status, students pursuing studies in the same study field of another higher education institution may request a transfer to the University's respective major. In case of such transfer, the student legal status with the previous institution shall be terminated as at the day preceding enrollment at the University.

(2)³¹ During their student legal status, students studying a major at the University may request a change to any other major at the University belonging to the same study field (changing majors). If such change in majors is authorized, the student may not study the previous major following the date of registration for the new major.

(3) Transfers and changes in majors may be requested only between identical levels of education, with the exception of transfers and changes in majors

a) from a Bachelor level education to single-cycle teacher training,

b) from single-cycle education to a Bachelor level education.

(4)³² Applications for transfers and changes in majors may be submitted until August 20 or January 20 of the given year.

(5) The decision authorizing the takeover or change in majors shall lapse if the applicant fails to enroll or register for the first semester following the passing of the decision, and if the student legal status of the applicant is terminated before the enrollment or registration based on the decision.

(6)³³ The minimum requirements of transfers and changes in majors shall be set out in the affected Faculty's complementary provisions to this Policy. The Dean of the competent Faculty shall decide on transfers. Applications for changing majors shall be submitted via the Neptun system.

(7) The Faculty involved in the transfer or change in majors shall be the University's Faculty that provides education for the given major where the student wishes to transfer.

Transferring between full-time and correspondence education

Section 24³⁴ (1)³⁵ Upon the student's request, the Dean may, in justified cases, authorize changes to other educational programs with different schedules within the same major.

(2)³⁶ Applications for changing educational programs may be submitted via the Neptun system until August 20 or January 20 of the given year.

(3)³⁷

Changing financing forms

Section 25 (1)³⁸ The Student Reimbursement and Benefit Policy lays down the rules for changing between educational programs provided state scholarship and self-funding programs, as well as other provisions relating to the student's financing status.

Termination of the student legal status

Section 26 (1)³⁹ The student legal status shall be terminated

³⁰ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

³¹ Amended by Decision 68 of June 27, 2017 of the University Council.

³² Amended by Decision 2032 of October 30, 2015 of the University Council.

³³ Amended by Decision 68 of June 27, 2017 of the University Council.

³⁴ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

³⁵ Amended by Decision 68 of June 27, 2017 of the University Council.

³⁶ Amended by Decision 68 of June 27, 2017 of the University Council.

³⁷ Repealed by Decision 68 of June 27, 2017 of the University Council.

³⁸ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

³⁹ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

- a) ⁴⁰if the student has been transferred to another higher education institution, as of the day preceding the day of enrollment to the receiving institution, provided that the student does not study any other major at the University,
- b) if the student gives a written notice terminating the student legal status, as of the date of the notification,
- c) if the student is not allowed to continue studies in a state scholarship-funded program and does not wish to continue studies as part of a self-funding program, or refuses or fails to conclude the student employment contract in due time, provided that the student does not study any other major at the University,
- d) on the last day of the first final examination time following the given educational cycle or the last educational period, provided that the student does not study any other major at the University,
- e) if the Rector cancels the student legal status for any payment arrears, after the student has been warned ineffectively and the student's social standing has been reviewed, on the effective date of the decision on the termination,
- f) by expulsion, on the effective date of the disciplinary decision.

(2) If, after two subsequent semesters of the suspension of the student legal status, the student fails to register for an active semester without the required permission to do so provided by the Dean, or is forced to register for a passive semester within the meaning of this Policy, the student legal status shall be terminated on the first workday following the last day of the registration deadline. If a student has two subsequent passive semesters, the Registrar's Office shall send a written warning via the Neptun system to the student no later than the last day of the term time of the second semester of having to continue studies and the legal consequences of its omission.

(3) If the student does not continue studies in any major for two subsequent semesters, the student shall be subjected to the procedure defined in Section (3), with the difference that if the student has the right to study another major, the student legal status shall not be terminated but the student may no longer continue the given major.

(4)⁴¹ The student legal status of students shall not be terminated if they declare in writing that they do not intend to continue studying a given major, have been transferred to another higher education institution for the given major, or are not allowed to continue studies in any educational program with state scholarship and do not wish to continue such studies in self-funding form but still have the right to study another major at the University. However, they may no longer study the major referred to in the declaration, involved in the transfer, or where the self-funding program was refused.

(5) The student may not continue a major for failing to fulfil obligations relating to academic advancement if the student

- a) is not able to obtain at least 30 credits until the end of the exam time of the second active semester following first registration,
- b) failed to complete any given subject after three attempts.

If the student is not entitled to study any other major, the student legal status shall also be terminated.

(6) The individual Faculties' complementary provisions to this Policy may define additional obligations in relation to academic advancement and, in the event of failure to meet such obligations, the student shall not be allowed to continue the given major (causes of dismissal). If the student is not entitled to study any other major, the student legal status shall also be terminated.

(7) Sanctions against the student for failing to fulfil obligations in relation to academic advancement may be applied only if the student has been warned in writing of the need to fulfil such obligations in due time and advised of the legal consequences of omission.

⁴⁰ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁴¹ Amended by Decision 15 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

The Dean's decisions on equity

Section 27 (1) In representation of the Dean of the competent Faculty responsible for the given major, the competent Assistant Dean may provide exemption to any student from under sanctions for failing to perform obligations in relation to academic advancement. Such decision based on equity may be passed once during the term of the student legal status. Such a decision shall require the student to obtain at least 30 credits until the end of the exam time of the third active semester following first registration, or provide one more opportunity to register for a subject that was not completed in three attempts.

(2) No exemption may be provided to a student based on equity if the combined number of unsuccessful exams and repeated exams in the same subject is at least five. (3)⁴² Applications for decisions on equity shall be submitted via the Neptun system after the last day of term time in the given semester but no later than the fifth workday following exam time.

(4) With respect to the causes of dismissal determined by the Faculties, the Dean's option to make decisions on equity shall be regulated in the Faculties' complementary provisions to this Policy.

The Rector's decisions on equity

Section 28 (1) In cases deserving especial equity, the Rector may provide exemption from the application of sanctions due to failing to perform obligations in relation to academic advancement, not including the cases covered in Section 27 (2), to those students who

- a) have exhausted the option to request the Dean's decision on equity, i.e. have been granted equity by the Dean or have had their application for such equity denied in a final decision, and
- b) do not have more than fifteen credits to obtain for the issuance of the final certificate in single-cycle training, nine credits in Bachelor level education, or six credits in Masters level education.

(2)⁴³ The Rector's decision on equity may be requested only once in each training. Applications shall be submitted via the Neptun system.

(3)⁴⁴ The student's educational administrator shall inform the Rector's Office in an email of having received the application so the Office can have the Rector pass a decision. If the Rector does not exercise this right within five workdays, the Dean of the competent Faculty shall be obligated to proceed in the given case without any action taken by the Rector, in proper consideration of the facts and circumstances.

(4) No further legal remedy is available against decisions made by the Rector on equity.

Part IV

Performance of academic obligations

Registering for subjects

Section 29 (1)⁴⁵ The following shall be entered in the Neptun system by the last day of the term time of the previous semester:

- the courses belonging to the various subjects,
- course descriptions,
- the exact location and times of the classes and the teacher of the given course,
- any prerequisites for the subject,
- the testing methods.

⁴² Amended by Decision 68 of June 27, 2017 of the University Council.

⁴³ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁴⁴ Amended by Decision 68 of June 27, 2017 of the University Council.

⁴⁵ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(2)⁴⁶ At least one week before the subject registration period, the following details shall be entered in the Neptun system:

- the educational materials required by the subject,
- the minimum and maximum number of students that can apply for the various courses, and
- the data required by the given Faculty.

(3) In addition to the announced courses, new courses may be announced on the basis of the actual figures of student registration until the last day of the subject registration period at the latest, or those subjects shall be cancelled on the second day before the last day of the course registration period - with the concurrent notification of the students concerned - where the number of applicants has not reached the announced minimum.

(4) The times of the announced courses may not be changed during the subject registration period.

(5) The courses for the subjects that have to be completed for the obtainment of the final certificate shall be announced in a manner that takes into account the number of students who are expected to sign up for the subject in the given semester on the basis of the model curriculum and the total number of students.

(6) The Faculties' complementary provisions to this Policy may determine different rules for certain groups of students in relation to registration for certain courses.

When registering for these courses, especially those students may be preferred who need the completion of the given course for the fulfilment of their major-related or specialized education to the detriment of students who want to complete the course as an optional subject.

Section 30 (1) Students shall register for subjects and the courses serving their completion in the subject registration period via the Neptun system. Only those students shall be eligible to register for subjects and courses who have validly declared their intent to continue studying the given major during the semester and whose student legal status has not been suspended. The subjects in the given majors of students who withdraw their registration by the provided deadline shall be cancelled by the Registrar's Office ex officio.

(2)⁴⁷ The subject registration period shall be included in the schedule for the semester. The subject registration period may not end earlier than the last day of the first week of the term time.

(3) The subjects that a student can register for shall be regulated in the rules on prerequisite studies set out in the model curriculum. Students may sign up for subjects that are bound to prerequisites only when they have already performed the prerequisites or, if the prerequisite is the concurrent completion of any other subject (parallel registration), it is completed in the same semester.

Section 31 (1)⁴⁸ If the student does not register for a subject or course for any reason during the course registration period that would otherwise be permitted by the rules on prerequisite studies, the student may request registration for the subject or course within six workdays following the last day of the subject registration period from the Registrar's Office. Based on the request, the Registrar's Office may register the student for the course, unless the given subject is not announced in the given educational period or all of its courses have been filled.

(2) The Faculties may provide for the option to cancel subjects following the subject registration period in the complementary provisions to this Policy.

(3) Students are obliged to complete registered subjects. If the student fails to complete a registered subject, then the subject shall remain unfulfilled. The student may register for any unfulfilled subjects again in later semesters. Subjects that have already been completed and courses serving the completion of a completed subject may not be taken again.

(4) The maximum number of incomplete subjects may be defined by the individual Faculties in their complementary provisions to this Policy in the form of study advancement obligations.

⁴⁶ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁴⁷ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

⁴⁸ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

(5)⁴⁹ If the student participates in an practice period outside the educational period, the associated certificate shall be promptly submitted following its completion to the appropriate organizational unit of the Faculty that is deemed to be competent with respect to the training. The performance of this requirement shall be recorded in the Neptun system for the current active semester at the time of the submission of the certificate or the first active semester following submission.

Section 31/A⁵⁰ (1) On the workday following the last day of the deferred subject registration period, the student shall receive written notification from the Registrar's Office in the form of a Neptun message that the subjects and courses registered for the given semester have been finalized and may be viewed in the Neptun system.

(2) Upon the student's request, the "Registered courses" form printed out by the student from the Neptun system shall be certified by the competent educational administrator following the last day of the deferred subject registration period. The authenticated document shall certify the subjects for which the student had registered in the given semester. Deviations from this list are possibly only if any of the student's deferred subject registration or cancellation cases were concluded after the authentication. In this case, authentication of the form may be repeatedly requested as described in the decision.

(3) Within five days following the sending of the notice - or if any of the student's deferred subject registration or cancellation cases is concluded after the workday following the last day of the deferred course registration period, within five days following the sending of the relevant resolution - the student may file a written complaint to the Registrar's Office in case the student is of the opinion that the received notice states erroneous data:

- a) any course that the student has not registered for, or
- b) the lack of a course that the student has registered for, or
- c) any unlawful change took place in the material data of the registered course after registration.

(4) Based on the data entered in the Neptun system, the student's complaint shall be examined within 5 workdays by the head of the Registrar's Office, who shall notify the student of having corrected the error or rejecting the complaint. The rejection shall be properly justified.

(5) An application for legal remedy may be lodged against the rejection of the complaint in accordance with the general rules.

Special schedule

Section 32 (1) In justified cases, the Study Committee may provide a special schedule for studies at the student's request. A special schedule may be justified, in particular, by pregnancy, care for a small child, studies abroad, serious illness of the student or relative, and professional athletic activities. However, the Study Committee shall decide individually in each case whether or not it is justified to authorize a special schedule in the given situation. The maximum duration of the preference permitted in the framework of any single procedure shall be one semester.

(2) In their applications, students are obligated to describe the justification of the special schedule and provide credible proof of such. The requested preference, the completion of which specific subjects is planned in the preferential period, and the manner and schedules of performance shall also be specified.

(3) The application for the special schedule may not be targeted at exemption from under administrative obligations that are mandatory for all students (e.g. registration, financial administration, etc.), at financial obligations (e.g. payment of tuition or other fees, etc.), or at the continuation of studies during a passive semester. Applications that would result in a violation of the law may not be permitted.

(4)⁵¹ In the framework of special schedules, the following may be granted in particular:

⁴⁹ Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁵⁰ Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

⁵¹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

- a) exemption from the obligation to attend classes,
 - b) examination options during the preferential exam time specified in the semester schedule.
- (5) The Study Committee has the right to offer a preference different than that requested in the application if the application would be otherwise impossible to fulfil, while the goal specified therein could be ensured by authorizing such other preference.
- (6) If options pertaining to exams taken during the preferential exam time have been authorized, it shall be ensured that in case any exam shall be unsuccessful, the student can take a repeated exam in the same educational period.
- (7) The application for the preferential schedule of studies shall be submitted to the Faculty concerned in the manner and until the time specified by the given Faculty.

Records on Academic Advancement

Section 32/A⁵² (1) The University shall keep records of the student's academic advancement and other details in the Neptun system.

(2) The University ensures students have continuous access to the personal and study-related information that is maintained in connection with them in the Neptun system.

(3) Hardcopy certificates associated with the studies of students and certificates of the student legal status shall be issued by the Registrar's Office of the competent Faculty.

Documents so issued shall be authenticated with the signature of the competent administrator at the Registrar's Office and the stamp of the organizational unit.

(4)⁵³ Hardcopy certificates issued in relation to the studies of students, certificates of the student legal status, and other study-related documents can be received in person at the Registrar's Office of the competent Faculty. Upon the student's request - following the payment of the mailing fee - such documents may be sent to the address specified by the student via registered mail with return receipt.

(5)⁵⁴ Any information related to the student's studies or student legal status may be disclosed to a third person only

- a) upon authorization by the student,
- b) upon the request of the authorities,
- c) to parents obligated to pay child support, and
- d) in the framework of data service obligations required by law.

Part V

Testing knowledge

The general rules of testing knowledge

Section 33 (1) The curriculum defines the method used for testing in each subject.

(2)⁵⁵ The student's performance may be evaluated:

- in a five-grade system with the following grades: excellent (5), good (4), satisfactory (3), pass (2), and fail (1), or

- in a three-grade system with the following grades: excellent (5), satisfactory (3), and fail (1).

(3) Any subject completed with a grade that is better than failing or is qualified as passing shall result in the associated credit points.

(4) The grade or qualification given to any specific subject may consist of several partial qualifications, while eligibility to take an exam may require the preliminary fulfilment of study-related obligations.

⁵²Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁵³ Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁵⁴ Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁵⁵ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(5)⁵⁶ The available grading methods:

- mid-term testing during the semester: for a signature (signed if passed or denied signature if failed), practice grade (using the three or five level grading system), written assignment (with a three-level grade), or a term paper (with five-level grade),
- exam-type testing: mid-term exam (with five-level grades), preliminary exam (with five-level grades), comprehensive exam (with five-level grades), exam (with three or five-level grades), final examination (with five-level grades).

(6) Exam-type testing may be organized particularly in the form of:

- oral exams,
- written exams,
- combined exams.

(7) Combined exams shall be organized in a form where students are tested both in writing and orally, and the qualifications of these two shall result in the ultimate grade of the exam.

(8)⁵⁷ Oral exams may also be organized so that on the same exam occasion the student shall take the exam both in writing and orally, and both parts of the exam shall be considered as the prerequisite of the other. In especially justified cases, written exams may also be held as electronic exams, pursuant to the provisions of this Policy.

(9) Attendance at lectures - unless provided otherwise in the complementary provisions to this Policy defined by the Faculty in charge of the major - is mandatory. The attendance of seminars and practical courses, as well as the fulfilment of mid-semester study-related requirements, is mandatory.

(10) The competent teacher shall have the right to determine the mid-semester study-related requirements stipulated for admission to the exam or resulting in determining the practice grade, as well as the extent of absences still allowed for admission to the exam - unless otherwise required in the complementary provisions to this Policy defined by the Faculty in charge of the major - with the additional condition that they shall be announced and communicated to the students on the first study occasion at the latest. In connection with courses not resulting in independent qualification, the mid-semester study-related requirements shall not be considered testing, because they do not evaluate the performance of the student but only check active participation in the course.

(11)⁵⁸ Unless otherwise required by the Faculty's complementary provisions to this Policy, the teacher shall inform the student in question about the evaluation of the fulfilment of mid-semester study-related requirements until the last day of the term time. The practice grade and the signature confirming the fulfilment of the mid-semester study-related requirements for admission to the exam shall be recorded in the Neptun system and on the exam form. The information relating to practice grades, graded mid-semester tests, as well as the granting or refusal of signatures needed for admission to exams shall be provided to students in writing, via the Neptun system.

(12)⁵⁹ If the student fails to meet the required mid-semester study-related requirements, the teacher shall refuse the signature of confirmation and the student shall not be admitted to take an exam in the subject; moreover, the student's registration for the exam - if any - shall be cancelled. The teacher shall record refusal of providing a signature in the Neptun system on the last day of the term time at the latest.

(13) The complementary provisions to this Policy defined by the individual Faculties may award a grade to be offered on the basis of the student's mid-semester study-related performance, without holding an exam.

(14) In case the teacher concerned is incapacitated in any way, the head of the department or institution shall have the right and obligation to record the grades and signatures for the confirmation of the mid-semester study-related requirements in the Neptun system.

⁵⁶ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁵⁷ Amended by Decision 2032 of October 30, 2015 of the University Council.

⁵⁸ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁵⁹ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

(15)⁶⁰

(16)⁶¹ The student's semester shall be closed by the Registrar's Office within three workdays following the last day of the exam time. Students who consider their exam time to be finished may request the competent Registrar's Office in writing to close the semester earlier - but shall acknowledge that such closing cannot be withdrawn, meaning that no further exams may be taken within the given exam time and no exams can be registered, and any existing registrations for exams shall be cancelled.

Preparations for exams

Section 34 (1) The times and dates of exams, the starting time of registration for the exam, as well as the persons participating in testing shall be announced at least three weeks before the end of the term time. The number of the optional exam places announced for the exams shall be 10% more than the number of students registering for the given exam. At least two exam days shall be announced for all courses, so that at least one week shall elapse between the two occasions. In addition to the exam dates announced as described above, exam dates according to the number of failed exams, but at least one more exam date, shall be announced for the last week of the exam time, which shall be the week of repeated exams.

(2) In the case of oral exams, a single teacher may test no more than 30 students a day.

(3)⁶² With the exception of electronic exams, exams shall be conducted in the official premises of the Faculty concerned, between 8:00 AM and 6:00 PM on school days. On the day of the exam, the time of the exam may be specified by the examiner for groups or individuals separately, if the examinees are notified accordingly within a reasonable time.

Examinees shall arrive at the place of the exam by the starting time of the exam or shall otherwise be considered to not have attended the exam. The examiner and the head of the organizational unit where the examiner is employed are responsible for holding the announced exams.

(4)⁶³ Only those students may take exams who have registered for the given exam via the Neptun system. Only those students may register for exams who have registered for the given course and fulfilled any mid-semester study-related requirements. If a student takes an exam without having validly registered for it or for which the student was not authorized, the exam shall be invalid irrespective of its results, and the associated entries shall be deleted from the Neptun system.

(5) A student may be registered only for one exam date in connection with any specific course. Student may withdraw a registration for an exam until 12:00 PM on the day preceding the day of the exam without consequences. In this case, the student may register for another exam date, provided there is any vacancy on other exam dates.

(6) If the student fails to appear at or does not start the exam, the student's performance cannot be assessed.

(7) Unless otherwise provided by the complementary provisions to this Policy defined by the Faculty responsible for the major, the student shall have the right to sign up for the exam date announced for the week of repeated exams as the first exam occasion. However, in this case the student acknowledges that the University is not obligated to offer the option of a repeated exam during the same exam time. The same provision shall be applicable in case the student has already signed up for an earlier exam date but only commences the exam on the exam date announced for the week of repeated exams.

(8) As regards CV (exam only) and EV (early exam) courses, as well as comprehensive exams, the Faculties may stipulate different rules in their complementary provisions to this Policy concerning the announcement of and registration for exams.

⁶⁰ Repealed by Decision 2015 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

⁶¹ Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

⁶² Amended by Decision 2032 of October 30, 2015 of the University Council.

⁶³ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

Holding exams

Section 35⁶⁴ (1) With the exception of electronic exams, exams shall be considered to have been started when the student has received or drawn an exam question in an oral exam, or the examiner has begun to distribute or dictate the exam questions in a written exam. Before the commencement of the exam, the examiner shall verify the personal identities of the attending examinees and check whether they have signed up for the exam. Any withdrawal from the exam declared after its commencement shall result in a failing grade.

(2)⁶⁵ The examiner or the chair of the board of examiners shall be responsible for the order, undisturbed implementation and calm atmosphere of the exams. At the exam, prohibited devices and aids, or methods and means prohibited by the examiner shall result in a failing grade, if there is no suspicion of a disciplinary offense. In case of a suspicion of a disciplinary offense, the examiner or, in the case of a final examination, the chair of the board of examiners, may suspend the exam with the concurrent initiation of disciplinary proceedings and the taking of minutes. In such cases, the student's performance will not be evaluated and shall be considered as not having started the exam.

(3) Exams shall be closed events, meaning that they may be attended only by the examiners and examinees. With the consent of the examinee, the examiner may allow other persons to attend the exam as listeners in case they do not disturb the order of the exam.

(4)⁶⁶ With the exception of electronic exams, exams shall be considered as completed when, in the case of a written exam, the examiner has taken the test form over from the student or, in the case of an oral exam, the student's achievement at the exam has been graded.

(5)⁶⁷ For any written exam or graded partial exam, the teacher concerned is obliged to check and correct the exam tests within five workdays following the date of the exam, but no later than the last day of the exam time, and to record the results on the test forms and in the Neptun system. The grade shall be entered by the teacher on the test as well. The student shall be notified in writing about the awarded grade, via the Neptun system.

(6)⁶⁸

(7) The student may inspect the checked and corrected test within fifteen days following the entry of the grade in the Neptun system, at a time agreed with the teacher.

(8) Students registering for oral exams are obligated to print out the performance evaluation sheet from the Neptun system and bring it to the exam. In the absence of the performance evaluation sheet, the exam may be taken only at the student's express request, and in this case the student irrevocably waives the right to be provided a hardcopy certification of the grade earned at the given exam.

(9) At oral exams, the grade earned by the student shall be recorded by the examiner in the exam form and the student's performance evaluation sheet.

(10) The examiner shall ensure that the grade of the oral exam is entered in the Neptun system on the workday following the exam at the latest. The student shall receive an automatic Neptun message of the grade having been registered in the Neptun system.

(11) In the event of the incapacitation of the examiner, the subject owner, the head of the competent department or institution, or the Dean shall be responsible for entering the exam grade in the Neptun system.

(12)⁶⁹ No grades may be entered in the Neptun system for any semester that has already been closed.

Section 35/A⁷⁰ (1)⁷¹ Written exams may be organized as electronic exams only for exceptionally justified educational organizational reasons, with the express written permission of the Dean(s) of the

⁶⁴ Amended by Decision 2032 of October 30, 2015 of the University Council.

⁶⁵ Amended by Decision 4 of January 25, 2018 of the University Council.

⁶⁶ Amended by Decision 2032 of October 30, 2015 of the University Council.

⁶⁷ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁶⁸ Repealed by Decision 2015 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

⁶⁹ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁷⁰ Enacted by Decision 2032 of October 30, 2015 of the University Council.

⁷¹ Amended by Decision 44 of June 10, 2016 of the University Council.

Faculty (Faculties) concerned or the Rector of the University when involving all Faculties. A student or a group of students may not request the organization of a written exam as an electronic exam in full or part: such requests shall be turned down without any consideration on the merits.

(2) Electronic exams may be organized only in a written format and with the use of the University's dedicated software.

(3) At the time of the announcement of the exam, students shall be clearly notified if the written exam is held in an electronic format.

(4) The information pertaining to the use of the software used for holding electronic exams shall be made available to the students. If a student uses his/her own computer to take an electronically held exam, the student shall be responsible for having a suitable software environment on the computer and a browser that is compatible with the University's exam software. The Faculty organizing the written exam in an electronic format shall ensure that a sufficient number of computers suitable for taking the electronic exam should be available for the students in the Faculty's computer room.

(5) The announcement of electronic exams and registration for these exams shall be governed by the general rules pertaining to exams. Students may choose when to start the electronic exam between the starting and closing time of the exam. If a student registers for an electronic exam but fails to start taking the exam within the available time period, the student's knowledge cannot be assessed and the student shall be considered as not having attended the exam.

(6) An electronic exam shall be considered to have been started when the student starts the exam by pressing the Start button after logging in with his/her own credentials.

After pressing the Start button, the exam shall be considered to have been started even if the student does not answer any questions.

(7) During the electronic exam, the student is given the number of randomly selected questions determined by the examiner from the list of questions included in the exam software.

(8) In the exam software, the examiner is obliged to enter at least five times as many questions in total and in each of the question groups as the number of questions given to a student at the exam.

The questions may be arranged in groups according to topics, or the exam can be sectioned so that a certain number of questions or question groups are included on each page.

(9)⁷²

(10) The examiner shall set a time limit for answering the exam questions, which shall be displayed on the starting page of the electronic exam software. After the commencement of the exam, the time still available for the completion of the exam shall be continuously visible in the bottom right corner of the screen.

(11)⁷³

(12) The electronic exam shall be considered completed if it is finished by the student by pressing the appropriate button, or the time limit made available for the completion of the exam has expired. Students may, at their own responsibility, decide on finishing the exam at any time.

(13) Before the exam, students shall be informed of the rules of evaluating the electronic exam.

(14)⁷⁴ After the electronic exam, students may review the achieved score or percentage result. The answers given during the electronic exam shall be kept by the system for 30 days following the last day of the exam time, and they can be inspected by students upon their request.

(15) The University may take any technical problem or other disturbing factor arising during an electronic exam due to any external, uncontrollable reason into consideration if the exam has been taken on any computer operated in the University's dedicated computer room, provided that the University's competent employee has taken certified minutes of the occurrence of the disturbance or fault.

⁷² Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

⁷³ Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

⁷⁴ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

Retake and modifying exams

Section 36 (1) An exam shall be considered successful if the student has been given a grade that is better than failing or receives a passing grade. The first attempt to improve the result of any failed exam shall be deemed as a retake examination and all additional attempts shall be defined as repeated exams (hereinafter collectively referred to as: exam).

(2) The student may attempt to pass a failed exam during the same semester only once.

(3) If the student is unable to improve the result of a failed exam, or the retake examination is not successful either, the student has the right to sign up for the course in later semesters and complete it in line with the general rules.

(4)⁷⁵ If an unsuccessful exam is retaken within the same semester, the student may sign up for a new exam only after the closing time of the last exam date. At least 4x24 hours have to elapse between the starting dates of the two exams.

(5) In the case of repeated exams, if the exam and repeated exam of the student were held by the same examiner, the student shall have the right to request in writing at least three working days before the day of the exam to have another examiner or board of examiners hold the exam. The method, place, and deadline for submitting the application shall be set out in the Faculty's complementary provisions to this Policy.

Section 37 (1) If an exam is successfully passed, students may take a modifying exam to improve the results of the exam.

(2) A modifying exam may be attempted only once for any subject in the same semester and if the student is able to find a vacant place at the announced exams and signs up for the exam in line with the general rules.

(3) Starting the modifying exam invalidates the grades earned by the student at previous exams, and only the results of the modifying exam may thereafter be taken into consideration.

Section 37/A⁷⁶ (1) Within 15 days following the last day of exam time, the student is authorized to file a written objection in relation to the evaluation indicated in the Neptun system, to the organizational unit in charge of holding the given exam.

(2) Based on the data recorded in the Neptun system, the head of the organizational unit shall review the student's complaint and notify the student of the correction of the error or the rejection of the objection. The rejection shall be properly justified.

(3) In the case of oral exams, the student's grade can be certified with the performance evaluation sheet or the exam form and, in the case of written exams, the exam test itself. The opinion of the examiner concerned may also be requested as necessary.

(4) In view of the objection, the only aspect that can be reviewed is whether the grade has been correctly entered in the Neptun system. The review of the content behind the grade correctly entered in the Neptun system may be initiated with the application of the general rules pertaining to legal remedy.

(5) An application for legal remedy may be lodged against the rejection of the complaint in accordance with the general rules.

Determining average grades

Section 38 (1) The following methods to calculate average grades may be used to evaluate the study results of students.

(2) Weighted study average (for the given semester):

⁷⁵ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁷⁶ Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

- $$\frac{\sum (\text{credit values of the subjects completed in the semester} \times \text{their grades})}{\sum \text{credits completed in the semester}}$$
- (3) Cumulated weighted study average (for all studies):
- $$\frac{\sum (\text{credit value of all completed subjects} \times \text{their grades})}{\sum \text{all completed credits}}$$
- (4) Credit index (for the given semester):
- $$\frac{\sum (\text{credit values of the subjects completed in the semester} \times \text{their grades})}{30}$$
- (5) Adjusted credit index (for the given semester):
- $$\frac{\sum (\text{credit values of the subjects completed in the semester} \times \text{their grades})}{30} \times \frac{\text{credits completed in the semester}}{\text{credits registered for the semester}}$$
- (6) Aggregated adjusted credit index (for all studies):
- $$\frac{\sum (\text{credit values of all completed subjects} \times \text{their grades})}{30 \times \text{number of active semesters}} \times \frac{\sum \text{completed credits}}{\sum \text{registered credits}}$$
- (7) For students who are studying more than one major at the same time, averages shall be calculated separately for the individual majors.
- (8) In the given semester, the credit values of the recognized subjects shall not be added to the completed credits and may not be considered for any average calculation, with the exception of the subjects actually completed in the given semester in the framework of guest student legal status.

Part VI Completion of studies

The final certificate

- Section 39** (1) The final certificate shall be issued to students who have met the study and exam requirements set out in the curriculum and the required practice period - with the exception of the completion of language exams and writing the thesis - and have obtained the required number of credits. The requirements pertaining to practice periods may be defined by the individual Faculties in their complementary provisions to this Policy.
- (2)⁷⁷ The final certificate shall be a certified hardcopy document issued by the University. Upon its issuance, the final certificate shall be affixed with a unique serial number, and its data shall be recorded in the Neptun system.
- (3)⁷⁸ If the conditions are met, the final certificate shall be issued as of the effective date of fulfilment, within twenty days following the date of fulfilment by the Registrar's Office ex officio, and the student shall be notified accordingly.
- (4) The final certificates shall be issued separately for the individual majors in the case of students studying more than one major.
- (5)⁷⁹ If any previous studies attended at the University or in other higher education institutions, as well as any other earlier studies or previously gained knowledge are recognized in the form of credit values, students are still obliged - unless stricter requirements are stipulated in the given Faculty's complementary provisions to this Policy - to acquire at least one-third of the number of credits required for the issuance of the respective degree at the given training as a condition of the issuance of the final certificate.
- (6)⁸⁰ The final certificate may only be issued to students with active student legal status. Following the issuance of a final certificate for a certain education program,
- a) the registration for the active semester may not be withdrawn in the semester in which the final certificate is issued, and

⁷⁷ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁷⁸ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁷⁹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁸⁰ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

- b) the student may not register for an active semester again in future semesters.

The thesis

Section 40 (1) The thesis is a special paper prescribed in the educational and output requirements in association with the conclusion of studies that the student is obligated to write and successfully defend in order to earn his degree. Students studying more than one major at the same time are required to write and defend their theses in all majors separately.

(2)⁸¹ Theses may be submitted whether or not the student has a student legal status.

(3) The rules for the recommendation, selection and approval of thesis topics shall be set out in the Faculty's complementary provisions to this Policy.

(4) The supervisor shall assist the student in preparing the thesis. The supervisor shall be a teacher employed by the University, preferably with the appropriate qualifications. During a single semester, a teacher may contribute to the preparation of the maximum number of theses specified in the given Faculty's complementary provisions to this Policy. In justified cases, the head of the educational unit of the organization competent in the given thesis topic may also request an external expert to act as supervisor. The detailed rules on thesis consultations may be defined by the individual Faculties in their complementary provisions to this Policy.

(5) If, before the submission of the thesis, the supervisor renounces the thesis consultation for any reason or is unable to provide for the thesis consultation due to any external circumstance (hereinafter collectively: resignation) but did commence consultation activities with the student before resigning, the educational unit of the organization that is competent in the given thesis topic is obliged to offer a new, appropriate supervisor for the student with respect to the given topic.

If the resigned supervisor has not yet had any consultations with the student and the student does not wish to collaborate with the recommended new supervisor but cannot select an appropriate supervisor for the given topic from those offered by the University, the student shall change or select a new topic in line with the general rules. If, before the resignation of the supervisor, the supervisor had already began consultations, the date of the announcement of the student's original topic shall be considered as regards the calculation of the time limitation of the announcement of the topic, regardless of whether or not the student has been forced to select a new topic.

(6)⁸² The thesis shall be submitted in one printed hardcopy, as well as electronically via the Neptun system. The supervisor is assigned to the student by the Faculty's competent organizational unit in the Neptun system.

(7)⁸³ A thesis may be validly accepted only if the submitted printed copy includes

- a) the supervisor's declaration stating that the thesis is suitable for submission, and
- b) the student's own declaration that the thesis is exclusively the student's intellectual product and only the sources specified in the thesis have been used only to the described extent for its preparation, and the same paper has not been submitted earlier by any other person as a thesis.

(8)⁸⁴ The thesis shall be submitted electronically - in pdf format - by uploading it to the Neptun system. The method and due date of submitting the thesis and the detailed requirements pertaining to its content and form shall be set out in the Faculty's complementary provisions to this Policy.

(9) The head of the educational unit that is competent in the given thesis topic shall ask one or more reviewers to evaluate the submitted thesis. If more than one reviewer is asked to contribute, the supervisor may act as a reviewer in justified cases. The reviewers shall submit their opinions in writing to the organizational unit appointed by the Faculty, at least two weeks before the date of thesis defense. The method for defining the details of evaluation shall be set out in the Faculty's

⁸¹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁸² Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁸³ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁸⁴ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

complementary provisions to this Policy. In postgraduate specialist training, the reviewer may be identical to the supervisor.

(10) The thesis shall be graded in a five-grade system.

(11) If a thesis receives a failing grade, the student is obligated to submit a new thesis.

(12) The thesis shall be defended as part of the final examination. During the thesis defense, the board of examiners shall verify the authorship of the thesis, the knowledge of the author on the topic of the thesis, and whether or not the student is able to defend the concepts explicated in the thesis.

(13) Theses that have been awarded the grand prize or ranked in the first three places by the National Conference for Student Researchers, otherwise meet the requirements set out for theses, and have been submitted in line with the general rules may be accepted by the board of examiners without a separate evaluation. Such theses shall receive a grade of "excellent".

(14)⁸⁵ The Faculty's competent Library shall store theses awarded passing grades.

(15)⁸⁶ In justified cases, the student may request that the thesis be handled confidentially, at the latest at the time the thesis is submitted. The license on confidentiality shall be bound to the printed copy of the thesis, and the fact that a request for confidentiality has been submitted must be indicated in the Neptun system at the time the thesis is submitted electronically. The Faculty shall specify - in the complementary provisions to this Policy - the formal and content requirements of the application and the assessment procedure.

(16)⁸⁷ Unless the thesis has been deemed confidential as per the student's request, it can be viewed in the library for research purposes. Theses may not be borrowed from the library and no electronic copies may be made.

The final examination

Section 41 (1) The final examination shall be conducted for the verification and evaluation of the knowledge, skills and abilities required for the obtainment of the degree. In the exam, students shall also prove their capability of applying the attained knowledge. As defined in the curricula of the individual majors, the final examination may consist of several parts. The thesis defense is part of the final examination. The requirements of the final examination and the topics (questions) to be asked shall be published on the Faculty websites.

(2) Student may register for the final examination if they

- a) have been awarded a final certificate, and
- b) have validly submitted a thesis, and
- c) do not have any outstanding payment obligations towards the University.

(3) The final examination may be taken during the exam time following the obtainment of the final certificate in the framework of the student legal status, or during any exam time within five years following the termination of the student legal status, in line with the relevant educational requirements. After two years have elapsed following the termination of the student legal status, the Faculty with competence in the given educational program may set, in the complementary provisions to this Policy, specific conditions for taking the final examination.

(4)⁸⁸ The final examination shall be taken at the board of examiners, which consists of a chair and at least two additional members. The board of examiners shall be set up so that at least one member shall be a university or college professor or an assistant professor, while another member should not be employed in any form by the University or be the teacher of another major of the University. The reviewer(s) of the thesis shall also be invited to the board of examiners for the duration of the student's exam. Minutes shall be kept regarding the final examination. The maximum number of persons who

⁸⁵ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁸⁶ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁸⁷ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁸⁸ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

may take the final examination at the board of examiners during a single day shall be regulated in the Faculties' complementary provisions to this Policy.

(5) The chairs of the boards of examiners shall be commissioned by the Rector upon the recommendation of the Faculty Council for the given academic year, whereas the permanent members shall be appointed by the Dean for a term of no more than 3 academic years.

(6) The final examination may be attempted only once per final examination period. Students are not provided the opportunity to retake final examinations awarded a passing grade.

(7) The method and deadline for registering for the final examination, the rules for publishing the topics (questions) to be tested, and the method for calculating the result of the final examination shall be regulated in the Faculties' complementary provisions to this Policy.

The diploma

Section 42 (1) The diploma is a public document carrying the image of Hungary's coat of arms and including the name of the issuing higher education institution; the institution identification number; the diploma serial number; the name, name at birth, place and date of birth of the holder of the degree; the level of qualification; the awarded level of the degree and major; the place, year, month and day of issuance; and the classification of the qualification attested by the diploma under the Hungarian Qualifications Framework and the European Qualifications Framework.

(2) The diploma shall also include the original signature of the Dean of the Faculty with competence in the given educational program or the competent Assistant Dean, as well as the stamp of the higher education institution.

(3) The prerequisite for the issuance of the diploma is a successful final examination and the language exam certificate defined in the educational and output requirements: in Bachelor level education, at least an intermediate-level, type "C" general language exam certificate or an intermediate-level (level B2), general, complex, state-accredited or equivalent language exam certificate is required. The curricula of the individual majors may limit the languages accepted for language exam certificates, with the additional condition that any language exam certificate certified by a high school final exam or accepted as a high school final exam in the given language shall be considered a general language examination.

(4) With the exception of the final examination, the provisions of paragraph (3) shall not be applicable in case the language of the educational program is other than Hungarian.

(5)⁸⁹ The diploma shall be issued to the student who has passed the final examination within thirty days following the presentation of the language exam - or, in case it was already presented at the time of the final examination, following the date of the final examination. If the document certifying the language exam requirements is presented, the diploma shall be issued in the year of the final examination even if there are less than thirty days left in the year of the final examination.

(6) If the diploma cannot be issued because the language exam certificate has not been presented, the Faculty concerned shall issue a certificate of this fact. This certificate shall not certify any school or professional qualification, but shall certify the successful completion of the final examination.

(7) As an appendix to the Bachelor, single-cycle education, and Masters diplomas, the University shall issue a diploma supplement in Hungarian and English.

(8) The conditions for issuing diplomas with honors shall be defined by the individual Faculties in their complementary provisions to this Policy.

(9) The method for determining the qualification or grading of degrees shall be defined in the curricula of the individual majors.

(10)⁹⁰ In line with the general rules of official administrative proceedings, the University may invalidate any diploma or diploma supplement issued by the University or its legal predecessor if it is found that

⁸⁹ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁹⁰ Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

the diploma was obtained illegally. Invalidated diplomas shall be withdrawn and destroyed by the University.

(11)⁹¹ If requested, the University shall issue a duplicate degree based on the registry sheet, including a duplicate clause and authentication, to replace any diplomas lost, stolen or destroyed after their delivery. The rules for the record-keeping of duplicates shall be identical to those that apply to the original diplomas. The procedure used for the issuance of the first duplicate shall be followed when making additional duplicates of the same diploma.

(12)⁹² Ex officio or upon any related request, the University shall withdraw and destroy erroneously issued diplomas, record the correction of the error in the registry sheet, and re-issue the diploma on the basis of the corrected registry sheet. The diploma so issued shall include the correction clause and authentication. If the change also affects the contents of the diploma supplement, it too shall be re-issued concurrently to the withdrawal and destruction of the former diploma supplement.

Part VII

Special provisions pertaining to various groups of students

Students with disabilities

Section 43 (1) Students with disabilities shall be provided with facilities allowing preparation and exams adjusted to their disabilities. Furthermore, assistance shall be provided to them so that they can fulfil their obligations arising from the student legal status. In justified cases, disabled students shall be exempted from taking certain subjects, studying certain units, or taking exams and being tested. If required, disabled students shall be exempted from taking language examinations, a part of those, or their level. A longer preparation period shall be ensured during exams. The use of technical aids, and therefore, in particular, typewriters and computers, shall be provided for compiling reports in writing, or by substituting a written exam with an oral one and vice versa.

(2) Students with disabilities may be granted allowances in the pursuit of studies upon their related request, based on the decisions of the Equal Opportunities Committee.

(3)⁹³ Such request shall include an expert opinion confirming the existence of the disability, which opinion may be issued by

- a) if the disability or unique educational requirement of the student (applicant) had already existed during his/her high school education and was therefore granted allowances during his/her studies or the high school final exam, the county (or Budapest) education expert services or their member institutions proceeding as county or national expert committees (and, of their legal predecessor, the expert and rehabilitation committees for examining studying abilities and the national expert and rehabilitation committees),
- b) if the disability was diagnosed thereafter, the expert body of rehabilitation or its legal predecessors.

In absence of the prescribed certification, the request shall be declined without any review on the merits. Certificates of disabilities shall be sent by the Equal Opportunities Committee ex officio to the Registrar's Office for the purpose of registration in the Neptun system.

(4) If the student's disability was existent during the studies in public education and the student was therefore provided any allowance, the request shall include copies of the documents issued by the public education institution - as certified by the institution - that confirm that the given disability was existent during high school studies, for which allowances were granted.

(5) Students with disabilities may submit an application for an allowance at any time, but the procedure of the Equal Opportunities Committee shall not have a suspensory effect with respect to the student's current academic matters. The established benefit may not be enforced with retrospective effect.

⁹¹ Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁹² Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁹³ Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(6) The Equal Opportunities Committee may grant a student with disabilities the allowances and exemptions defined in relevant legislation, with the additional condition that any exemption may be granted only in respect of the circumstance serving as its basis and may not lead to any exemption from the fundamental academic requirements needed for the obtainment of the professional qualification certified by the diploma.

(7) With respect to the allowances and exemptions, the Equal Opportunities Committee is not bound by the details in the student's application. Thus a decision may be made within the relevant legal framework on the provision of allowances and exemptions that are different from the ones described in the application in view of the submitted professional opinions and all the circumstances of the given case.

(8)⁹⁴ The provision of assistance to students with disabilities is facilitated by equal opportunities coordinators acting on behalf of the University and the various Faculties. The coordinators shall have higher education qualifications and competence or professional experience in matters relating to people with disabilities.

Students studying courses abroad

Section 44⁹⁵ (1) The provisions of this Policy shall apply to students who study courses abroad based on any international or institutional agreements (hereinafter: studying courses abroad) - unless otherwise regulated in the competent Faculty's complementary provisions to this Policy and with the deviations set out in this Section.

(2) The provisions of this Section shall only apply to studying courses abroad that are not managed by the University or as part of an international mobility program that required an application for a scholarship if the student has informed the Faculty's competent organizational unit dealing with foreign affairs of participation in studying courses abroad no later than at the time of their commencement.

Section 45 (1)⁹⁶ Students may apply for international mobility scholarships (especially Erasmus, CEEPUS, etc.) through the University under the conditions defined in the respective calls for proposals and the complementary provisions to this Policy issued by the Faculty competent in the student's studies.

(2) The calls for proposals shall be published by the Faculty competent in the student's studies.

(3) The place, method, and deadline for submitting applications shall be defined in the call for proposals.

Section 46 (1)⁹⁷ The data of students participating in international mobility programs (especially Erasmus and CEEPUS) and managed by the University shall be entered by the organizational unit of the competent Faculty ex officio in the mobility section of Neptun in each semester, until October 15 or March 15, respectively.

Section 47 (1)⁹⁸ Students awarded Erasmus or CEEPUS scholarships shall register for active semesters for the duration of studying courses abroad for at least one educational program at the University. Participation in studying courses abroad does not prevent the student from registering for subjects in the domestic educational program during the active semester, provided they can be fulfilled in line with the general rules.

With respect to studying courses abroad, students have the right to request preferential schedules of studies in line with the general rules.

⁹⁴ Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

⁹⁵ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁹⁶ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁹⁷ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁹⁸ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

(2) While studying courses abroad, students awarded Erasmus or CEEPUS scholarships are obligated to achieve at least 15 credits every semester, including credits recognized for the same semester in the domestic educational program from studying courses abroad.

Section 48 (1)⁹⁹ At the time the international mobility scholarship is announced, the list of those subjects can be published (and, in the case of dual/multiple or joint programs based on interinstitutional agreements, shall be published by the last day of the term time of the previous semester) that can be accepted in the student's educational program - based on the preliminary opinion of the Credit Transfer Committee - when the student is admitted to a foreign partner institution.

(2) As regards subjects announced in foreign institutions of higher education that do not qualify as automatically recognizable within the meaning of paragraph (1), the student may request the Credit Transfer Committee's preliminary opinion until April 15 in the spring semester or November 15 in the fall semester. If the preliminary opinion of the Credit Transfer Committee is positive, the credit transfer procedure may be ignored in line with the general rules.

(3) In the case of students who have been awarded an Erasmus or CEEPUS scholarship, the competent Faculty organizational unit dealing with foreign affairs shall, no later than April 15 or November 15, respectively, ex officio initiate - after consulting with the student beforehand, if necessary - the preliminary credit transfer procedure based on the learning agreement concluded in the mobility program. The learning program may only be approved in the case of subjects that is adjudged to be recognized for the student's studies based on the Credit Transfer Committee's preliminary procedure. In exceptional cases, the Credit Transfer Committee may approve subjects that do not correspond to any required, elective or optional subject in the student's domestic educational curriculum as optional subjects with values of two credits.

(4) In cases not regulated in paragraphs (1)-(3), the subjects completed as guest students in the framework of studying courses abroad may be recognized for domestic education under the general rules of credit transfer.

Section 49 ¹⁰⁰(1) The student's semester spent studying courses abroad shall be closed by the Registrar's Office as soon as it is practicable, but no later than by October 15 in the fall semester and until March 15 in the spring semester of the semester following that in which the credit certificate on subjects completed in the courses studied abroad.

(2) Students shall be obligated to submit, as soon as possible after returning home, the credit certificate on completion of the subjects completed abroad, subject to automatic recognition, and which can be recognized on the basis of the Credit Transfer Committee's preliminary

- a) decision, to the competent Faculty organizational unit dealing with foreign affairs in case of Erasmus and
- b) CEEPUS mobility programs and to the organizational unit designated by the Faculty in the case of other courses studied abroad.

(3) If the credit certificate is not submitted by October 10 or March 10, respectively, the subjects falling under automatic recognition or which can be recognized on the basis of the Credit Transfer Committee's preliminary decision will be recognized only for the student's subsequent active semester.

Section 50¹⁰¹ (1) Any subject completed while studying courses abroad that - based on the rules of credit transfer or the Credit Transfer Committee's preliminary opinion or special decision - corresponds to a required, elective or optional subject that is a part of the student's domestic educational

⁹⁹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁰⁰ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁰¹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

curriculum and that the student has not yet fulfilled during his studies shall be accepted with the name and credit value belonging to the given subject in the student's domestic educational curriculum.

(2) Subjects completed while studying courses abroad that do not correspond to any required, elective or optional subject in the student's domestic educational curriculum shall be recognized as optional subjects and entered in the Neptun system with the use of the technical names of the subjects.

With the application of these rules, subjects may be recognized as optional subjects up to a maximum of thirty credits for the given semester.

The original names of the subjects recognized on the basis of this rule shall be entered in the Neptun system.

(3) Subjects that have already been completed by the student may not be recognized as completed abroad.

(4) In the event of any doubt, the qualification of a subject completed and recognized while studying courses abroad shall be decided by the Credit Transfer Committee.

Section 51 (1) In the semester after having taken the courses, the student may register for an active semester even if the semester spent studying courses abroad - as provided by this Policy - has not yet been closed.

(2) If the student intends to register for a subject that is a prerequisite for any subject to be fulfilled in the previous semester - spent studying courses abroad - but, according to this Policy, the previous semester has not yet been closed, registration for the succeeding subject may be requested from the Registrar's Office if

- a) the student has been provided the prior positive opinion of the Credit Transfer Committee for the prerequisite subject, and
- b) this is communicated to the Registrar's Office before the subject registration period of the new semester, at the same time requesting the registration of the prerequisite subject for the semester of studying courses abroad in writing, as well as the registration of the succeeding subject for the next semester.

(3) If the prerequisite subject is not recognized for the semester spent studying courses abroad by the closing of the semester in due time under this Policy, the Registrar's Office shall cancel both the prerequisite subject and the succeeding subject.

Students participating in dual or joint education programs implemented in cooperation with partner foreign institutions

Section 51/A¹⁰² (1) The provisions of this Policy shall apply to students participating in dual or joint education programs held in cooperation with partner foreign institutions, with the deviations set out in this Section.

(2) Only such education shall be deemed as a dual or joint education program implemented in cooperation with a foreign partner institution that is expressly declared as such in the announcement of admission. In itself, attending a foreign higher education institution shall not result in the application of the rules set out in this Section.

(3) In the case of students participating in dual or joint education programs held in cooperation with foreign partner institutions, the rules pertaining to transfers - with the exception of the rules on deadlines - may differ from those applicable to students participating in other forms of education. Such rules shall be set out in the provisions decided by the Faculty concerned in connection with this Policy.

(4) In the case of students participating in dual or joint education programs held in cooperation with a foreign partner institution, exams may also be held in the official rooms of the collaborating foreign higher education institution.

¹⁰² Enacted by Decision 2032 of October 30, 2015 of the University Council.

(5) In the context of joint education programs implemented in cooperation with foreign partner institutions, the student shall have to obtain at least 30 credits at Pázmány Péter Catholic University to earn a final certificate. The general rules shall apply to dual education programs.

(6)¹⁰³ Students participating in dual or joint education programs held in cooperation with a foreign partner institution, are authorized to submit the same work to all cooperating institutions as their theses.

Part VIII **Interpreting provisions**

Section 52¹⁰⁴ If a grade in a five-step system has to be established as the average of several grades, the following method is used to round the average result to an integer:

under 1.50 - fail (1)

1.50-2.49 – pass (2)

2.50-3.49 – satisfactory (3)

3.50-4.49 – good (4)

4.50-5.00 – excellent (5)

Part IX **Transitional and Final Provisions**

Section 53 (1) This Policy shall enter into effect on the date of its promulgation and its provisions shall be applicable to students in phasing-in system - with respect to the provisions of paragraph (2) - commencing their studies in the 2012/2013 academic year and thereafter. Concurrently to the entry into effect of this Policy, the Pázmány Péter Catholic University's previous Education and Exam Policy shall lapse, with the additional condition that its provisions shall be applicable in the cases defined in this Policy.

(2) The procedural rules of this Policy that do not concern academic issues shall be binding on all students, irrespective of the date they commenced their studies.

(3) The provisions of this Policy shall also apply to students who established their student legal status before the time specified in paragraph (1) but, as a result of a requested transfer, change in major, or transfer between full-time and correspondence education, pursue their studies in a different educational format.

(4) Students who commence studies in new educational programs after a new admission procedure in addition to their existing student legal status shall be subject to the regulations in effect at the given institution for the different educational programs concerned, at the time of the commencement of the respective educational programs.

(5)¹⁰⁵

(6) Students who started their studies in the first semester of the 2006/2007 academic year or thereafter but before the first semester of the 2012/2013 academic year shall be subject to the provisions of the Education and Exam Policy that entered into effect on September 1, 2011, with the additional condition that in case the provisions thereof or the associated complementary provisions of the Faculty - especially as regards dismissal for study-related reasons - contain more stringent requirements than the ones in the Education and Exam Policy in effect at the time of the commencement of the student's studies, the provisions in question may not be applied vis-a-vis the student, but the rules in effect at the time of the commencement of the student's studies shall be applied.

(7)¹⁰⁶

¹⁰³ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁰⁴ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁰⁵ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

¹⁰⁶ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

(8)¹⁰⁷ The rules set out in Section 42 (2) of this Policy pertaining to signing diplomas shall be applicable to all the diplomas issued after the effective date of this Policy.

(9)¹⁰⁸

(10)¹⁰⁹ Students who commenced their studies before September 1, 2006 and were granted final certificates without earning their degrees may take final examinations until September 1, 2018.

(11)¹¹⁰

Section 54¹¹¹

¹⁰⁷ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁰⁸ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

¹⁰⁹ Amended by Decision 44 of June 10, 2016 of the University Council.

¹¹⁰ Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹¹¹ Repealed by Decision 1141 of June 11, 2014 of the University Council. Repealed as of the 2014/2015 academic year.

XVII.3. DOCTORAL PROGRAM AND DEGREE REGULATIONS

In line with the University Statutes, the Doctoral and Habilitation Council of the Pázmány Péter Catholic University hereby enacts the following regulations in the interest of effectively ensuring a high standard of higher education.

CHAPTER I General Provisions

General Information on the Doctoral (Ph.D.) Degree

Section 1 (1) At the Pázmány Péter Catholic University (PPCU) Doctoral School of Sacred Theology, the doctoral program is provided in accordance with the applicable rules of the Catholic Church, the regulations of the Faculty of Theology and the Postgraduate Institute of Canon Law (recognized by the Church as a faculty) (hereinafter: Institute of Canon Law) as approved by the Holy See, and the University's internal regulations as approved by the Grand Chancellor. As regards doctoral programs in sacred theology and the obtaining of degrees, the provisions of the present Regulations may not contradict the above rules in any way. Since the University's various supplementary regulations do not apply to either the Faculty of Theology or the Institute of Canon Law, any references to the Doctoral Council of Theology or the Doctoral School of Sacred Theology (and its programs) are considered to be references to the internal rules and regulations of the Faculty of Theology and the Institute of Canon Law. If these do not contain any provisions regarding any issues included herein, the University's general regulations shall apply to such legal loopholes.

(2) The University provides doctoral programs in the doctoral schools outlined in Annex 2 to these Regulations and confers doctoral degrees in the disciplines listed in Annex 1. The Doctoral Program in Theology and Canon Law and the conferment of ecclesiastical degrees shall always take place in accordance with the relevant provisions of the Catholic Church. For the recognition of an ecclesiastical doctoral degree obtained in the latter fields as a PhD, the doctoral school must also be licensed by the Education Authority. However, a PhD may not be obtained in these disciplines without the respective ecclesiastical scientific degree being conferred upon the candidate.

(3) After receiving the consent of the Hungarian Accreditation Committee, the Education Authority, in line with the provisions of relevant Hungarian legislation, has licensed the operation of the doctoral schools under the University's present Regulations. Therefore, the University may confer a PhD (hereinafter: doctoral) degree as the highest level of university education upon the successful completion of a doctoral program by a doctoral student.

(4) Doctoral programs shall involve study, research, and reporting activities performed in the framework of preparing doctoral students, either individually or in groups, for obtaining a doctoral degree, in a manner adapted to the specifics of the disciplines concerned and the individual needs of the students, and shall comprise a study and research stage and a research and dissertation stage. The minimum number of credits to be acquired for the completion of a doctoral program shall be two hundred and forty, and the duration of the program shall be eight semesters. During the doctoral program, at the end of the fourth semester, as a condition for closing the study and research stage and commencing the research and dissertation stage, the candidate must pass a complex examination that measures and evaluates academic and research advancement.

(5) The doctoral degree attests to a high level of knowledge of the doctoral thesis chosen within a certain discipline, to enriching new scientific results, and to the ability to conduct independent research.

(6) Any issues not covered by these Regulations shall be governed by the Doctoral Regulations of the given discipline/branch of science.

(7) For the purposes of these Regulations, the term University Council is used to denote the body referred to as the senate by Act CCIV of 2011 on National Higher Education, in line with the provisions of the Pázmány Péter Catholic University's Organizational and Operational Rules.

Chapter II

Organizational Framework for the Doctoral Program

The Doctoral School

Section 2 (1) Doctoral programs may only be offered in the framework of doctoral schools established in line with the provisions of applicable legislation and registered by the Education Authority.

(2) With the exception of doctoral schools operating in multidisciplinary fields, there may be only one doctoral school per branch of science.

(3) The establishment of a doctoral school may be initiated at the Education Authority by the Rector, based on the decision of the University Council. The documents on establishment shall be prepared by the core members of the doctoral school to be set up and the doctoral council of the given discipline/branch of science. The documents shall then be submitted to the University Council by the Rector after having obtained the prior opinion of the University Doctoral Council.

(4) In the course of the operation of the doctoral school, the University takes into account - in addition to legislative requirements - the professional requirements set out in the recommendations and guidelines of the Hungarian Accreditation Committee.

(5)¹¹² The core members of the doctoral school are those academics and researchers with scientific degrees who, at the recommendation of the head of the doctoral school, are qualified by the Doctoral Council of the discipline/branch of science for teaching, research, and supervisor duties. The University Doctoral Council shall approve the core members of the doctoral school. A doctoral school shall have at least seven core members who have scientific degrees in the given discipline or in the research field named in the doctoral school's founding documents. A (multidisciplinary) doctoral school covering at least three disciplines shall have at least three core members per discipline (core members at doctoral schools operating in the field of educational sciences may be selected from disciplinary areas relating to teacher training) who are mainly university professors conducting research in the respective academic discipline. An (interdisciplinary) doctoral school covering two disciplines shall have at least eleven core members, with at least four core members per discipline (core members at doctoral schools operating in the field of educational sciences may be selected from disciplinary areas relating to teacher training) who are mainly university professors conducting research in the respective academic discipline. More than half of the core members are university professors employed full-time at the University, or scientific advisors or research professors employed full time on a contractual basis and holding the title of "Doctor of the Hungarian Academy of Sciences", as well as Professor Emeritus conducting active research at the University. Of the scientific advisers or research professors who meet the above conditions, no more than two may be taken into account for the minimum number of core members. There may be no more than one Professor Emeritus within the minimum number of seven core members. No more than one Professor Emeritus may be taken into account per discipline at a (multidisciplinary) doctoral school covering at least three disciplines. The academic activities of the core member shall pose a relevant and integral part of the doctoral school's teaching and research program. The core member must also act as supervisor (which must include the supervision of at least one candidate ending with the obtaining of a doctoral degree) on a continuous basis, with current proposals for research topics. The core member shall also conduct ongoing scientific activities and regularly publish the results of his/her research. This activity shall be checked on the basis of the publications in the Database of Hungarian Scholarly Works.

(6) In addition to the core members, supervisors and teachers may also play an active role in the doctoral school.

- a) The supervisor is a teacher or researcher holding a scientific degree whose announced topic has been approved by the Disciplinary Doctoral Council and who - on the grounds of such topic - responsibly manages and provides assistance to the doctoral student working on such research topic, including in preparing for the award of the doctoral degree. The University Doctoral Council shall approve the designation of supervisors.

¹¹² Amended by Decision 12 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

- b) The activity of the teacher extends to holding required and optional courses in the program of the doctoral school and to holding scientific seminars; teachers shall be approved by the Disciplinary Doctoral Council in line with the University's Organizational and Operational Rules.
- (7) The doctoral school may include one or more subjects of a given discipline. If these subjects have separate names and responsible persons within the school, they shall form the program of the doctoral school.
- (8) The heads of the doctoral programs and supervisors may conduct activities in the doctoral school.
- a) The tasks of the head of the doctoral program:
- announcing doctoral topics,
 - ensuring the infrastructural and professional conditions required for the academic and research activities of doctoral students,
 - approving the individual training schemes of doctoral students participating in organized training, approving their research topics, coordinating training schemes and research topics, and overseeing the work of supervisors,
 - managing the program budget,
 - designating an advisor in addition to the supervisor.
- b) The tasks of the supervisor:
- making recommendations for the individual programs and research plans of doctoral students, responsibility for their level, and checking their implementation,
 - responsibly managing and helping the studies and research of doctoral students and their preparation for obtaining a degree,
 - helping doctoral students in writing scientific publications, preparing the doctoral dissertation, and supporting the obtainment of foreign scholarships.
- c) In multidisciplinary topics, an advisor familiar with a different discipline can be appointed in addition to the supervisor. The advisor shall be approved by the Doctoral School Council at the recommendation of the supervisor.
- (9) A doctoral student may have two supervisors at the same time, if approved by the doctoral council.

Organizational Structure of the Doctoral Program

Doctoral Councils

Section 3 (1) The University Doctoral Council, the Disciplinary Doctoral Council, the Doctoral School Council, and the head of the doctoral school shall be responsible for organizing doctoral programs. The staff of the Dean's Office, the doctoral schools, and the doctoral councils shall provide for the administrative issues of education.

(2) The University Council shall establish the University Doctoral Council for the organization of the doctoral program and for the conferring of degrees. It has the authority to make decisions as regards doctoral programs in the given discipline/field of science, especially in relation to the approval of the academic schedule and admission to the program. For each doctoral student, the Disciplinary Doctoral Council examines whether the technical and legislative requirements are met, including the requirements set out in the doctoral regulations; however, the doctoral degree is conferred by the University Doctoral Council based on the recommendation of the Disciplinary Doctoral Council and the documentation made available by it.

(3) All members of doctoral councils who have voting rights shall have doctoral degrees. On condition that the Secretary has a doctoral degree, the Secretary of the doctoral school with competence for the given discipline shall have an advisory capacity in the Disciplinary Doctoral Council. One third of the members of the Council shall be persons who are not full-time teachers at the University. One representative elected from amongst themselves by the students with active student status in the doctoral program shall be a member of the Doctoral Council in an advisory capacity. The appointment shall be valid for a term of two years.

(4) As part of its tasks, the University may cooperate with other higher education institutions, scientific research institutes, and business organizations.

The terms of such cooperation shall be laid down in a contract. Unless otherwise stated, the cooperating party shall cede the amount of state support provided for the part of the activities it performs.

(5) If the University cooperates with other higher education institutions, scientific research institutes, or research organizations in the doctoral program or the evaluation of the doctoral degree, the professional representatives of these bodies may also participate in the work of the Doctoral Council. The method of participation shall be governed by the cooperation agreement.

The University Doctoral Council

Section 4 (1) The Chair, Deputy, and members of the University Doctoral Council shall be appointed by the Rector with the prior approval of the Grand Chancellor and, as regards members who are not automatically included by appointment, based on the opinion of the University Council.

(2)¹¹³ The University Doctoral Council shall consist of no more than 18 people. Its members shall, by appointment, include the chairs of all faculty doctoral councils, the heads of the doctoral schools, and the deputy Rector responsible for doctoral affairs (if (s)he has an academic degree). The remaining members of the committee shall be appointed in line with Section 5 (4). The provisions of Section 5 (6) shall apply to the term of the appointment.

(3) The University Doctoral Council is entitled to take decisions regarding doctoral programs and degrees, ensuring that the level of doctoral education at the University is uniform. By means of individual appointed members, it can regularly monitor the operations of the faculty doctoral councils.

(4) The University Doctoral Council

- a) is established in line with the University's Organizational and Operational Rules by a decision of the University Council,
- b) at the recommendation of the Doctoral School, appoints the members of the doctoral admissions committee,
- c) at the recommendation of the Disciplinary Doctoral Council, approves the core members, supervisors, and teachers of the Doctoral School,
- d) at the recommendation of the Disciplinary Doctoral Council, decides on applications for the launching of the doctoral procedure based on individual preparation,
- e) at the recommendation of the Disciplinary Doctoral Council, decides on launching doctoral procedures, exemptions, and conferring doctoral degrees,
- f) at the recommendation of the Disciplinary Doctoral Councils, appoints the official opponents and the members of the committee of assessors; creates the complex examination board,
- g) takes a position regarding appeal cases submitted to the Rector for a violation of law or internal regulations,
- h) takes a position on the recommendations made by the Disciplinary Doctoral Council for conferring doctoral degrees with honor,
- i) may, subject to the opinion of the competent Disciplinary Doctoral Council, grant an exemption from organized training or part of the training (for one or more semesters) in the curriculum obligations, at the request of the applicant,
- j) based on a request submitted by the Faculty Council, makes a recommendation to the University Council for conferring honorary (Dr. h.c.) titles, which can be awarded exclusively to foreign persons working (or granted the title of Emeritus) on internationally relevant scientific work in institutions performing exceptional activities in the given discipline,
- k) distributes the state doctoral scholarships due the University amongst the disciplines and fields of science,
- l) decides on the allocation of financial resources made available to the University in support of doctoral programs,
- m) supervises the implementation of the Doctoral Regulations,

¹¹³ Amended by Decision 51 of September 26, 2016 of the University Council.

- n) approves the Doctoral Schools' organizational and operational rules and Training Schemes,
 - o) approves the recommendations made by the Disciplinary Doctoral Council for the establishment of a Doctoral School and for the organizational and personnel of an operating Doctoral School. If necessary, these suggestions are submitted to the Hungarian Accreditation Committee for approval by the Rector following the approval of the Operator.
- (5) The University Doctoral Council shall meet as necessary, but at least every three months. The University Doctoral Council has a quorum if at least half of its members participate in the decision. Decisions pertaining to persons shall be passed by a simple majority made with confidential yes/no votes. In the event of a tie, the Chair shall decide. Other resolutions are passed with the same conditions but with open votes. The justifications of decisions passed by the University Doctoral Council are public and shall be published at the University. A record of the meetings of the University Doctoral Council shall be kept.
- (6) All the powers of the University Doctoral Council, with the exception of paragraphs (4) l-n, shall be exercised by the Doctoral Council of Theology at the Faculty of Theology and the Institute of Canon Law, in line with the applicable laws of the Catholic Church and on the basis of the internal regulations based on the Statutes approved by the Holy See.

The Disciplinary Doctoral Council

- Section 5** (1) The Chair and Deputy Chair of the Disciplinary Doctoral Council shall be appointed by the Rector; its members shall be appointed by the faculty Dean. Appointments shall be made after having requested the opinion of the Faculty Council. In the case of the Faculty of Theology and the Institution, the Chair and Deputy Chair of the Doctoral Council are appointed by the Faculty Council. The Doctoral Council is independent regarding scientific issues.
- (2) The Disciplinary Doctoral Council shall consist of at least six persons. Its composition must ensure that all majors that define any disciplines or fields of science and all accredited Doctoral Schools be represented. The Disciplinary Doctoral Council may have members who have only an advisory capacity.
- (3) All members of the Disciplinary Doctoral Council shall have doctoral degrees. The majority of its members are university professors at the Faculty with competence in the given field of science or discipline; the member of the Council shall be the head of the Doctoral School.
- (4) At least one-third of the members of the Disciplinary Doctoral Council shall be persons with doctoral degrees and not employed by the University.
- (5) The Chair of the Disciplinary Doctoral Council shall be a university professor of the Faculty with competence in the given field of science or discipline who enjoys widespread scientific renown (generally the head of the accredited Doctoral School).
- (6) The mandates of the Chair and members of the Disciplinary Doctoral Council shall be for three years and can be renewed several times.
- (7) The Disciplinary Doctoral Council
- a) approves the announcement of doctoral programs,
 - b) decides on admission to doctoral programs, transfers, the awarding of state and other doctoral scholarships distributed by the University Doctoral Council, and applications for the suspension of doctoral student status,
 - c) decides on the allocation of financial resources made available to the Faculty competent in the given discipline or field of science in support of doctoral programs,
 - d) approves the individual preparation plans of participants in individual programs,
 - e) makes recommendations to the University Doctoral Council on the acceptance or rejection of an exemption request for the fulfillment of one or more semesters of organized training,
 - f) decides on the recognition of credits for doctoral students,
 - g) determines the conditions under which foreign citizens may participate in doctoral programs,
 - h) makes recommendations to the University Doctoral Council for the establishment and termination of Doctoral Schools,
 - i) approves the announced doctoral topics and makes recommendations on supervisors,

- j) at the proposal of the Doctoral School, decides on the issuance of final certificates,
 - k) monitors the doctoral training at the Faculty and, if necessary, initiates organizational and personal changes,
 - l) evaluates the doctoral school's recommendations for the unilateral termination of the student status of a student enrolled in a doctoral program, if the student fails to meet the requirements for the second time (2 invalid semesters),
 - m) makes recommendations to the University Doctoral Council on launching doctoral procedures (including permitting foreign language procedures) and on accepting or rejecting applications for doctoral procedures based on individual preparation,
 - n) makes recommendations to the University Doctoral Council regarding members of the board of examiners for the complex examination,
 - o) makes recommendations to the University Doctoral Council regarding the members of the committee of assessors and for the official opponents,
 - p) upon request, makes recommendations for conferring a doctoral degree with honors,
 - q) makes recommendations, on the initiative of the educational organizational units, to the Faculty Council on conferring the honorary doctoral title (Dr.h.c),
 - r) approves the Quality Assurance Plan of the Doctoral School and, accordingly, continuously monitors the quality assurance of the doctoral school's operations.
- (8) The Disciplinary Doctoral Council has a quorum if at least half of its members participate in the decision. Decisions pertaining to persons shall be passed by a simple majority made with confidential yes/no votes. In the event of a tie, the Chair shall decide. Other resolutions are passed with the same conditions but with open votes. Minutes shall be kept on the meetings, which shall be certified by the Chair. The justifications of decisions passed by the Disciplinary Doctoral Council are public and shall be published at the University. Based on the legal precedent of the historical Faculty of Theology valid since time immemorial, the Doctoral Council of Sacred Theology passes its decisions at closed meetings. The representatives of the University Doctoral Council shall be invited to the meetings of the Disciplinary Doctoral Council. This provision does not extend to meetings of the Doctoral Council of Sacred Theology.
- (9) If the Chair of the Disciplinary Doctoral Council is absent, the Deputy Chair appointed by the Rector shall provide substitution. The Dean of the Faculty of Theology is authorized to appoint a Deputy for the Chair of the Doctoral Council of Sacred Theology.
- (10) The doctoral regulations pertaining to the various disciplines/fields of science define the administrative tasks of the Disciplinary Doctoral Councils and the division of work between the Disciplinary Doctoral Councils, the faculty registrar's offices, and the Doctoral Council councils. The regulations shall be approved by the University Doctoral Council at the recommendation of the Disciplinary Doctoral Council.
- (11) Appeals against decisions made by the Disciplinary Doctoral Council can be submitted to the University Doctoral Council; the Rector shall proceed in case of appeals against decisions made by the University Doctoral Council. Faculty regulations contain information on submitting appeals and on deadlines.

The Doctoral School Council

Section 6 (1) The Doctoral School Council is a body that holds regular meetings and helps the work of the head of the Doctoral School. Its members are elected by the core members of the Doctoral School, based on which the members are appointed and relieved of their posts by the University Doctoral Council.

(2) The Chair of the Doctoral School Council is the head of the Doctoral School. It has the number of members defined in the internal regulations of the doctoral schools as well as at least two teachers. Doctoral students may also be members of the Doctoral School Council, in which case they have an

advisory capacity.

(3)¹¹⁴ The tasks of the Doctoral School Council:^[SEP]

- a) working out the school's internal regulations and requirements in line with the University and faculty regulations, and validating these latter regulations,
- b) organizing the infrastructural and professional conditions required for the academic and research activities of doctoral students,
- c) checking that the administrative and record-keeping tasks of the Doctoral School are fulfilled,
- d) the Doctoral School Council shall assign advisers (from among the school's supervisors) to participants in individual programs; advisers shall monitor and help the preparation of doctoral students,
- e) making recommendations to the Disciplinary Doctoral Council regarding the composition of the board of examiners for the complex examination,
- f) in the case of students who fail to fulfil the requirements, making recommendations on terminating their student status.^[SEP]

(4) The Disciplinary Doctoral Council is the Doctoral School Council's appeal body. If there is only one doctoral school in a given discipline, the tasks of the Doctoral School Council shall be taken over by the Disciplinary Doctoral Council. In such cases, the University Doctoral Council shall act as the appeal body.

The Head of the Doctoral School

Section 7 (1)¹¹⁵ The head of the Doctoral School is a teacher or researcher who: has a suitable academic degree; is employed by the University; is no older than 70 years old (or, in the case of establishing a new Doctoral School, 66); enjoys international renown; is a core member of the Doctoral School; and has at least one student who has obtained a doctoral degree or was the co-supervisor for at least two students who have obtained doctoral degrees. The special provisions of theological education pertain to the head of the Doctoral School of Sacred Theology, ensuring that the internal regulations of the Catholic Church are fully met.

(2)¹¹⁶ The head of the Doctoral School will be approved by the University Doctoral Council and appointed by the Rector, upon the recommendation of the core members.

(3) The tasks of the head of the Doctoral School:

- responsibly manages the work of the Doctoral School Council and is responsible for the implementation of its decisions,
- responsible for the quality of the education provided by the Doctoral School,
- submits proposals to the Disciplinary Doctoral Council for the issuance of final certificates,
- represents the Doctoral School,
- manages the administration of the Doctoral School and liaises with the competent Doctoral Councils.

Chapter III **Preparing for the Doctoral Degree**

Admission to organized doctoral programs

Section 8 The rules on admission to doctoral programs are set out in the Pázmány Péter Catholic University Admissions Regulations.

¹¹⁴ Amended by Decision 12 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹¹⁵ Amended by Decision 51 of September 26, 2016 of the University Council.

¹¹⁶ Amended by Decision 51 of September 26, 2016 of the University Council.

The Order of the Doctoral Program

Section 9 (1) The University's training program includes the doctoral program, which prepares students for the doctoral degree after having obtained a master's degree. The minimum number of credits to be acquired for the completion of a doctoral program shall be two hundred and forty. The program consists of four semesters, which are comprised of a study and research stage and a research and dissertation stage. During the program, at the end of the fourth semester, as a condition for closing the study and research stage and commencing the research and dissertation stage, the doctoral student must pass a complex examination that measures and evaluates academic and research advancement. The second section of the program - the research and dissertation stage - is for obtaining the degree. Thirty credits are recommended for each semester in doctoral programs.

(2)¹¹⁷ In exceptional cases, students may participate in the program based on individual preparation, if substantiated by the applicant's professional and scientific background, the applicant has shown suitable scientific performance, and the applicant has met the admission requirements. In this case, the student status is established upon successful performance of the complex examination.

(3) Doctoral students may pursue their studies based on the doctoral program curriculum. The curriculum determines the subjects that are required, elective, and offered as optional for the program, the credit values assigned to the individual subjects, and the substantive requirements and conditions for the issuance of the final certificate. The curriculum shall further determine what subjects need to be completed as a condition of admission to certain other subjects (rules on prerequisite studies). The prerequisites for any specific subject may include up to three other subjects or a group of subjects of no more than fifteen credits. Registering for certain subjects may require students to register for other subjects at the same time (parallel registration).

(4) The successful completion of the doctoral student's studies is assisted by the model curriculum, which covers the subjects to be completed and the recommended scheduling of their completion. The supervisor provides for the management and supervision of the doctoral student's academic and research activities.

(5) Academic achievements and studies completed elsewhere by the doctoral student prior to the commencement of his/her studies or simultaneously to those may be recognized (in accordance with the general rules on credit transfers); they may also be used to allow the doctoral student an individual schedule (individual program).

(6) During the term of the doctoral program, the doctoral student is obligated to continuously work on the selected research topic in the manner agreed on with the supervisor and to report on results.

(7) The doctoral program shall take place in Hungarian; however, foreign language programs can be provided in justified cases. Programs offered in a foreign language must be registered by the Education Authority in accordance with the procedure required by relevant state legislation.

(8) The program shall be organized into semesters, with an academic year consisting of two semesters. Semesters (educational periods) consist of term times and exam periods. Term times are fifteen weeks long and the subsequent exam times are no more than six weeks long. Classes are generally not held in the first week of term time. The Rector shall define the schedule of the semester in line with the provisions of the Education and Exam Policy.

(9) Subjects for any given semester shall be announced by making the available courses public. Subjects shall be fulfilled by the completion of the associated courses. A course is the educational pursuit in which a student meets the specific academic requirements. A subject may be associated with one or more courses. Courses may be

- lectures,
- seminars,
- laboratory practices, and
- consultations.

(10) The courses associated with subjects shall be announced in line with the requirements of the model curriculum.

¹¹⁷ Amended by Decision 39 of July 20, 2018 of the University Council.

(11) Courses may be announced as including classes or as exam only courses.

Doctoral Student Legal Status

Section 10 (1) The provisions of the Education and Exam Policy shall apply to establishing the student status of doctoral students, enrolment, registration, the suspension of student status, transfers, and guest student status, with the application of the differences set out in this paragraph.

(2) The Disciplinary Doctoral Council is authorized to allow the suspension of studies before the successful performance of the first semester.

(3) The Disciplinary Doctoral Council is authorized to allow passive semesters exceeding two subsequent semesters and their extension at least one year before the deadline for submitting the dissertation, in case the student is not able to meet obligations arising from the student legal status for reasons of child birth, accident, or other unexpected reasons not attributable to the student.

(4) The Disciplinary Doctoral Council proceeds in the credit transfers of doctoral students.

(5) The Disciplinary Doctoral Council is authorized to allow the guest student status of doctoral students participating in the doctoral programs of other higher education institutions.

(6) The organizational unit determined by the given Faculty shall provide for the administrative tasks related to the studies of doctoral studies.

(7) The Disciplinary Doctoral Council decides on the transfer of doctoral students from other higher education institutions, at the recommendation of the Doctoral School Council. In the case of sacred sciences, the obligatory provisions of the Roman Apostolic Holy See are governing.

(8) Doctoral students are entitled to suspend their student status with the following conditions:

- a) the uninterrupted duration of the suspension may not exceed two semesters, with the exception of permission granted for reasons of childbirth, accident, or other unexpected circumstances, and
- b) suspensions in the doctoral procedure following the complex examination may not exceed two semesters.

(9) Doctoral students shall submit their dissertations within three years of the complex examination. If the student is not able to meet this deadline due to childbirth, accident, or any other unexpected reason, the Disciplinary Doctoral Council may extend this deadline by no more than one year.

(10)¹¹⁸ The doctoral student legal status shall be terminated

- a) if the doctoral student has been transferred to another higher education institution, as of the date of enrollment, provided that the student does not study any other major at the University,
- b) if the doctoral student gives a written notice terminating the student legal status, as of the date of the notification,
- c) if the doctoral student may not continue studies with a state scholarship and does not wish to do so with self-funding,
- d) as of the day of the receipt of the final certificate,
- e) if the Rector cancels the doctoral student legal status for any payment arrears, after the doctoral student has been warned ineffectively and the doctoral student's social standing has been reviewed, on the effective date of the decision on the termination,
- f) by expulsion, on the effective date of the disciplinary decision,
- g) at the end of the eighth term of the doctoral program for which the doctoral student has registered, as of the last day of the semester,
- h) if the doctoral student fails to pass the complex examination by the last day of the fourth active semester or on the day the student attempted to but failed to pass a repeated complex examination,
- i) if the doctoral student's dissertation has been rejected by both opponents or the defense is unsuccessful, based on the respective decision.

(11) If, after two subsequent semesters of the suspension of the doctoral student legal status, the student fails to register for an active semester without the required permission to do so, or is forced

¹¹⁸ Amended by Decision 51 of September 26, 2016 of the University Council.

to register for a passive semester within the meaning of this Policy, the student legal status shall be terminated on the first workday following the last day of the registration deadline. If a student has two subsequent passive semesters, the faculty body responsible for the academic administration of the doctoral program shall send a written warning via the Neptun system to the student no later than the last day of the term time of the second semester of having to continue studies and the legal consequences of its omission.

(12) The University shall unilaterally terminate the student status of any doctoral student whose combined number of unsuccessful exams and repeated exams in the same subject is at least five.

(13) The regulations of the individual Doctoral Schools may define additional obligations in relation to academic advancement and, in the event of failure to meet such obligations, the doctoral student shall not be allowed to continue the given major (causes of dismissal).

(14) Sanctions against the student for failing to fulfil obligations in relation to academic advancement as defined by the Doctoral Schools may be applied only if the doctoral student has been warned beforehand in writing of the need to fulfil such obligations in due time and advised of the legal consequences of omission.

(15) A final certificate shall be issued to the doctoral student who has acquired the number of credits required in the curriculum.

Performance of academic obligations

Section 11 (1) Until the last day of the term time of the previous semester, the following details shall be entered in the Neptun system:

- the courses belonging to the various subjects,
- course descriptions,
- the exact location and times of the classes and the teacher of the given course,
- any prerequisites for the subject,
- the testing methods.

(2) At least one week before the subject registration period, the following details shall be entered in the Neptun system:

- the educational materials required by the subject,
- the minimum and maximum number of students that can apply for the various courses, and
- the data required by the given Faculty.

(3) The times of the announced courses may be changed during the subject registration period only in exceptional cases and in agreement with the doctoral students who have registered for the course. Any changes have to be logged in the Neptun system.

(4) The courses for the subjects that have to be completed for the successful performance of the program shall be announced in a manner that takes into account the number of doctoral students who are expected to sign up for the subject in the given semester on the basis of the model curriculum and the total number of doctoral students.

(5) Doctoral students shall sign up for the subjects and the courses serving their completion in the course registration period, with the use of the Neptun system. Only those doctoral students shall be eligible to register for subjects and courses who have validly declared their intent to continue studying the given major during the semester and whose student status has not been suspended. If a doctoral student withdraws registration, the subjects taken in the given major will be deleted *ex officio* by the organizational unit responsible for the administration of the doctoral program.

(6) The subject registration period shall be included in the schedule for the semester. The subject registration period may not end earlier than the last day of the first week of the term time.

(7) The subjects that a doctoral student can register for shall be regulated in the rules on prerequisite studies. Doctoral students may sign up for subjects that are bound to prerequisites only when they have already performed the prerequisites or, if the prerequisite is the concurrent completion of any other subject (parallel registration), it is completed in the same semester.

(8) Doctoral students are obliged to complete registered subjects. Doctoral students may retake any unfulfilled subjects in subsequent semesters. However, subjects that have already been completed and courses serving the completion of a completed subject may not be taken again.

(9) The performance of academic obligations shall be certified in the Neptun system. The supervisor shall certify fulfilment of the research work at the end of each semester on the basis of a report prepared by the doctoral student. This certificate is a necessary condition for successfully closing a semester.

(11)¹¹⁹ The complex examination is a public examination taken by the doctoral student that summarizes the student's knowledge of the discipline. It shall be taken in the fourth active semester before a committee of at least three members. A failed complex examination may be retaken only once and in the same exam period.

(12)¹²⁰ The conditions for applying for the complex examination:

- a) the knowledge of two foreign languages at a level necessary for the scientific discipline which (unless decreed otherwise by the Organizational and Operational Rules of the given Doctoral School) shall be proven with at least a B2 level complex state-accredited language exam or an equivalent certificate; deaf students may certify the above with proof of knowledge of a sign language other than the Hungarian; foreign doctoral students shall certify knowledge of another foreign language in addition to their native language, in line with the provisions of these Regulations, and
- b) the performance of at least 90 credits in the study and research stage of the doctoral program as well as all compulsory curricular requirements.

(13) At least one third of the members of the board of examiners for the complex examination must consist of persons who are not employed by the University or who are not teachers at the given doctoral school. The chair of the board of examiners shall be a university professor, professor emeritus, or a teacher or researcher who is a Doctor of the Hungarian Academy of Sciences. All members of the board of examiners shall have academic degrees. The supervisor of the doctoral student taking the examination may not be a member of the board of examiners.

(14) The complex examination consists of two main parts: the first assesses the examinee's theoretical knowledge ("theoretical part") and the second requires the examinee to provide a report on his/her scientific/artistic advancement ("dissertation part").

(15) The theoretical part of the complex examination tests the examinee in at least two subjects/topics. Their list is included in the curriculum of the doctoral school. The theoretical part may include a written exam.

(16) In the second part of the complex examination, the examinee provides a presentation of his/her knowledge of literature, research results, the research plan for the second section of the doctoral program, and the schedule for preparing the dissertation and publishing its results. The supervisor shall be provided with an opportunity to evaluate the examinee in writing beforehand and/or at the examination.

(17)¹²¹ The complex examination shall be graded in a two-grade system (pass or fail). The result shall be announced on the day of the last part of the examination.

(18) The provisions of the Education and Exam Policy shall be applicable to the administrative issues of testing knowledge and organizing and holding examinations, with the deviations set out in these Regulations.

Records on Academic Advancement

Section 12 (1) The University shall keep records of the doctoral student's academic advancement and other details in the Neptun system.

¹¹⁹ Amended by Decision 51 of September 26, 2016 of the University Council.

¹²⁰ Amended by Decision 12 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹²¹ Amended by Decision 51 of September 26, 2016 of the University Council.

- (2) The University ensures doctoral students have continuous access to the personal and study-related information that is maintained in connection with them in the Neptun system.
- (3) Hardcopy certificates associated with the studies of doctoral students and certificates of the doctoral student status shall be issued by the competent organizational unit of the respective Faculty. Documents so issued shall be authenticated with the signature of the competent administrator and the stamp of the organizational unit.
- (4) On the working day following the last day of the course registration period, the doctoral student shall receive written notification in the form of a Neptun message that the subjects and courses signed up for the given semester have been finalized, and may be viewed in the Neptun system.
- (5) Upon the doctoral student's request, the "Registered courses" form printed out by the student from the Neptun system shall be certified by the competent administrator following the last day of the deferred subject registration period. The authenticated document shall certify the subjects for which the doctoral student had registered in the given semester. Deviations from this list are possibly only if any of the doctoral student's deferred subject registration or cancellation cases were concluded after the authentication. In this case, authentication of the form may be repeatedly requested as described in the decision.
- (6) Within five days of having received notice on the finalization of subject registration, the doctoral student may submit a written complaint to the organizational unit of the competent faculty if the student feels that the Neptun system contains incorrect data for the course registration:
- a) any course that the student has not registered for, or
 - b) the lack of a course that the student has registered for, or
 - c) any unlawful change took place in the material data of the registered course after registration.
- (7) Based on the data entered in the Neptun system, the doctoral student's complaint shall be examined within 5 workdays by the organizational unit of the competent faculty, which shall notify the student of having corrected the error or rejected the complaint. The rejection shall be properly justified. Against the disapproval of the complaint, an application for legal remedy may be lodged with the reliance on the general rules.
- (8) Unless otherwise provided by the Faculty, the teacher shall advise the doctoral student in question in relation to the evaluation of the fulfillment of the mid-semester study-related requirements until the last day of the term time, while the practice grade and the signature confirming the fulfillment of the mid-semester study-related requirements for admission to the exam shall be recorded in the Neptun system and exam form. The information relating to practice grades, graded mid-semester tests, as well as the granting or refusal of signatures needed for admission to exams shall be provided to doctoral students in writing, via the Neptun system.
- (9) For any written exam or graded partial exam, the teacher concerned is obliged to check and correct the examinations until the last day of the exam time at the latest, and record the results on the test forms and in the Neptun system. The grade shall be entered by the teacher on the test as well. The doctoral student shall be notified in writing about the awarded grade, via the Neptun system.
- (10) Doctoral students registering for oral exams are obligated to print out the performance evaluation sheet from the Neptun system and bring it to the exam. In the absence of the performance evaluation sheet, the exam may be taken only at the doctoral student's express request, and in this case the student irrevocably waives the right to be provided a hardcopy certification of the grade earned at the given exam.
- (11) At oral exams, the grade earned by the doctoral student shall be recorded by the examiner in the exam form and the student's performance evaluation sheet. The examiner shall ensure the entering of the qualification of the oral exam in the Neptun system on the working day following the exam at the latest. The doctoral student shall receive an automatic Neptun message of the grade having been registered in the Neptun system.
- (12) Within 15 days following the last day of exam time, the doctoral student is authorized to file a written objection in relation to the evaluation indicated in the Neptun system, to the organizational unit in charge of holding the given exam.

(13) Based on the data recorded in the Neptun system, the head of the organizational unit shall review the doctoral student's complaint and notify the student of the correction of the error or the rejection of the objection. In the case of oral exams, the doctoral student's grade can be certified with the performance evaluation sheet or the exam form and, in the case of written exams, the exam test itself. The opinion of the examiner concerned may also be requested as necessary. In view of the objection, the only aspect that can be reviewed is whether the grade has been correctly entered in the Neptun system. The review of the content behind the grade correctly entered in the Neptun system may be initiated with the application of the general rules pertaining to legal remedy. Rejections shall be suitably substantiated. An application for legal remedy may be lodged against the rejection of the complaint in accordance with the general rules.

(14) No grades may be entered in the Neptun system for any semester that has already been closed.

Individual Programs and Preparation

Section 13 (1)¹²² A student who has prepared individually for the doctoral procedure may also participate in the doctoral program on condition that the student meets the requirements of admission and the doctoral program. In this case, the student status is established upon successful performance of the complex examination.

(2) Academic achievements and studies completed elsewhere by the doctoral student prior to the commencement of his/her studies or simultaneously to those may be recognized; they may also be used to allow the doctoral student an individual schedule (individual program).

(3) The purpose of individual programs is to allow professionals with significant experience and teaching and/or research and with documented scientific credentials (e.g. university doctorate, an adequate number and quality of publications) to obtain a doctoral degree.

(4) Due to the nature of doctoral programs in sacred theology, no individual programs are permitted in theological and canonical programs.

(5) An application for an individual program shall be indicated in the admission procedure.

(6) Individual programs may be permitted if the applicant

- a) obtained a master's degree at least three years earlier,
- b) conducts proven primary scientific research (e.g. publications, presentations held in Hungary and abroad, books, notes, etc.),
- c) is provided the possibility of performing scientific research at the workplace.

(7) If an individual program is permitted, the supervisor shall, within three months of admission and after having become familiar with the doctoral student's level of preparedness, prepare a recommendation for the student's individual program, which shall be approved by the Disciplinary Doctoral Council. The individual training scheme includes the recommendation for the recognition of credits.

(8) The Doctoral School Council shall assign advisers (from among the school's program leaders) to participants in individual programs; advisers shall monitor and help the preparation of doctoral students.

(9) In the application for admission, applicants who request an individual program (and who meet the requirements of these Regulations) may, in exceptionally justified cases, be granted exemption by the Disciplinary Doctoral Council from under the requirement pertaining to the result of the university degree.

(10)¹²³ In the application for admission, applicants requesting individual programs who exceptionally exceed the requirements laid out in these Regulations may be granted, in especially justified cases, partial or complete exemption from under the requirement in paragraph (6) (a) (pertaining to the 3 year requirement of the issuance of the master's degree) by the Disciplinary Doctoral Council.

¹²² Amended by Decision 12 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹²³ Enacted by Decision 12 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

Chapter IV

Reimbursements and Benefits

Types of support available to doctoral students

Section 14 The provisions of the Student Reimbursement and Benefit Policy govern the supports available to doctoral students and the reimbursements they shall pay.

Procedural Fees and Honoraria in Doctoral Programs

Section 15 The procedural fees and honoraria payable for obtaining a doctoral degree are determined by the University Doctoral Council. The procedural fee may not exceed three times the monthly state doctoral scholarship as at the beginning of the procedure. The procedural fees determined for obtaining a doctoral degree in the given year will be made public by the University together with the conditions for admission to the doctoral program.

Chapter V

The Teaching Activities of Doctoral Students

Section 16 (1) In the framework of academic obligations, the doctoral student may be required to perform work in relation to the institution's teaching or scientific activity for no more than twenty percent of the work hours in a full week. Doctoral students shall also be authorized to undertake teaching tasks at the University with the condition that in the average of a semester, the total working hours may not exceed fifty percent of work hours in a week.

(2) The theological and canonical doctoral programs are exceptions, where teaching tasks shall be determined by the law of the Catholic Church.

(3) Credits may be awarded for the teaching activities performed by doctoral students as determined in the curriculum. They are also due remuneration which, in case of work totaling fifty percent of full-time work, shall not be less than the minimum wage or, in case of less work, the commensurate amount.

(4) The contents, nature, and duration of the teaching activity shall be laid down in a contract. Performance shall be certified by the head of the competent institute/department.

Chapter VI

Obtaining a Doctoral Degree

General Requirements of the Doctoral Degree

Section 17 (1) The conditions for obtaining a doctoral degree:

- a) obtaining the final certificate in the doctoral program,
- b) presentation of independent scientific work with articles, studies, or some other manner,
- c) the independent solution of a scientific or artistic task in line with the requirements of the degree; the presentation of the dissertation or creation; defending the results in a public debate.

(2) Doctoral degrees can be obtained at the University in the disciplines listed in Annex 1. In the canon law program, a baccalaureate in Catholic canon law or theology equivalent to a state-recognized master's degree and a university-level law degree obtained in a single-cycle law program provided by a faculty of political and legal sciences are necessary for obtaining a doctoral degree.

(3) Doctoral students shall primarily prove their independent scientific work with articles published (partially accepted for publication) in scientific journals or volumes esteemed by the professional community, as well as in the publications of significant Hungarian and international conferences. A list and copies of publications are a condition for assessment. The supervisor shall provide a written statement on the doctoral student's publications. In the case of co-authored publications, the

statements provided by co-author(s) must also be attached, stating which part (percentage) of the work and what percentage (what part) can be considered as the doctoral student's own scientific results. If the scientific work is presented in another way, the Disciplinary Doctoral Council shall decide on its acceptance.

The Dissertation

Section 18 (1) The dissertation is a summary work describing the objectives and the new scientific results of the doctoral student (including a description of professional work, knowledge of literature, and research/creative methods). It can be written either in Hungarian or in a language approved by the Disciplinary Doctoral Council. A doctoral dissertation may not be co-authored.

(2) The dissertation shall indicate the author, supervisor, and the place and date of preparation. It shall also include the supervisor's recommendation (no more than 3 pages), a table of contents, a list of own publications, and a bibliography. Appendages (e.g. photographs, documents, etc.) may be added.

(3)¹²⁴ Dissertations shall be submitted in three printed, bound copies as well as electronically. The conditions for submitting the dissertation:

- a) a final certificate obtained in the doctoral program, and
- b) a declaration by the person submitting the doctoral dissertation that no doctoral procedures are under way in the same discipline and no doctoral defense had been unsuccessful in the past two years.

(4) Doctoral students shall submit their dissertations within three years of the complex examination. If the student is not able to meet this deadline due to childbirth, accident, or any other unexpected reason, the Disciplinary Doctoral Council may extend this deadline by no more than one year.

(5) The University shall provide for the record-keeping of the doctoral dissertation and its theses, their publication in full, and the guaranteed permanence of their storage, in line with the requirements of relevant legislation.

(6) A printed copy of the doctoral dissertation shall be kept and catalogued in the library of the competent faculty.

(7) The dissertation theses shall be attached to the dissertation. The doctoral dissertation these include:

- a) in part I: a brief summary of the research task set out,
- b) in part II: a brief description of the studies performed, the study methodology, the material collection or research methodology, and the search and use of sources,
- c) in part III: a brief summary of the scientific results in a thesis-like format, including their utilization and possibilities therefor. Utilization can be the direct or indirect practical application of the results, the promotion of the internal development of the discipline, or the expansion of other disciplines with new knowledge,
- d) in part IV: a list of publications written in the topic of the work,
- e) in the case of a dissertation that uses the results of collective research work or a printed work, the doctoral student shall provide detailed and exact information on his/her own work in the collective. The student shall first have the theses approved by the other members of the collective, who shall also declare whether they recognize the results expounded in the theses as belonging to the student.

(8) The theses shall be prepared in English or, if justified by the topic, other foreign language, in the number of copies required by the Faculty's regulations.

(9) With the exception posed by the theological and canonical program stemming from the characteristics defined by the Holy See, the dissertation shall be put up in the competent Doctoral School for a workplace discussion before it is submitted. The minutes of the discussion shall be

¹²⁴ Amended by Decision 51 of September 26, 2016 of the University Council.

attached when submitting the dissertation. The rules for the discussion are as follows:

- a) the discussion shall be organized by the competent Doctoral School on the authority of the Disciplinary Doctoral Council. The head of the discussion may not be the head of the topic of the candidate participating in organized scientific continuing education,
- b) during the discussion, it shall be ascertained whether
 - the topic of the doctoral work can be interpreted from a scientific point of view,
 - the doctoral work contains authentic data,
 - the scientific results in the doctoral work have been obtained by the doctoral student,
 - the dissertation meets the format requirements,
- c) minutes shall be drawn up of the discussion, which shall include the names of those present, the consensus regarding the issues under point b), the opinions of the participants, and whether they recommend that the dissertation be submitted after being amended as indicated at the discussion, if necessary.

(10) The doctoral dissertation - and its theses - are public. Disclosure to the public may be postponed until the date of publication of the patent or protection application. The University provides for the registration and full publication of the electronic and printed formats of the doctoral dissertation by placing and cataloguing a printed copy and an electronic copy stored on a storage device in the library of the competent faculty.

(11) The doctoral dissertation and its theses shall be deposited in the Database of Hungarian Scholarly Works in an electronic format. These shall be assigned a DOI identifier in line with international practice and made publically available.

(12) In the case of doctoral dissertations affected by patent or protection application, the publication of the doctoral dissertation and theses may be postponed until the registration of the patent or copyright, at the request of the doctoral student and with the approval of the Disciplinary Doctoral Council.

(13)¹²⁵ Submitted dissertations may not be modified or withdrawn. If the doctoral student fails to submit the dissertation within the deadline provided by these Regulations calculated from the complex examination, the dissertation may not be submitted except in a new doctoral program.

Public Debate

Section 19 (1) The doctoral dissertation shall be defended in a public debate held in the presence of a committee of assessors. The date and time of the debate shall be communicated at the University in a circular and on the Hungarian Doctoral Council website.

(2) At the request of the Doctoral Council, the two official opponents shall prepare written evaluations within two months of the term time defined in the University's regulations. The opponents shall be required to declare whether they recommend holding a public defense for the dissertation. The dissertation can be submitted to a public debate only if both recommendations are in support of it. If the recommendation of either of the opponents is negative, the faculty's doctoral council shall appoint a third opponent, who shall also be a member of the committee of assessors. If two of the evaluations reject the dissertation, it shall be rejected and the doctoral student's legal status as a student shall be terminated.

(3) If two of the opponents provide positive evaluations in support of the dissertation, it shall be submitted to public defense within two months of term time starting from the time the evaluations are received. The doctoral student shall receive the evaluations beforehand and shall provide written replies prior to the public debate and oral replies at the debate, reflecting on the comments.

(4) The debate shall be led by the chair of the committee. The opponents' opinions shall be heard during the debate. The committee shall have a quorum if at least two thirds of its members, at least

¹²⁵ Amended by Decision 51 of September 26, 2016 of the University Council.

one external member, and at least one opponent is present.

(5) In the course of the public debate, the doctoral student presents the theses of the dissertation in the form of a presentation and then responds to the comments and questions of the opponents, the members of the committee of assessors, and those present.

(6) After the debate has been closed, the committee decides on the acceptance of the dissertation in a closed session with secret voting. A grade of 1-2-3-4-5 will be awarded, with a score of at least 60% required for passing. After the vote, the chair shall publically announce the result and give justification therefor. At the doctoral student's request, the University shall issue a certificate of the dissertation defense.

(7)¹²⁶ Minutes shall be drawn up on the defense and the committee's decision. The minutes are public. If requested, the University shall provide a certificate on the results of the defense, indicating that the certificate is not equal to the conferment of the doctoral degree.

(8) At the request of the doctoral student, upon the positive opinion of the committee of assessors, and with the approval of the Disciplinary Doctoral Council, a closed defense may be held if the dissertation involves a patent procedure or contains data classified for reasons of national security.

(9) The University Doctoral Council shall decide on the conferment of the doctoral degree based on the successful doctoral program and the results of the dissertation, after the suitable certification of the required language skills, upon the request of the Disciplinary Doctoral Council.

(10)¹²⁷ If two opponents reject the dissertation or if the defense is unsuccessful, the submission of a new dissertation in the same doctoral topic may be initiated on one occasion after at least two years.

(11)¹²⁸ In the theological and canon law programs, the applicable law of the Catholic Church, the Statutes of the Faculty of Theology and the Institute of Canon Law, as approved by the Holy See, and the internal regulations based on those shall replace the provisions set out in paragraphs (1)-(10) of the present Section.

The Doctoral Degree and Conferment

Section 20 (1) After having successfully defended their dissertation, the University shall issue a doctoral degree to doctoral students who have obtained a final certificate in a doctoral program. It shall include the discipline in which the candidate has been awarded the doctoral degree. The Rector's Office shall keep a register of issued doctoral degrees.

(2) A copy of the minutes containing the decision of the Disciplinary Doctoral Council and, in case of a successful procedure, the datasheet used as the basis for issuing the doctoral degree, shall be sent to the Rector's Office within a week. Based on the datasheet, the Doctoral Council's decision shall be entered in the University's doctoral register.

(3) The University shall hand over the doctoral degree at a ceremonial convocation. Doctoral students shall take a doctoral oath at the convocation. At the doctoral student's express request, the diploma may be handed over to the student without thirty days of entitlement.

(4) Persons awarded a PhD degree may use the abbreviation "PhD" or "Dr." with their name; doctors in theology and canon law may also use the respective ecclesiastical forms.

(5) A doctoral degree remains valid *ad sternum* and may be revoked only if it is indisputably proven that the conditions for its conferment had not been met. The University Doctoral Council shall decide on its revocation at the recommendation of the Disciplinary Doctoral Council.

The Conferment of Doctoral Degree with Honors

Section 21 (1) With the prior consent of the President of the Republic, the University shall confer a doctoral degree with the honorary title "Promotio sub auspiciis praesidentis Rei Publicae" on those

¹²⁶ Amended by Decision 51 of September 26, 2016 of the University Council.

¹²⁷ Amended by Decision 51 of September 26, 2016 of the University Council.

¹²⁸ The numbering amended by Decision 51 of September 26, 2016 of the University Council.

who have completed their secondary school, university, and doctoral studies with excellent results under the conditions set by the Minister of Education.

(2) A doctoral student may initiate the conferment with honors by submitting a written request to the Disciplinary Doctoral Council. The Disciplinary Doctoral Council shall forward the request, together with its recommendation, to the University Doctoral Council. The University Doctoral Council shall decide on whether to meet the request.

The “Doctor Honoris Causa” (Dr.h.c.) Honorary Title

Section 22 (1) The University may confer an honorary doctoral title (“doctor honoris causa”) on persons who perform exceptional scientific work at a foreign scientific institution. The honorary title may be awarded for internationally renowned scientific work and for activities performed in the interest of the University.

(2) Institutions and departments may initiate conferment at the competent Disciplinary Doctoral Council. Based on the recommendation, the Faculty Council with competence in the given discipline of field of science shall form an opinion. The decision on conferment shall be made by the University Council with respect to the opinion of the University Doctoral Council. The decision shall then be confirmed by the Grand Chancellor.

Nostrification of Scientific Degrees Obtained Abroad

Section 23 (1) The Disciplinary Doctoral Council may provide for the nostrification as a doctoral degree of an academic degree obtain abroad if it finds the conditions for its obtainment to be suitable or it may, with the imposition of certain additional conditions, be made to meet the requirements for obtaining a doctoral degree.

(2) The applicant for nostrification shall address the application to the Chair of the Disciplinary Doctoral Council and submit it to the Rector’s Office. The following shall be attached to the application:

- a) a certified copy of the diploma obtained abroad,
- b) a certified copy of the documents proving knowledge of a foreign language,
- c) a scientific curriculum vitae,
- d) a full list of scientific publications,
- e) proof of payment of procedural charges.

(3) The Disciplinary Doctoral Council shall examine the following:

- a) whether any of the Doctoral Schools has the authority to issue a PhD degree in the discipline included in the request;
- b) whether the foreign institution that issued the PhD (or equivalent) degree included in the application is authorized to confer a doctoral degree in the given discipline and major and whether the degree is equivalent to the PhD degree acknowledged by the Hungarian State and issued by the PPCU; if it does not have suitable information regarding this fact, it shall request information from the Education Authority;
- c) doctoral degrees in theology and canon law may be nostrified only if the condition in Section 63 of the PPCU’s Faculty of Theology Doctoral Regulations are met.

(4) If the examination provides positive answers to the conditions under paragraph (3) (a) and (b) of this Section, the Disciplinary Doctoral Council shall obtain the opinion of the Doctoral School Council with competence in the given discipline by forwarding the nostrification application and the documents of the case to it. If the examination provides negative results in regard to the first or the first two points in paragraph (3) of this Section, the Disciplinary Doctoral Council shall inform the Chair of the University Doctoral Council on the termination of the nostrification procedure - together with suitable justification. The Chair shall then inform the applicant of the decision in a letter. The applicant may submit an appeal against the decision to the University Rector within fifteen days of its receipt.

The Rector shall adjudge the appeal within fifteen days of receipt of the appeal. No appeal may be lodged against this decision.

(5) The Doctoral School Council shall examine the documents it has been forwarded from a professional point of view and shall form an opinion for or against the nostrification of the applicant's doctoral degree on behalf of the Disciplinary Doctoral Council.

(6) Based on the recommendation of the competent Doctoral School, the Disciplinary Doctoral Council shall decide on its nostrification or rejection, which it will then submit to the University Doctoral Council in writing for confirmation.

a) The decision on nostrification shall include:

- the personal data of the applicant (name, place and date of birth, mother's maiden name),
- the name and registered office of the institution that issued the original doctoral degree,
- the title of the doctoral dissertation in the original language and in Hungarian,
- the place and date of the issuance of the original diploma and its serial number and grade,
- the place and date of nostrification.

b) In the decision, professional substantiation shall be provided for rejecting nostrification.

(7) The University Doctoral Council shall pass a decision on nostrification submitted to the Disciplinary Doctoral Council:

a) if the decision is positive, it shall be submitted by the Chair of the University Doctoral Council to the University Council for confirmation.

b) if the decision rejects the application, the Chair of the University Doctoral Council shall, along with appropriate justification, notify the applicant in a letter.

The applicant may submit an appeal against the decision to the University Rector within fifteen days of its receipt. The Rector shall adjudge the appeal within fifteen days of receipt of the appeal. No appeal may be lodged against this decision.

(8) Following the decision of the University Council, the University shall issue an official certificate with the signature of the Chair of the University Doctoral Council and the University Rector to the applicant on nostrification. The certificate shall include the date of the Disciplinary Doctoral Council's decision and the number of the University Council's decision.

(9) The Rector's Office shall register the fact that nostrification has taken place and will have it reported to the Hungarian Doctoral Council within fifteen days.

(10) The Doctoral School with competence according to the nostrification shall include the person with the thus nostrified doctoral degree in its own, online accessible database.

(11) The competent Faculty shall keep the documentation of the nostrification procedure and the Rector's Office shall keep a copy of the document certifying nostrification. These documents may not be disposed of.

Chapter VII

Transitional and Final Provisions

Miscellaneous provisions

Section 24 (1) The data protection legislation in force shall apply to doctoral programs and procedures.

(2) Quality assurance of the PhD program is provided in accordance with the provisions of the University's Organizational and Operational Rules with respect to the recommendations of the Hungarian Accreditation Committee. Each doctoral school has its own Quality Assurance Plan approved by the Disciplinary Doctoral Council on the basis of the above.

Transitional and Final Provisions

Section 25 (1) These Regulations shall enter into effect on August 1, 2016 with the condition that its provisions shall first be applied to the doctoral students commencing their studies in the 2016/2017 academic year.

(2) Doctoral students who started their studies prior to the 2016/2017 academic school year are authorized and obligated to complete their studies in line with the provisions of the regulations and curriculum valid as at the commencement of their studies.

(3) Transfers from the doctoral program of another higher education institution or of the University may be requested only for a program with the same duration as the doctoral student's present program.

(4) In the doctoral program, the University shall discontinue the use of registration books starting from the end of the 1st semester in the 2015/2016 academic year. The registration books of doctoral students who started their studies before this date shall be closed by March 15, 2016 at the latest. Doctoral students with registration books may collect their closed registration books after March 15, 2016 from the organizational unit responsible for organizing the doctoral program at the given faculty. Registration books uncollected by June 30, 2016 shall be archived among the personal files of the students concerned.

XVII.4. STUDENT REIMBURSEMENT AND BENEFIT POLICY

STUDENT REIMBURSEMENT AND BENEFIT POLICY

Based on Act CCIV of 2011 on National Higher Education and in line with the provisions of the relevant government decrees and other pieces of legislation, the University Council of the Pázmány Péter Catholic University hereby enacts the following policy as an annex to its Organizational and Operational Rules.

Part I General Provisions

Policy scope and application

Section 1 (1) This Policy applies to all educational programs attended by university students at the University.

(2) The Policy shall be applicable to all persons with student status at the University, including guest students and students participating in any educational program for the obtainment of a partial education. The provisions of the Policy shall be applied in relation to fees and the rules and procedures of payments to

- a) persons without student legal status who intend to take final examinations, and
- b) other persons obliged to pay administrative fees under these Rules,

regardless of the fact that they do not have the legal status of university students.

(3) With respect to the use of financial funds related to the supports and payments of students, as well as the operation of the associated systems for the provision of information, control and legal remedies, the scope of the Policy shall cover the competent organizational units of the Faculty and the Students' Union.

(4) In view of the characteristics of purely theological education and based on the unique regulations stipulated for the proper observance of the mandatory requirements of the Holy See, the Faculty of Theology and the Postgraduate Institute of Canon Law may deviate from the provisions of the Policy.

(5) Within the framework defined in these Rules, the Faculties have the right to set out complementary provisions to these Rules. The complementary provisions added by the Faculties may not be in conflict with the provisions of the Policy - unless expressly stated otherwise by the Policy - and shall apply solely to the students studying at the Faculty concerned and only in relation to the education provided by the given Faculty.

(6) In the event of any doubt, the Rector has the right to provide for the authentic application of the Policy and to issue any provisions needed for the enforcement of the Policy, without prejudice to the Grand Chancellor's right set out in the University's Organizational and Operational Rules to provide the correct interpretation of the University's rules and regulations.

Part II Funding period

Section 2 (1)¹²⁹ A person may participate in tertiary vocational programs funded through state scholarships, including tertiary vocational, bachelor and master programs, for a total period of twelve semesters (hereinafter: funding period).

(2) For students participating in single-cycle programs exceeding ten semesters according to the program requirements, the period of funding shall not exceed fourteen semesters.

¹²⁹ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(3)¹³⁰ For students participating in doctoral programs, the period of funding shall not exceed eight semesters.

(4) Based on a decision passed by the Equal Opportunities Committee, the higher education institution may prolong the financing period of disabled students by a maximum period of four semesters, if the student's disability justifies such longer period. A suitable certification of the disability has to be attached to the application, as required by the Education and Exam Policy.

(5) The financing periods of students subject to the scope of the Benefit Act who previously participated in a bachelor education with state scholarships and were accepted to master's education with state scholarships is extended by two semesters.

(6)¹³¹ In cases where a student participates in an arts teacher training program commenced simultaneously with or following a single-cycle program other than a teacher training program within the study field of arts or in a teacher training program only available as a second master program leading to a teacher qualification following a master program other than a teacher training program in the same professional field, the period of funding determined in paragraph (1) may be two semesters longer.

(7)¹³² The financing period available for obtaining a given degree (diploma) may be up to two semesters longer than the duration of the corresponding program. The period of funding provided for a given program shall include all earlier periods during which funding was received for the same program.

Section 3 (1)¹³³ All semesters for which the student has registered - for either state funded or state scholarship-funded education - shall constitute part of the period for which funding is received.

(2) The funding period shall not include

- a) semesters commenced but not completed because of illness, childbirth or any other reason for which the student is not at fault,
- b) semesters funded but not completed because the higher education institution was dissolved without allowing students to complete their studies, provided that the student concerned was unable to complete such studies at another higher education institution,
- c) semesters completed at the dissolved higher education institution but not recognized by the higher education institution where studies were continued.

(3)¹³⁴ When calculating the funding period, semesters that were commenced but during which the student's legal status as a student was terminated for any reason also qualify as funded semesters - on condition that the student did not withdraw registration in accordance with this Policy.

(4) In the case of students who hold a higher education diploma or certificate and commence additional higher education studies after January 1, 2006 but are unable to provide evidence of paying for the previous program or of self-funding, it shall be presumed that the period of state-funded studies pursued in any cycle of higher education was seven semesters. Before enrollment, the student may submit a certificate to rebut this presumption.

(5)¹³⁵ Holding a degree or a professional qualification awarded for the completion of a higher education program shall not constitute a reason for exclusion from participation in programs funded through Hungarian state scholarships, but in cases where a student studying in any cycle of higher education simultaneously participates in a program funded by a Hungarian state scholarship and another (parallel) program in the same cycle, the available period of funding shall be reduced in each semester by the number of semesters corresponding to the number of parallel programs funded through Hungarian state scholarships.

¹³⁰ Amended by Decision 45 of June 10, 2016 of the University Council.

¹³¹ Amended by Decision 50 of September 26, 2016 of the University Council.

¹³² Enacted by Decision 50 of September 26, 2016 of the University Council.

¹³³ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹³⁴ Amended by Decision 45 of June 10, 2016 of the University Council.

¹³⁵ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

Part III

Student benefits

The frameworks available for student benefits

Section 4 (1) Student benefits are funded from:

- a) student normative funding,
- b) the normative amount of funding per person in doctoral programs,
- c) the normative funding of students receiving national higher education scholarships,
- d) normative funding for dormitory lodging,
- e) normative funding for accommodation allowance,
- f) normative funding for textbooks and course books and for sports and cultural activities,
- g) support received from other state and local government funds,
- h) a certain part of the University's own revenue.

Section 5 (1)¹³⁶ The following can be used to fund regular social scholarships, special social scholarships, and basic aid:

- a) no more than 35% of the student normative funding,
- b) no more than 90% of the normative funding for accommodation allowance, and
- c) 56% of the normative funding for textbooks and course books and for sports and cultural activities.

(2) 24% of the normative funding for purchasing textbooks and course books and for sports and cultural activities shall be used to support the publication of course books, the purchase of electronic textbooks, study aids, and equipment necessary for preparation, and the purchase of equipment aiding the education of people with disabilities.

(3) 20% of the normative funding for textbooks and course books and for sports and cultural activities shall be used to support cultural and sports activities.

(4) No more than 10% of the normative funding for accommodation allowance may be used for leasing dormitory space and renewing dormitories.

(5) 1% of the normative funding for students shall be used to support student and doctoral unions.

(6) The entire institutional amount of dormitory support shall be used for maintaining and operating dormitories. The Dormitory Regulations and the complementary provisions added by the involved Faculties to this Policy include the provisions pertaining to the use of the support and dormitory reimbursements.

(7)¹³⁷ At least 57% of the normative funding for students shall be used for academic scholarships and support for participation in practice periods.

(8) No more than 7% of the student normative funding may be used for institutional vocational, scientific, and public scholarships; of this amount, no more than 3% may be used for public scholarships.

Common rules for student benefits

Section 6¹³⁸ (1) The Finance and Technical Directorate shall provide data every semester on basic aid, regular social scholarships, and the framework amount that can be used for the purposes of extraordinary social scholarships. Every year be February 28 and September 30, respectively, the Student Welfare Committee shall decide on the amount that can be devoted to basic support, regular social scholarship, and the extraordinary social scholarship.

(2) The other framework amounts available to ensure the availability of such support shall be specified separately for each Faculty, after the framework amounts of the basic support, regular social scholarship, and extraordinary social scholarship are defined.

¹³⁶ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹³⁷ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹³⁸ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

(3) By February 28 or September 30, respectively, of each year, the competent Dean shall determine the framework amounts that can be transferred - within the limits of these rules - to students based on the various forms of support (with the exception of basic support, regular social scholarship, and extraordinary social scholarship) in line with the recommendation of the Faculty organization of the Students' Union.

(4) Within the limits of this Policy and the budgetary framework of the given Faculty, the framework amounts may be reallocated where justified. In respect of the framework amounts for basic support, regular social scholarship, and extraordinary social scholarship, the Student Welfare Committee decides, and in the case of other forms of support, the Dean decides on such reallocation at the initiation of the Faculty Students' Union organization or the Faculty's finance manager. In justified cases, the Student Welfare Committee may reallocate amounts from the framework set aside for basic support, regular social scholarship, and extraordinary social scholarship for the purposes of other support; such reallocation may not exceed the student normative part.

(5) The sphere of students eligible for support shall be specified separately for each Faculty in the case of basic support, regular social scholarship, and extraordinary social scholarship and at the Institutional level in the case of other types of support.

Section 7 (1) The support is provided for certain periods of time and if so decreed by the Policy is a lump sum. The amount of support granted for the period must be set for a semester (5 months), in monthly installments.

(2) Unless otherwise provided in the Policy, support shall be paid to the student in the form of financial support.

(3) Support payments for the period shall be made no later than the 10th day of each month, with the exception of the first month of study semesters.

(4) Students who submit a deferred enrollment / registration applications may receive support only after the month following enrollment / registration.

(5) Financial support shall be paid by the University by transfer to the student bank accounts entered in the Neptun system.

(6) If the student's student status is terminated or suspended for any reason during the semester, the student's benefits shall be paid until the month during which the legal relationship was terminated or suspended.

(7) If the financial support cannot be paid to the student because the obligation to submit the data required for payment has not been fulfilled despite a written request to do so, the student's claim against the University as regards the support shall expire on the last day of the exam period of the following semester.

(8) In the case of support awarded on the basis of a call for proposals, the deadline for submitting the application is non-appealable. In the case of tenders submitted by mail, the date of submission is the day when the tender is received by the competent Faculty.

Section 8 (1)¹³⁹ Students may only receive support in the form of

- a) regular social scholarships,
- b) extraordinary social scholarships,
- c) Bursa Hungarica Higher Education Local Government Scholarship,
- d) ministerial scholarships paid to foreign students,
- e) basic support,
- f) support for participation in practice periods,
- g) doctoral degree scholarships, and
- h) national higher education scholarships

from only one higher education institution at a time.

¹³⁹ Amended by Decision 69 of June 27, 2017 of the University Council.

(2) Students who have a student status at more than one higher education institutions at the same time may receive the support under paragraph (1) from the higher education institution with which the state-funded student status was established earlier.

(3) In the case of jointly-announced education programs held on the basis of institutional agreements and providing two majors (a non-religious major and a religion teacher (catechist) or teacher of religious education major), students may receive support from the public higher education institution.

(4) The fact that a student receives a scholarship from another higher education institution does not exclude the possibility of winning or receiving an academic scholarship. Students who are studying more than one major at the University simultaneously are authorized to receive a scholarship per each major.

Academic scholarships

Section 9 (1) ¹⁴⁰ An academic scholarship is a benefit that can be granted for one semester to full-time students with active status in state-funded bachelor education programs, in single-cycle programs, master programs, and tertiary vocational programs.

(2) ¹⁴¹ The scholarship entitlement and the scholarship amount shall be based on the adjusted credit index of the previous active academic semester, where the students who are eligible for the scholarship are ranked on the basis of the corrected credit index of the previous active semester per each Faculty or- if the Faculty has any supplementary provisions to this Policy - the majors, the levels or study fields, or the education forms within the Faculty.

(3) Within the framework of this Policy, the Faculty Students' Union organization makes recommendations

- a) on the percentage of the ranked students that should receive scholarships, and
- b) on the amount of the academic scholarship to be awarded based on the individual credit index results.

(4) When drawing up its recommendation, the Faculty Students' Union organization shall take into consideration the following:

- a) a maximum of 50% of the students participating in state-funded full-time education may receive scholarships,
- b) the monthly amount of the study scholarship determined for each student has to be at least equal to 5% of the student's normative rate,
- c) within the given student ranking, the entitlement and the amount of the scholarship should express the purpose of supporting good and outstanding student performance,
- d) the amount of the proposed academic scholarship at the Faculty may not exceed the amount available for that purpose determined for the given Faculty.

(5) Students enrolled in single-cycle and bachelor's programs at the University will not receive an academic scholarship in the first semester following enrollment to the given major.

(6) Students enrolled for master programs are eligible for a scholarship in the first semester of their studies in accordance with the general rules, with the condition that they shall be ranked based on their admissions scores instead of according to the adjusted credit index of the previous active academic semester. Students who suspend their student status prior to the completion of the first semester are not entitled to a scholarship for the first active academic semester.

(7) In the first academic semester following their enrollment, students admitted to a state-funded program at the University by way of a transfer shall be ranked according to their corrected credit indexes in the last active semester at the previous higher education institution or, in absence of such, shall not be eligible for academic scholarships in the semester.

(8) At the recommendation of the Faculty Student's Union organization, the Dean of the Faculty decides on awarding scholarships and on their amounts.

¹⁴⁰ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹⁴¹ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

National higher education scholarships

Section 10 ¹⁴² (1) A national higher education scholarship is awarded for an academic year (10 months) with a monthly amount equal to one-tenth of the amount set out in the Budget Act.

(2) A national higher education scholarship may be awarded to a student attending a bachelor or master degree program and who has registered for at least two semesters during the present or previous studies and has obtained at least 55 credits.

(3) Announcement of the national higher education scholarship tender at the Faculty together with the aspects of evaluation will take place no later than 30 days before the deadline for the application.

(4) Proposals may be submitted with the relevant form, with the published and required annexes, and by the announced deadline, at the designated organizational unit of the Faculty concerned.

(5) The evaluation and scoring of the applications shall be carried out by the competent organizational unit of the involved Faculty as specified in the supplementary provisions of this Policy. The scores shall be published in the manner customary at the location. Legal remedy may be sought against scoring within the deadline set out in the notice, which is dealt with by the Dean of the concerned Faculty - or the designated Assistant Dean - in a separate procedure. The Faculty shall submit the proposals of all applicants to the University Council.

(6) National higher education scholarship applications shall be evaluated by the University Council.

(7) The national higher education scholarship awarded for a given academic year may be paid only in the given academic year.

(8) If the student's student status is terminated or suspended for any reason, the national higher education scholarship may not be paid either. In the case of studies ending in an odd number of academic semesters according to the training period, the entitlement to a national higher education scholarship will not be terminated if the student continues studies in the second semester of the given academic year.

(9) Students awarded national higher education scholarships cannot be excluded from academic scholarships.

Institutional professional, scholarly, and public scholarships

Section 11 (1)¹⁴³ Institutional professional, scholarly, and public scholarships may be awarded to students participating in full-time bachelor education programs, in single-cycle programs, master programs, tertiary vocational programs, and doctoral programs who perform activities above and beyond the requirements laid out in the curriculum.

(2) A scholarship may be awarded as a periodic benefit of up to one semester or as a benefit paid in one lump sum.

(3)¹⁴⁴ The maximum amount of scholarships awarded to a student in one academic semester:

- a) in the case of a monthly allowance, no more than 100% of the annual normative amount of the national higher education scholarship,
- b) in the case of a lump sum payment, no more than 100% of the annual amount of the student's normative rate.

(4) The Dean of the given Faculty may derogate from paragraph (3) in duly justified cases.

(5) Activities beyond the curricular requirements include, in particular:

- a) participation in the OTDK [National Conference for Student Researchers],
- b) active participation in the educational and research activities of the University, as well as demonstration activities,
- c) additional support for studies abroad,
- d) travel subsidy for educational or public trips organized by the Faculty,
- e) outstanding public activities.

¹⁴² Amended by Decision 69 of June 27, 2017 of the University Council.

¹⁴³ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁴⁴ Amended by Decision 69 of June 27, 2017 of the University Council.

(6) The scholarship may be awarded on the basis of a tender for an activity or, exceptionally, as a lump sum benefit paid subsequently as an acknowledgment of outstanding student performance.

The application must be submitted in writing to the relevant organizational unit at the Faculty, as specified in the supplementary provisions to the present Policy. The application must be accompanied by appropriate supporting evidence of the activity underlying the support.

(7) If they are awarded the scholarship, students applying for a scholarship for the purpose of performing an activity in the future are obligated to provide proof, no later than the last day of the academic semester in question, of having commenced the activity. Failure to do so will result in a requirement to pay back the full amount of the provided scholarship.

(8) The award of the scholarship is decided upon by the Dean of the Faculty at the recommendation of the Faculty Students' Union organization.

Professional practice period scholarships

Section 12 (1) Professional practice period scholarships can be awarded for no more than one semester, on the basis of an application, to full-time students with active status in state-funded bachelor education programs, in single-cycle programs, and master programs, who participate in practice periods of no more than half a year as defined in the training and output requirements.

(2) A scholarship may be awarded to a student who completes the practice period at a place other than that of the relevant training and does not receive dormitory accommodation at that place, and the distance between the practice period and the place of residence is at least 50 km.

(3) The monthly amount of the professional practice period scholarship may not exceed 10% of the annual amount of the student's normative rate.

(4) The award of the scholarship is decided upon by the Dean of the Faculty at the recommendation of the Faculty Students' Union organization.

Doctoral scholarship

Section 13 ¹⁴⁵ (1) A doctoral student participating in state-funded full-time education shall receive the doctoral scholarship defined by law.

(2) No other students are entitled to receive doctoral scholarships.

Common rules for student benefits awarded based on need

Section 14 (1) When assessing the social status of a student, account shall be taken of

- a) the number and income status of the persons living, registered, or legally resident in the property of the student's home address;
- b) the distance between the place of education and the place of residence, and the duration and cost of the journey,
- c) if the student does not reside in a joint household as defined by the Act on Social Security, the costs of living,
- d) in the case of disadvantaged students, the amount they have to pay for the purchase and maintenance of special equipment, special travel needs, and the use of a personal assistant or sign language interpreter,
- e) regular healthcare costs of the student or his/her close relative living in the same household,
- f) the number of dependents living in the same household as the student, especially with regard to the number of supported children,
- g) the costs of caring for a dependent in need of care.

(2) When calculating income, the monthly average of the last three months and the twelfth of the last twelve months shall be taken into account as income that can be measured regularly on a monthly basis. At the student's request, certified future income changes must also be taken into account.

(3) The qualification of the student's social status shall be determined by means of an institutionally uniform, objective point system.

¹⁴⁵ Amended by Decision 45 of June 10, 2016 of the University Council.

(4)¹⁴⁶ The social status of applicant students, except in the case of an extraordinary social scholarship, shall be examined once every academic semester uniformly at the institutional level. The results shall be used for the purpose of assessing both social scholarships and dormitory acceptance, as well as all other need-based benefits. The social status is examined when the regular social scholarship is requested, on the basis of the data in the Neptun system and the other certificates submitted by the student. Students are authorized to request at any time, by submitting the applicable certificate, that the competent faculty organizational unit record or amend of the data that can be entered in the Neptun system and that is relevant from the aspect of the student's social situation. Students may submit data (and the proof therefor) relevant from the aspect of the student's social situation but not entered in the Neptun system simultaneously to a request for regular social support. The members of the Student Welfare Committee and judges appointed by the Student Welfare Committee shall check and score the data on the basis of the evaluation system.

(5) ¹⁴⁷ Benefits provided on a need-based basis may be awarded on request only, on the basis of the consideration of social conditions. The Student Welfare Committee shall decide on awarding basic support and regular and extraordinary social scholarships. The University Rector shall approve the Committee's decision.

(6) The applying student shall be liable for providing evidence of the veracity of the application contents.

Basic support

Section 15 (1)¹⁴⁸ A student establishing a student legal status for the first time in a state-funded, full-time tertiary vocational program, bachelor program, or single-cycle program is due, upon request, basic support equal to 50% of the student normative amount as of first registration, if he/she:

- a) is in need for reasons of disability or a health condition,
- b) suffers from multiple disadvantages,
- c) is the breadwinner,
- d) has a large family,
- e) is an orphan
- f) is disadvantaged,
- g) has a guardianship terminated due to age,
- h) is a half orphan.

(2) A student establishing a student legal status for the first time in a state-funded, full-time master program is due, upon request, basic support equal to 75% of the student normative amount as of the first registration, if he/she meets the conditions laid out in paragraph (1).

(3)¹⁴⁹ Students can submit applications for basic support via the Neptun system within a week following the last day of the registration period. The application shall automatically include the student's data relevant to the social situation as registered in the Neptun system, meaning these can only be amended prior to the submission of the application.

Regular social scholarships

Section 16 (1) A regular social scholarship is a monthly allowance for a training period based on the social status of the student, which can be awarded to students entitled to social benefits.

(2)¹⁵⁰ Applications for regular social scholarships shall be submitted via the Neptun system between the last day of the registration period in the given semester and 2:00 PM on the second Friday of term time.

¹⁴⁶ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁴⁷ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁴⁸ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹⁴⁹ Enacted by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁵⁰ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

The application shall automatically include the student's data relevant to the social situation as registered in the Neptun system, meaning these can only be amended prior to the submission of the application.

(3) The monthly amount of the regular social scholarship shall not be less than 20% of the annual student normative amount, if the student is entitled to a regular social scholarship based on social situation, and

- a) is in need for reasons of disability or a health condition,
- b) suffers from multiple disadvantages,
- c) is the breadwinner,
- d) has a large family, or
- e) is an orphan.

(4) The monthly amount of the regular social scholarship shall not be less than 10% of the annual student normative amount, if the student is entitled to a regular social scholarship based on social situation, and

- a) is disadvantaged, or
- b) has a guardianship terminated due to age, or
- c) is a half orphan.

(5) The monthly amount of the regular social scholarship shall not be less than 10% of the annual student normative amount, if the foreign student receives a ministerial scholarship granted for other than a bachelor program.

(6) The existence of the conditions set out in paragraphs (3)-(4) shall not in itself give entitlement to a social scholarship and define only the minimum amount of the allowance the student is qualified to receive if the student is determined, by way of a procedure performed in line with this Policy, to be eligible for a social scholarship, after all circumstances have been taken into account.

Extraordinary social scholarship

Section 17 (1)¹⁵¹ An extraordinary social scholarship is a lump-sum benefit paid to mitigate the unexpected deterioration of a student's social status, which can be awarded to students entitled to social benefits.

(2) The judgment of the extraordinary social scholarship is based on the sudden and unforeseeable deterioration in the student's living conditions, with the condition that an extraordinary social scholarship can be granted only to the student who, after the change in social situation, would also have been eligible for a normal social scholarship under the general rules.

(3)¹⁵² Exceptional social scholarships are not excluded even if the student receives regular social support, provided that the underlying circumstance was not yet known when applying for regular social support.

(4)¹⁵³ Applications for extraordinary social scholarships shall be submitted via the Neptun system. The application shall automatically include the student's data relevant to the social situation as registered in the Neptun system, meaning these can only be amended prior to the submission of the application.

(5) Decisions on received student applications must be made at least once a month. Payment must be provided within eight workdays of the approval of the decision.

Bursa Hungarica Higher Education Local Government Scholarship

Section 18 The conditions for submitting a tender for the award of the Bursa Hungarica Higher Education Local Government Scholarship and the detailed rules for granting the scholarship are determined by law.

¹⁵¹ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁵² Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁵³ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

Ministerial scholarship for foreign citizens

Section 19 (1) The University provides for the payment of the ministerial scholarship to students participating in state-funded education at the University on the basis of a bilateral international treaty and to students participating in state-funded education under the Benefits Act.

(2) The conditions for submitting a tender for the award of the scholarship announced for the students under paragraph (1) and the detailed rules for granting the scholarship are determined by law.

Section 20 (1) For each academic year, the minister responsible for education may grant a scholarship to non-Hungarian students participating in fee-paying or self-funding education.

(2) Announcement of the ministerial scholarship tender at the Faculty together with the aspects of evaluation will take place no later than 30 days before the deadline for the application. The call for proposals will also be published on the website of the relevant ministry.

(3) Proposals may be submitted with the relevant form, with the published and required annexes, and by the announced deadline, at the designated organizational unit of the Faculty concerned. Received applications that meet the formal requirements will be submitted by the Faculty to the Rector of the University.

(4) Proposals received are ranked by the Rector, and then the ranked applications are submitted to the organization specified by law.

Other scholarships

Section 21 (1) At the student's request or as a reward at the Faculty's own expense a lump sum or a regular allowance paid for a maximum of one academic semester may be provided for the following purposes:

- a) supporting self-funding students with outstanding academic achievements,
- b) contributing to the publication of a student's publication,
- c) supporting scientific student work,
- d) supporting studies abroad (e.g. Erasmus, Leonardo, etc.),
- e) as a reward for the student on the basis of outstanding academic, cultural, or public activity,
- f) travel support for educational or public tours organized by the Faculties.

(2) In addition to those outlined in paragraph (1), the Dean may also set up other scholarships at the Faculty's own cost. The establishment of the scholarship, the scope of potential applicants and entitled persons, the terms of the scholarship, the evaluation criteria, and the manner and deadline for applying must be laid down in writing and published in the customary manner.

(3) The Student's Union may make recommendations for the establishment or granting of other scholarships.

(4) Decisions on the granting of other scholarships shall be made by the Dean of the Faculty or the person or body designated for the relevant scholarship.

The obligation to issue course books

Section 22 (1) The University uses the amount available for supporting the issuance of course books

- a) to issue printed or electronic course books,
- b) to assist in providing those to students, and
- c) to purchase tools that help students with disabilities.

(2) The Dean of the Faculty concerned shall decide on the allocation of the available resources by legal title and the manner of their use - by requesting the preliminary opinion of the Faculty Students' Union organization.

Supporting cultural and sports activities

Section 23 (1) Cultural activities include, in particular, cultural activities, event organization, career counseling, lifestyle, study, and mental health counseling organized or provided for students.

(2) Sports activities include, in particular, activities organized and provided for students for physical exercise, sports, racing, healthy lifestyles, and lifestyle counseling.

(3) The Faculty Student's Union organization shall make recommendations to the Dean of the Faculty each year, when submitting its budget, in order to ensure the provision of sports and cultural activities.

Supporting the functions of student interest representation

Section 24 (1) The daily costs for the operation of the organizations, in particular office supplies and the purchase and maintenance of computers, shall be financed from the budget for the operation of the Student's Union and the Doctoral School.

(2) The Faculty Student's Union organization shall make recommendations to the Dean of the Faculty each year, when submitting its budget, in regard to the use of the framework amount.

Dormitory accommodation

Section 25 The detailed rules pertaining to dormitory accommodation are set out in the Dormitory Regulations of the Pázmány Péter Catholic University.

Part IV

Rules for reclassifying students between state scholarships and self-funding

Section 26 (1) ¹⁵⁴ A student participating in training funded by a state-scholarship shall be reclassified as self-funding if:

- a) the student exceeds the applicable period of support,
- b) the student exceeds the training time of the particular education program which he/she is studying by two semesters,
- c) the student failed to obtain at least 18 credits in the course of the given non-doctoral program in the average of the last two semesters in which the student status was not suspended or in which the student did not participate studying courses abroad in an EEA State (as approved by the University and to be included in the student's studies), or if the student failed to achieve the weighted average in grades required by this Policy,
- d) the student so requests or withdraws his or her statement of acceptance of the terms of the training.

(2) In the case of students studying more than one major, the reasons for reclassification to self-funding education form shall be examined both per each major and in aggregate.

(3) Students are authorized to request, in writing, the Registrar's Office to provide reclassification to self-funding programs, prior to the commencement of the given semester, no later than January 31 and July 15, respectively. A change in the form of financing may not be requested for the relevant semester after the above dates. The application for a change in the form of financing may not be for a set term.

(4) In the decision for reclassification at a given major, the following students do not have to be taken into account:

- a) who have studied for no more than one training period, or
- b) who were unable to complete their semester due to sickness, childbirth, or any other reason not attributable to the student, provided that such reason was duly substantiated by the last day of the exam time of the previous study period.

(5) A student reclassified as self-funding must sign a student employment contract by the last day of the registration period.

If a student reclassified to self-funding status refuses or fails to sign the student employment contract, the student's student status shall terminate on the first workday following the last day of the registration period.

¹⁵⁴ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

(6)¹⁵⁵ Students participating in fee-paying programs can be reclassified only to state-funded, and self-funding students can be reclassified only to state-scholarship status. Students receiving state scholarships can be reclassified only to self-funding and students in state-funded programs can be reclassified only to fee-paying status.

(7) Students are authorized to request, in writing, the Registrar's Office to provide reclassification to self-funding and fee-paying programs, prior to the commencement of the given semester, no later than January 31 and July 15, respectively. A change in the form of financing may not be requested for the relevant semester after the above dates. The application for a change in the form of financing may not be for a set term.

(8) In the decision for reclassification at a given major, the following students do not have to be taken into account:

- c) who have studied for no more than one training period, or
- d) who were unable to complete their semester due to sickness, childbirth, or any other reason not attributable to the student, provided that such reason was duly substantiated by the last day of the exam time of the previous study period.

(9)¹⁵⁶ A student reclassified as self-funding must sign a student employment contract before registering. If a student reclassified to self-funding status refuses or fails to sign the student employment contract, the student's student status shall terminate on the first workday following the last day of the registration period.

(10) In procedures initiated after the dates specified below, the weighted cumulative average grades referred to in paragraph (1) c) for each study field shall be understood as the averages in the following table:

Study field	September 1, 2016	September 1, 2017	September 1, 2018	September 1, 2019	September 1, 2020
Humanities	2.5	2.75	3.0	3.25	3.5
Economics	2.25	2.5	2.75	3.0	3.0
Computer Science and Information Technology	2.25	2.5	2.75	3.0	3.0
Law	2.25	2.5	2.75	3.0	3.0
Public Administration, Law Enforcement, and Military	2.25	2.5	2.75	3.0	3.0
Engineering Science	2.25	2.5	2.75	3.0	3.0
Teacher Training	2.5	2.75	3.0	3.25	3.5
Social Sciences	2.5	2.75	3.0	3.25	3.5
Theology	3.0	3.0	3.0	3.0	3.0

Section 27 ¹⁵⁷ (1) If the student status of a student accepted to study as part of the quota for Hungarian state scholarship-funded students is terminated before completion of his/her studies or the student pursues studies in a self-funding format for any reason, the University may replace the student with another self-funding student, at the request of such student.

(2)¹⁵⁸

(3) The reclassification decision shall be made per each Faculty and training cycle, as well as per full-time and correspondence education programs and, within these, according to study fields or majors, in accordance with the Faculty's supplementary provisions to the Policy.

(4) The application for reclassification must be submitted using the Neptun system, no later than within 5 working days of the last day of the exam period of the respective spring semester.

¹⁵⁵ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹⁵⁶ Enacted by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹⁵⁷ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹⁵⁸ Repealed by Decision 41 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

(5)¹⁵⁹ The following shall be decided for the reclassification decision:

- a) the number of students with state scholarships whose student status has been terminated in the given academic year and major before acquisition of the final certificate,
- b) the number of students with state scholarships who have been reclassified as self-funding,
- c) the number of students who have, as of the closed semester, already made use of the funding period available for the given major,
- d) the number of students requesting reclassification for the given places.

Applicants are ranked on the basis of their cumulative adjusted credit indexes, and available positions are then filled according to the ranking, with the condition that the same decision applies to students with the same rankings, and that a student that should be reclassified as self-funding under the provisions of this Policy may not be reclassified to a state scholarship financing program.

(6)¹⁶⁰ Students reclassified to a state scholarship program have to declare - in line with the rules set out by relevant legislation - their acceptance of the training conditions before registering. If a student who has been reclassified to a state scholarship form refuses such declaration, studies may only be continued in a self-funding program, and the student may be replaced by a self-funding student who properly requested such reclassification but whose application was rejected due to lack of positions.

Section 28 (1) The Dean of the Faculty with competence according to the student's studies shall make the decision on reclassification, based on information provided by the Registrar's Office.

(2) ¹⁶¹ The decision on reclassification pursuant to Section 26 (1) c), Section 26 (3) c), and Section 27 of the Policy shall be communicated to the student no later than July 31.

(3) Students who are not reclassified will continue their studies in the same financing form in the following academic year as before.

(4)¹⁶²

Part V **Student fees**

Common rules for fees

Section 29 (1) The students of the University may only be required to pay the costs and fees specified in the Policy in connection with their student status. Claims stemming from other than the student status shall be governed by the general rules of civil law.

(2) Under this Policy, a fee may also be claimed from those who are not students of the University but receive a training service which can be received within the framework of a student relationship as well.

(3)¹⁶³ For the purposes of this chapter, the rules pertaining to participants in self-funding programs and to self-funding shall be suitably applied to the participants in fee-paying training and to the reimbursement fees applicable to them.

(4) The various payments made by students shall be made electronically by bank card via the Neptun system. For certain types of payments, the Faculties in their supplementary provisions to the Policy - may allow other methods of payment - especially if the paying party is not a student at the University or is not included in the Neptun system.

(5) If the student pays the fee by any other method than through the Neptun system - or the otherwise required method - such payment cannot be considered as performance of the payment obligation and does not result in eligibility for the service. Students are entitled to reclaim such payments in line with the general rules.

¹⁵⁹ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁶⁰ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁶¹ Amended by Decision 45 of June 10, 2016 of the University Council.

¹⁶² Repealed by Decision 13 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹⁶³ Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

(6)¹⁶⁴ The payment obligation shall be considered to have been fulfilled when the bank card payment is made via the Neptun system or the transferred amount is credited in full to the University's bank account.

Tuition

Section 30 (1) In the subsequent training period, the Dean of the competent Faculty determines the governing amount of the tuition for the first academic year per each major and for the various education programs. The amount will then be published in the Admissions Information and the Educational Information.

(2) The amount of tuition governing for the first semester may be determined

- a) as a fixed amount for a semester, irrespective of the actual academic activity, or
- b) as a per-credit rate calculated on the basis of the number of credits taken by the student in the given academic semester.

(3)¹⁶⁵

(4)¹⁶⁶ The amount of tuition cannot be changed during the training period.

(5)¹⁶⁷ The amount of the tuition shall be included in the student employment contract.

(6)¹⁶⁸ For students that are reclassified as self-funding students for any reason, the tuition shall be equal to the amount of tuition determined in the academic year in which the given student started the first semester as a self-funding student. If the given training program has not been advertised in the given academic year as a self-funding program, the amount of the reimbursement fee shall be equal to the tuition of the self-funding program with the same training time and education program (or, in absence of such, the same training cycle) announced by the Faculty, which has the lowest tuition. This rule also applies to students who start self-funding programs and are reclassified to state scholarship funded programs if they are returned to self-funding status for any reason.

Payment of tuition

Section 31 (1)¹⁶⁹ Tuition shall be payable by the due date of payment determined by the schedule for the academic year. Should the due date of payment be ignored, the student's enrollment/registration for the given major shall be invalid and, unless the student is entitled to continue studies at another major during the given semester, the student status shall be suspended.

(2) Unless otherwise required by the Policy, tuition shall be payable with bank card via the Neptun system.

(3)¹⁷⁰ The amount of the tuition is fixed by the competent staff of the Faculty until the deadline specified in the schedule for the academic year, and is verified on the Neptun system. The staff of the Accounting and Finance Department, at the time specified in the schedule for the academic year, provide for the announcement of the cost of tuition on the basis of the data in the Neptun system.

Other service fees

Section 32 (1) Persons utilizing the following services may be obligated to pay the associated fees:

- a) Teaching, in any language that is different from Hungarian, any subject described in Hungarian and set out in the bachelor and master curricula as to be taught in Hungarian.
- b) Things produced with the University's assets and transferred to the student's ownership.
- c) Use of the University's facilities in any manner not closely associated with education.

(2)¹⁷¹

¹⁶⁴ Enacted by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁶⁵ Repealed by Decision 2016 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

¹⁶⁶ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹⁶⁷ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹⁶⁸ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹⁶⁹ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹⁷⁰ Enacted by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁷¹ Repealed by Decision 13 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

(3) By May 31 of the previous academic year, the University Council shall decide on the fees defined in paragraphs (1)-(2) for the given academic year, in view of the proposal provided by the Finance and Technical Directorate and the Educational Directorate, as agreed with the Deans of the Faculties. This decision may also extend to establishing certain fees at specific Faculties only or to making certain services free of charge in the given academic year. The decision shall also prescribe which fees have to be paid via the Neptun system.

Section 33 (1) A service fee shall be payable by anyone who - by way of their conduct or any other reason under their control - forces the institution to administer any separate procedure in addition to the services financed from the reimbursement fee or state funds as defined in this paragraph.

(2)¹⁷² Fees that can be collected on the basis of these Rules:

1. Dean's application fee: A fee payable in relation to procedures to be administered on the basis of any application that is submitted in matters for which the Dean or competent Assistant Dean has competence in the first instance, pursuant to the provisions of the Education and Exam Policy.
2. Student card surcharge: A fee payable for the replacement of student cards or stickers.
3. Doctoral degree award outside student legal status: A fee payable by any person who initiates the procedure for the obtainment of a degree after the termination of doctoral student status.
4. University printer usage fee: A fee payable for the printing services performed for the student with the use of any printer operated by the University.
5. Permitted subject cancellation: A fee payable for the cancellation of any subject - in the framework of the procedure defined in the Education and Exam Policy - for which the student has registered beyond the subject registration period.
6. Institutional procedural fee for admission: A fee payable for applying to postgraduate specialist training, religious education, or doctoral education.
7. Habilitation procedural fee: A fee payable for the habilitation procedure to be administered by the University.
8. Habilitation certificate issuance fee: A fee payable for the issuance of the certificate based on the habilitation procedure to be administered by the University.
9. Application fee for the recognition of work experience: A fee payable for the procedure to be administered for the recognition of any knowledge earned earlier or work experience, as part of the studies in the framework of the relevant procedure defined in the Education and Exam Policy.
10. Late fee: A fee charged for supplemental administration to persons who fail to arrange study matters or fulfill the tuition fee payment obligation in a timely manner, and that can be established in different amounts in association with certain specific study-related case types.
11. Library late fee: A fee determined for cases when borrowed books are returned late.
12. Application fee for the recognition of credits: A fee payable for the procedure to be administered on the basis of any application for the recognition of credits, submitted to the Credit Transfer Committee pursuant to the relevant provisions of the Education and Exam Policy.
- 13.¹⁷³
14. Licentiate comprehensive exam fee: A fee payable in conformance to special Faculty rules.
15. Graduation ceremony fee: A fee specified for the non-obligatory ceremonial handing over of the diploma, which may consist of various fee items.
16. Document copy issuance fee: A fee payable for the issuance of copies of certain study-related documents, and that may be established in different amounts for the individual types of documents.

¹⁷² Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹⁷³ Repealed by Decision 2016 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

17. Certified document copy issuance fee: A fee payable for the issuance of certified copies requested of original documents kept by the University records.
18. ¹⁷⁴Postage fee: A fee including the postage fees for mailing the certifications or other study-related documents requested by the student (or former student), and the cost of additional administration incurred by the postal service, which can be determined in different amounts depending on the amount of documents to be mailed and depending on the current postal tariff.
19. Replacement fee: A fee payable for the replacement of certain objects of small value (e.g. entrance card) provided to students free of charge in association with university student status. The fee may vary according to the individual objects.
20. Application fee for the Rector's decision on equity: A fee payable for the procedure to be administered on the basis of an application for the Rector's decision on equity, submitted pursuant to the relevant provisions of the Education and Exam Policy.
21. Fee for the modification of the cost payer of invoices: If a third person has agreed to pay the student's tuition but the student fails to fulfill the associated registration obligation in a timely manner, the student is obliged to pay this fee.
22. Application fee to the Study Committee: A fee payable in relation to procedures to be administered on the basis of any application that is submitted in matters for which the Study Committee is competent in the first instance, pursuant to the provisions of the Education and Exam Policy.
23. Subject registration fee after the deadline: A fee payable for registering subjects after the permitted deadline pursuant to the relevant provisions of the Education and Exam Policy.
24. ¹⁷⁵Subject registration fee from the third registration: A fee payable for course registration from the third or any further registration.
25. Fee for the recognition procedure of continuing education: A fee payable for the recognition of studies in foreign countries for the purpose of continuing education.
26. Nostrification of scientific degrees: A fee payable for the nostrification of scientific degrees obtained abroad.
27. Exam fee: A fee payable for the third and any subsequent exams taken in the same subject. As regards the determination of the fee, all such exams shall be taken into consideration that the student has started, or that the student has failed to attend without having withdrawn registration in line with the relevant regulations. The fee may be determined in different amounts for the individual types of exams.
28. Final examination fee: A fee payable for the second and any subsequent registrations for the final examination.

(3) By May 31 of the previous academic year, the University Council shall decide on the fees defined in Section (2) for the given academic year, in view of the proposal provided by the Finance and Technical Directorate and the Educational Directorate, as agreed with the Deans of the Faculties. This decision may also extend to establishing certain fees at specific Faculties only or to making certain services free of charge in the given academic year. The decision shall also prescribe which fees have to be paid via the Neptun system.

Section 34 (1) Unless required by the Policy, the payment of the prescribed fee shall be a prerequisite for the evaluation of applications or the use of other services.

(2)¹⁷⁶ In association with the service fees payable via the Neptun system, the student shall provide for entering the necessary item of payment in the Neptun system before paying the fee. The student has the right to cancel any entered item until 8:00 PM on the day of posting without any consequences.

¹⁷⁴ Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁷⁵ Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁷⁶ Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

(3)¹⁷⁷ If the student does not cancel the financial item entered by the student in the Neptun system as defined in paragraph (2) or fails to pay it by 12:00 AM on the day following the date of entry, it shall be canceled ex officio.

(4)¹⁷⁸ In the case of applications to be submitted via the Neptun system which require a fee, the service fee will automatically be charged by the Neptun system when the application is submitted; this cannot be canceled by the student. If the student fails to pay the service fee for the application within 24 hours following its transcription (or, if the deadline for submitting the application is shorter, then until such deadline), the item will be deleted and the application will be canceled.

Dormitory fee

Section 35 The rules relating to dormitory service fees are set out in the Dormitory Regulations of Pázmány Péter Catholic University.

Assumption of student payment obligations

Section 36 (1) With respect to student payment obligations, the University permits the payment of tuition fees to be assumed by business entities and private entrepreneurs.

(2) The case where the student wishes to settle his/her payment obligations owed to the University as a private entrepreneur shall be considered an instance of the assumption of debt.

(3) Besides the cases described in Section (1), the University shall not grant its consent for the assumption of debt, even upon special request.

(4) In the case of assumption of tuition payment, payment shall be provided against an invoice via bank transfer to the University's bank account specified in the invoice.

(5)¹⁷⁹ When tuition payment is assumed, the student is obliged to submit an invoice request to the competent organizational unit by using the dedicated form, no later than the last day of the registration period. If the tuition is paid by other than the student or the person assuming the payments, the student can report this fact and request the issuance of a new invoice by the last workday of November of the given calendar year, on condition that the fee for modifying the cost-bearer is paid.

(6) The payment due date shall be met even when such payables have been assumed by another party.

(7) In the event of any failure to or delay in making the payment in part or full, the University shall apply study-related sanctions vis-a-vis the student even if the payment has been assumed by a third person. The student and the person assuming payment shall be jointly and severally liable for the payment of the tuition.

Allowances

Section 37 (1)¹⁸⁰ Upon the student's request and in justified cases, allowances in the form of payment in installments or deferred payment may be granted in relation to the payment of tuition.

(2) Payment in installments and deferred payment may be granted solely for the current academic year.

(3) A student may be provided only one type of allowance at a time.

(4)¹⁸¹ No allowance may be granted to students who settle their tuition by means of an assumption of payment or pay the tuition themselves as private entrepreneurs after requesting the associated invoices, with the additional condition that in case the assumption of payment is only partial and the student remains obliged to pay at least HUF 100,000 in tuition as a private person, the student is entitled to request payment in installments or deferred payment under the general rules for the amount not assumed.

¹⁷⁷ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

¹⁷⁸ Enacted by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁷⁹ Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁸⁰ Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁸¹ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(5) Unless otherwise provided by this Policy, no allowance may be granted for the payment of service fees.

Section 38 (1) A student granted the allowance of payment in installments is obliged to pay the tuition in three installments. One third of the amount of tuition shall be due by the last day of the deadline applicable to self-funding students not given any allowance of payment, one third of the amount shall be payable by March 31 or October 31, and the remaining part shall be payable by November 15 or April 15.

(2) Any student granted the allowance of deferred payment is obliged to pay the total amount of the tuition by October 31 or March 31.

(3) A student paying tuition by way of the assignment of a student loan shall be given the option of deferred payment until the payment of the student loan. The condition for the above is that the student shall the administrative obligations in relation to the assignment in a timely manner. If the Student Loan Center rejects the payment request, the Registrar's Office shall instruct the student in writing to pay the total amount of tuition within eight days following receipt of the notice. Failure to do so shall be considered a failure to fulfill the tuition payment obligation by the deadline granted for the deferred payment.

(4)¹⁸² The application for payment in installments or deferred payment shall be submitted in writing to the competent organizational unit of the Faculty no later than the last day of the registration period.

(5)¹⁸³

Section 39 (1) If the student given the allowance of payment in installments fails to pay the first installment by the last day of the payment period, the student's legal status shall be suspended. In the case of students studying more than one major simultaneously, registration for the given major shall be invalid.

(2)¹⁸⁴ Until students given the allowance of payment in installments or deferred payment pay the total amount of tuition in due time as specified in the Policy, they may not be allowed to take exams in the current semester, but their university student status shall not be suspended, meaning they are obliged to pay the total amount of tuition for the semester in question. In the event of any failure to meet the due dates of payment, students are obliged to pay a late fee.

Refunding procedure

Section 40 (1) Students who make any erroneous payments to the University may request a refund of the payment within the time limitation specified in the Policy.

(2) Students who withdraw their registration for an active semester - or for any specific major when studies are concurrently attended at more than one major - within the time limit specified in the Education and Exam Policy or suspend their university student status or studies at any specific major, the amount of the tuition that has already been paid - or paid for any specific major - may be claimed for refunding.

(3) A student who does not withdraw registration for an active semester - or for any specific major when studies are concurrently attended at more than one major - within the time limit specified in the Education and Exam Policy may not be refunded any part of the tuition that has already been paid. If, as a result of any allowance of payment in installments or deferred payment, the total amount of the reimbursement fee has not been paid, the student is obliged to pay the total amount of the reimbursement fee even if the student aborts his/her studies during the academic year.

(4)¹⁸⁵ If the student becomes unable to fulfill study-related obligations due to child birth, accident or other unexpected cause occurring beyond his/her own fault, and the Dean permits the suspension of

¹⁸² Amended by Decision 1194 of April 17, 2015 of the University Council. Effective as of the 2015/2016 academic year.

¹⁸³ Repealed by Decision 1194 of April 17, 2015 of the University Council.

¹⁸⁴ Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁸⁵ Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

the university student status upon the student's request, in line with the provisions of the Education and Exam Policy, the student shall have the right to claim the refunding of the proportionate amount of the tuition fee that has been paid for the current semester. If the student has financed the tuition from a student loan, the University shall return the full amount of the student loan directly to the Student Loan Center in case the student status is suspended, so the student is not entitled to a claim for a refund.

(5) If the student's university student status terminates during the semester, then

- a) the student shall have the right to claim a refund for the total amount of the tuition, provided that the student status was terminated within the deadline for the withdrawal of registration, or
- b) the student shall not be entitled to claim a refund for the tuition and shall remain obliged to pay any unpaid part of the tuition if the student status has been terminated beyond the deadline for the withdrawal of registration.

(6) A refund of a paid service fee may be claimed only if it is determined that the student did not receive the given service.

(7) The request for a refund shall be submitted in writing to the Financial Group of the Finance and Technical Directorate with the use of the dedicated form.

(8) Any claim for a refund submitted by a person without student status at the University shall be governed by the general rules of civil law.

Part VI

Special provisions pertaining to various groups of students

Section 41 (1)¹⁸⁶ The provisions of the Policy shall be applicable to students who participate in studying courses abroad with scholarships on the basis of any international or institutional agreements (hereinafter: studying courses abroad) - unless otherwise required by the competent Faculty's complementary provisions to these Rules - as well as students who have been admitted to educational programs announced solely for foreign nationals in foreign languages in admission procedures administered within the scope of the University's competence, with the deviations set out in this Section.

(2) Students who have been admitted to a foreign language program announced only for foreign nationals in an acceptance procedure held by the University are required to pay the entire amount of tuition for the given semester in order to be issued a certification required for the visa application.

(3) Students who have been admitted to a foreign language program announced only for foreign nationals in an acceptance procedure held by the University are not allowed any allowances as regards payment of the tuition in installments or providing a deferred payment prior to the completion of their first active semester.

(4)¹⁸⁷ Students who have been admitted to a foreign language program announced only for foreign nationals in an acceptance procedure held by the University may not request refunds from any tuition paid, on grounds of withdrawal of their registration.

(5) The fees payable by students learning under interinstitutional agreements are set out in the respective agreements.

(6)¹⁸⁸ Students participating in dual or joint education programs held in cooperation with a foreign partner institution shall not pay a credit transfer fee for the recognition of credits obtained at the partner institution.

(7)¹⁸⁹ The postage fee shall not be collected from guest students awarded an Erasmus or CEEPUS scholarship, until the last day of the semester following his/her studies in Hungary.

¹⁸⁶ Amended by Decision 45 of June 10, 2016 of the University Council.

¹⁸⁷ Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁸⁸ Enacted by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁸⁹ Enacted by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

Part VII

Interpreting provisions

Section 42 For the purposes of this Policy:

1. orphan: a student less than 25 years of age whose both parents or the single, divorced, or separated parent in the same household is deceased, and who has not been adopted;
2. half orphan: a student less than 25 years of age, one of whose parents is deceased, and who has not been adopted;
3. student disadvantaged due to a disability or a health condition: the student who
 - a) due to his/her disability, requires permanent or increased supervision, care, regular and/or technical assistance and/or services, or
 - b) has lost at least 67% of his/her working capacity and this condition has lasted for at least one year or is likely to last for at least one year;
4. breadwinner: the student who
 - a) has at least one child,
 - b) is entitled to a nursing allowance under Act III of 1993 on social administration and social benefits;
5. large family: the student who
 - a) has at least two dependent siblings or three children, or
 - b) apart from his/her dependents (custodians), at least two persons living in the same household have monthly incomes under minimum wage, or
 - c) is the guardian of at least two minor children;
- 6.¹⁹⁰ a student entitled to receive social benefits: a student participating in a tertiary vocational program, bachelor, master, single-cycle, or doctoral program who
 - a) participates in state-funded training or as a recipient of a Hungarian scholarship, or
 - b) started studies in state-funded training or as a recipient of a Hungarian scholarship and would be entitled to participate in a state-funded program or a Hungarian scholarship on the basis of the number of semesters started in vocational training at the given major;
7. own revenue: the fee paid in accordance with relevant legislation, the service fee specified in the University's regulations, the result of the University's business activities, the income received from support provided by the business associations, and the support received through tenders specifically for scholarships;
- 8.¹⁹¹ state-funded student: a student participating in state-funded training and - with the exceptions laid out in Parts IV and IX of this Policy - admitted to a Hungarian state-scholarship program following September 2012;
9. started semester: a semester where the student has active student status after one month following the first day of the given academic semester;
10. Faculty Student's Union organization: the organizational units under Annex 1 to the articles of association of the Pázmány Péter Catholic University Student's Union;
11. overrun student: a student whose number of active semesters at a given major exceeds the training time.
12. Overdue payment obligation: Any financial debt outstanding to the University where the payment term has expired. Other overdue payment obligations include financial items made by the student through the Neptun system but unpaid, irrespective of their enforceability.

¹⁹⁰ Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁹¹ Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

Part VIII
Miscellaneous provisions

Section 43 The period of limitation of the student's financial claims against the University shall be one year, unless otherwise provided in the Policy.

Part IX
Transitional and Final Provisions

Section 44 (1) This Policy shall enter into effect on the date of its promulgation, with the condition that, with the exceptions in this Chapter, its provisions shall apply to all students irrespective of the date of the establishment of the student's legal relationship.

(2) Simultaneously to the entry into effect of this Policy, the provisions of Section 26 (2) c) of the Organizational and Operational Rules shall lapse.

(3) Section 26 (2) a) of the Organizational and Operational Rules shall be amended as follows:

"Procedure for the allowance for students to pay tuition in installments or and for applications for deferred payment."

(4)¹⁹²

(5)¹⁹³

Section 45¹⁹⁴

Section 46 (1)¹⁹⁵

(2) Those persons qualify as participating in state-funded training who established student legal status in or after the 2006/2007 academic year, if such studies had been started in a state-funded program or they were reclassified to a state-funded program based on the University's decision, and

- a) did not exceed the applicable maximum number of semesters eligible for state-funded training, and
- b) did not exceed the support period available for the given training, which may be no more than two semesters longer than the training time of the relevant program, and
- c) based on the University's decision, were not reclassified to a fee-paying training.

Section 47 (1) A student starting studies in the 2006/2007 semester is eligible for participation in a state-funded higher education program for a maximum of twelve semesters, including tertiary vocational programs.

(2) The duration of the support period of disabled students may be extended by four semesters.

(3) The support period shall include state-funded semesters commenced but not completed because of illness, childbirth or any other reason for which the student is not at fault.

(4) The calculation of the support period shall not include semesters funded but not completed because the higher education institution was dissolved without allowing students to complete their studies, provided that the student concerned was unable to complete such studies at another higher education institution. Those semesters shall also not be considered which were completed at the dissolved university but not recognized by the institution where studies were continued.

(5)-(6)¹⁹⁶

¹⁹² Repealed by Decision 13 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹⁹³ Repealed by Decision 13 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹⁹⁴ Repealed by Decision 13 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹⁹⁵ Repealed by Decision 2016 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

¹⁹⁶ Repealed by Decision 45 of June 10, 2016 of the University Council.

Section 48¹⁹⁷ (1) Those students shall be reclassified to self-funding programs who started their education before the first semester of the 2016/2017 academic year in a training program provided a Hungarian state scholarship and failed to acquire at least thirty credits or did not have a cumulative academic average of at least 2.10 in the last two semesters in which their student status was not suspended, and who withdraw their declarations of acceptance of the education conditions.

(2) Section 2 (6) of the Policy shall be first applied to the students commencing studies in the first semester of the 2013/2014 academic year, and thereafter in a phasing-in system.

Section 49¹⁹⁸

Section 50 (1)¹⁹⁹

(2)²⁰⁰

Section 51 (1) As regards students who started their studies before the 2012/2013 academic year, the amount of reimbursement fee in the second and the additional years of the given program may be increased by no more than the consumer price index published by the Central Statistical Office for the previous year.

(2) The amount of the reimbursement fee for the following academic year shall be determined by the Dean of the Faculty responsible for the training. The Dean shall publish such in the customary manner no later than May 31. Unless published otherwise, the reimbursement fee determined for the preceding academic year shall remain in force.

(3) For students that are reclassified as fee-paying students for any reason, the reimbursement fee shall be equal to the amount of the reimbursement fee determined in the academic year in which the given student started the first semester as a fee-paying student. If the given training has not been announced in the form of fee-paying program in the given academic year, the amount of the reimbursement fee is equal to the tuition for the first year of the program. If the given training program has not been advertised in the given year as either a self-funding or a fee-paying program, the amount of the reimbursement fee shall be equal to the tuition of the self-funding program with the same training time and education program announced by the Faculty and which has the lowest tuition.

(4) The amount of the reimbursement fee for the overrun student who becomes a participant in fee-paying training may be determined differently than the provisions of the Policy - in line with the supplementary provisions to the Policy defined by the given Faculty.

Section 52²⁰¹ (1) The support period of students starting doctoral studies before the 2016/2017 academic year shall be no more than six semesters.

(2) The annual amount of the doctoral scholarship granted to a state-funded full-time doctoral student who started his/her education before the 2016/2017 academic year shall be the annual normative amount determined for this purpose in the Budget Act, increased by 56% of the textbook, course book, sports and cultural normative rates. Its monthly amount is one twelfth of the annual amount.

(3)²⁰² The support period of doctoral students and candidates who established such legal status before the 2016/2017 academic year and were admitted to a doctoral program in the first semester of the 2016/2017 academic year or thereafter via an acknowledgement of previous studies shall include the semesters made use of in previous doctoral programs.

¹⁹⁷ Amended by Decision 50 of September 26, 2016 of the University Council.

¹⁹⁸ Repealed by Decision 41 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

¹⁹⁹ Repealed by Decision 2016 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

²⁰⁰ Repealed by Decision 45 of June 10, 2016 of the University Council.

²⁰¹ Enacted by Decision 45 of June 10, 2016 of the University Council.

²⁰² Enacted by Decision 50 of September 26, 2016 of the University Council.

XVII.5. STUDENT DISCIPLINARY AND COMPENSATION POLICY**DISCIPLINARY AND COMPENSATION POLICY**

Based on Act CCIV of 2011 on National Higher Education and in line with the provisions of the relevant government decrees and other pieces of legislation, the University Council of the Pázmány Péter Catholic University hereby enacts the following policy as an annex to its Organizational and Operational Rules.

Part I**General Provisions****Policy scope and application**

Section 1 (1) The scope of the Policy shall cover all persons with student legal status at the University regardless of the time when such legal status was established. The provisions of this Policy shall be suitably applied to:

- a) guest students studying at the University,
- b) persons without student legal status who intend to take final examinations,
- c) persons participating in the procedure for obtaining a doctoral degree,
- d) persons with terminated student legal status, in respect of offenses committed during the validity of legal status, and
- e) persons lodged in the University's dormitories (hereinafter jointly: students).

(2) The scope of this Policy extends to all activities performed outside the University area or outside of term time, insofar as such activity qualify as a disciplinary offense under the provisions of the Policy.

(3) In view of the characteristics of purely theological education and based on the unique regulations stipulated for the proper observance of the mandatory requirements of the Holy See, the Faculty of Theology and the Postgraduate Institute of Canon Law may deviate from the provisions of the Policy.

(4) Within the framework defined in the Policy as well as in issues not regulated herein, the Faculties have the right to add complementary provisions to the Policy. The complementary provisions added by the Faculties may not be in conflict with the provisions of the Policy - unless expressly stated otherwise by the Policy - and shall apply solely to the students studying at the Faculty concerned and only in relation to the education provided by the given Faculty.

(5) In the event of any doubt, the Rector has the right to provide for the authentic application of the Policy and to issue any provisions needed for the enforcement of the Policy, without prejudice to the Grand Chancellor's right set out in the University's Organizational and Operational Rules to provide the correct interpretation of the University's rules and regulations.

Bodies and persons acting in disciplinary matters*Dean*

Section 2 (1) The Dean of the Faculty or the Assistant Dean appointed by the Dean shall have sole competence to initiate disciplinary proceedings:

Disciplinary Committee

Section 3 (1) The Disciplinary Committee is a permanent committee organized at each Faculty.

(2) The Disciplinary Committee shall have exclusive competence to conduct disciplinary proceedings in accordance with the provisions of this Policy.

(3) The Disciplinary Committee consists of six members. Its chair and three other members are elected by the Faculty Council for a period of three years, and two members are delegated by the Faculty Students' Union organization each academic year.

(4) The Disciplinary Committee shall form a quorum if at least four of its members are present. Decisions shall be made with simple majority votes. In the case of a tie, the chair's vote shall decide.

Competence

Section 4 (1) The Dean or the Disciplinary Committee of the Faculty responsible for organizing the training of the student subject to the proceedings shall be entitled to institute and conduct disciplinary proceedings.

(2) If the student the subject to the proceedings is studying at more than faculty, the faculty on whose grounds, against whose employee, or in connection with the name or activity of which the disciplinary offense has been committed shall have competence to conduct the proceedings.

(3) If the student the subject to the proceedings is studying at more than faculty and competence cannot be determined based on the rules laid out in this Section, the faculty whose Dean first became aware of the disciplinary offense shall have competence.

Conflicts of interest

Section 5 (1) The following persons may not participate in disciplinary proceedings:

- a) the person whose right or rightful interest is affected by the case, who gives evidence, or who proceeds as a representative or expert,
- b) relatives of the person subject to the disciplinary proceedings (direct relatives and their spouses, adopted, step, or foster children, foster, step, and adopted parents; siblings; spouses; domestic partners; direct relatives and siblings of spouses; and the spouses of siblings), and
- c) from whom an objective consideration of the matter cannot be expected.

(2) Any conflicts of interest shall be reported by the affected member of the Disciplinary Committee, who shall then abstain from participating in the case. In case of a conflict of interest on behalf of the Dean, an Assistant Dean shall decide on initiating the proceedings.

(3) The student subject to the proceedings may submit an objection for conflict of interest against a member of the Disciplinary Board, if such member has not reported the conflict of interest. The Dean of the competent Faculty shall decide on such conflict of interest.

(4) If the conflict of interest involves more than one member of the Disciplinary Committee, in the case of student members, the Faculty Students' Union organization, and, in the case of the members elected by the Faculty Council, the Dean of the competent Faculty shall delegate members to substitute those affected by the conflict of interest in the specific case.

Calculation of deadlines, communication, and notices

Section 6 (1) The provisions of the Education and Exam Policy shall apply to the calculation of deadlines.

(2) As regards the communication and notices, the provisions of the Education and Exam Policy shall apply, with the condition that notices on the initiation of disciplinary proceedings and at least the operative parts of decisions on disciplinary proceedings shall also be notified by way of the Neptun system.

Use of languages

Section 7 (1) Disciplinary proceedings shall be held in Hungarian.

(2) Students shall be authorized to use their native language during the course of the proceedings.

(3) If the use of the native language requested by the student cannot be provided for - or can only be provided for with disproportionate difficulty - the Disciplinary Committee shall be obligated to ensure that the student can use one of the languages of his/her training.

Representation

Section 8 (1) The student is entitled to act in person or by way of a legal representative or agent in disciplinary proceedings.

(2) The authorization for representation shall be valid solely in writing and if

- a) it contains the name of the person authorized to submit the application, the personal details of the authorized person suitable for identification, and their signatures,

- b) it indicates the procedural issues in which the authorized person is entitled to act,
- c) it is certified with the signature of two witnesses that the authorizing person has signed it in their presence or acknowledged the signature as his own.

Part II

Disciplinary offenses

Section 9 (1) The student shall be considered to have committed a disciplinary offense if he/she is in gross violation - either intentionally or through negligence - of his/her obligations stemming from the student legal status. Disciplinary offenses can be the result of both active conduct and omission.

(2) Obligations stemming from the student legal status can be specified by:

- a) legislation,
- b) the regulations of the University and the competent Faculty,
- c) general instructions provided by the Rector or Dean,
- d) the house rules of the given dormitory or campus building,
- e) the student employment contract,
- f) the rules and regulations of the institution offering the practice period,
- g) the (education-related) instructions of the teacher or representative of the institution offering the practice period.

(3) Students - in line with their statuses as citizens of the University - shall

- a) always keep the applicable rules and regulations,
- b) strive to protect and promote the good reputation of the University,
- c) respect the traditions of the University,
- d) demonstrate appropriate respect and cooperation in their relations with the faculty, staff, and students of the University,
- e) respect the spirit of the University in their social relationships and conduct,
- f) respect the intellectual property of others and not abuse such,
- g) use and safeguard the assets of the University and the assets made available to them, in line with their intended purposes,
- h) participate in their respective classes and the University's official events, and refrain from disrupting the order of those,
- i) not misuse their positions at the University,
- j) not use unauthorized aids or methods during testing,
- k) appear at curricular activities and events on time and dressed appropriately for the occasion,
- l) respect the official channels during proceedings at the University.

(4) The following especially constitute disciplinary offenses:

- a) The student, in the context of a student relationship or in connection with such, commits a criminal offense or violation.
- b) The student violates the provisions of the house rules of the dormitory or campus or the rules or regulations of the institution offering the practice period.
- c) The student fails to adhere to fundamental Christian moral norms within the territory of the University (or in a manner outside of the University that threatens the University's reputation) or acts in a manner that is unworthy of a student of the University.
- d) The student consumes, sells, or causes others to consume drugs, or consumes an excessive amount of alcohol and is thereby responsible for disorderly conduct.
- e) The student represents the intellectual property of others as being his/her own, or plagiarizes the intellectual property of others without providing references.
- f) The student takes an exam or test instead of another student, or has another student do so in his/her stead.
- g) The student uses any technical means not allowed during a test or examination.
- h) The student disrupts the order of education, examinations, or any university event.

- i) The student behaves in a manner that is grossly disrespectful to the student's teacher, a University staff member or student, or in a manner that violates or threatens the health, physical integrity, or human dignity of such persons.
 - j) The student provides untrue information in an official document.
 - k) The student abuses any position at the University in any manner, or discloses any data or information acquired by such means to an unauthorized person.
 - l) The student unjustifiably maligns the reputation of the University or its Faculties in Hungary or abroad.
 - m) The student abuses the name of the University or the names of the Faculties in any manner.
 - n) The student represents that any events not organized by the University or its Faculties were in fact organized by the University or its Faculties.
 - o) The student conducts party policy activities within the University.
 - p) The student posts any bills or advertisements without authorization within the University.
- (5) A breach of an obligation for which PPCU Education and Exam Policy or the Doctoral Program and Degree Regulations lay down legal consequences shall not be considered as a disciplinary offense.
- (6) A disciplinary sanction may be imposed upon the student if he/she has started perpetration of a disciplinary offense, unless if the disciplinary offense is not considered committed after the student voluntarily ceases such activity.
- (7) University teachers, employees, and any students at the University filling official positions shall be obligated to report to the Dean of the competent Faculty any disciplinary offenses that come to their attention - unless such report would result in the accusation of the reporting party or his/her relative of a crime, criminal offense, or disciplinary offense. Failure to comply with the reporting obligation may lead to disciplinary proceedings against the student.

Part III

Disciplinary sanctions

- Section 10** (1) Disciplinary sanctions may be taken against students who commit a disciplinary offense. Such sanctions shall be imposed on the basis of disciplinary proceedings, by way of a written decision.
- (2) Disciplinary sanctions may take the form of
- a) a reprimand,
 - b) a stern reprimand,
 - c) the reduction or withdrawal of the discounts and benefits provided under the Student Reimbursement and Benefit Policy, for no more than six months,
 - d) temporary prohibition from the continuation of studies, the period of which shall not exceed two semesters,
 - e) expulsion from the dormitory,
 - f) expulsion from the University.
- (3) If justified, more than one of the sanctions under paragraph (2) (a)-(e) may be imposed.
- (4) The punishment provided for in paragraph (2) (e) shall only be applicable in the case of disciplinary sanctions in connection with dormitory membership.
- (5) Disciplinary punishment may not involve the withdrawal of social support.
- (6) The execution of the disciplinary sanction under paragraph (2) (f) may be suspended for a maximum of one academic year as probation. If no further disciplinary offense is committed during the probation period, the sanction will not be executed.
- (7) In the case of students participating in more than one educational program at the same time, the disciplinary sanction under paragraph (2) (d) and (f) shall apply to all programs.
- (8) The selection and imposition of disciplinary sanctions shall not be influenced by the student's performance.
- (9) When applying the disciplinary sanction under paragraph (2) (e), the student may be admitted to a University dormitory one academic year after the last day of the academic year in which the penalty was imposed, at the earliest.

Part IV

Disciplinary proceedings

Initiating disciplinary proceedings

- Section 11** (1) If a reasonable suspicion of a disciplinary offense exists, the Dean is entitled to initiate disciplinary proceedings.
- (2) The Dean may forego the initiation of disciplinary proceedings even in spite of such reasonable suspicion in if (s)he does not consider the proceedings to be justified in view of the gravity of the disciplinary offense.
- (3) Disciplinary proceedings shall not be initiated if more than one month has passed since the Dean's office authorized to launch disciplinary proceedings has become aware of the disciplinary offense, or more than five months have passed since the disciplinary offense was perpetrated.
- (4) If the Dean considers the suspicion of a disciplinary offense justified but, in light of the gravity of the offense, does not consider the proceedings to be justified, the student will be issued a written warning. No appeal can be filed separately against the written warning, though the student can initiate the launching of the disciplinary proceedings against himself. The time between the communication of the warning and the initiation of the disciplinary proceedings by the student is not included in the deadline for initiating the proceedings.
- (5) The Dean shall be obligated to launch the initiation of the proceedings if the student launches the proceedings against himself.
- (6) When considering whether to initiate disciplinary proceedings, the academic achievements or social status of the student shall not be considered.
- (7) Concurrently to initiating the disciplinary proceedings, the Dean informs the chair of the competent Disciplinary Committee by submitting all of the case documents. Students subject to disciplinary proceedings shall be informed of the initiation of proceedings by way of the Neptun system, which shall also indicate the disciplinary offense in question.
- (8) If the disciplinary offense also raises serious suspicion of a criminal offense, the Dean may also take action to file a police report at the same time as initiating the disciplinary proceedings.

Administrative deadline

- Section 12** (1) Disciplinary proceedings shall be completed within thirty days of their initiation.
- (2) If required by the statement of facts or the organization of the meeting, the chair of the Disciplinary Committee shall have the authority to extend the administrative deadline on one occasion by thirty days.
- (3) In light of the University's special order of operations, the period between July 15 and August 20 shall not be included in the administrative deadline.

Suspension of proceedings

- Section 13** (1) If making a substantive decision on a case depends on the prior evaluation of an issue which is the competence of any other person or body, or cannot be reasonably closed without a decision made in another case closely related to the given case, the Disciplinary Committee shall be entitled to suspend the proceedings. If the student is entitled to initiate a procedure at a different body, the student shall be notified of this possibility and the relevant deadline. If the student fails to comply with the above request, the Disciplinary Committee shall terminate the suspension and make a decision based on the available data.
- (2) If the student is unable to attend the disciplinary hearing for reasons not attributable to the student, the proceedings shall be suspended until the obstacle is removed.
- (3) The administrative time limit shall not include the duration of the procedure's suspension.

Clarifying the facts of the case

Section 14 (1) The Disciplinary Committee is obliged to clarify the facts of the case necessary for deciding the case. In case the available information is insufficient, the Committee shall conduct an evidence procedure.

(2) The facts which are officially known to the Disciplinary Committee and which are of common knowledge shall not be evidenced.

(3) Only evidence appropriate for enabling the clarification of the facts can be used in the procedure. Evidence shall, in particular, mean the student's statements, documents, witness statements, reports on the review, expert opinions, and physical evidence.

(4) The student may also make recommendations for proving any facts of the case.

(5) The Disciplinary Committee may freely determine the means of proof to be employed.

(6) The Disciplinary Committee shall assess each piece of evidence separately and on the aggregate and shall establish the facts according to its conviction based on this assessment.

(7) If justified by the complexity of the case, the Dean shall, at the initiation of the chair of the Disciplinary Committee, designate an investigator to uncover the facts.

Section 15 (1) During the disciplinary proceedings, the Disciplinary Committee shall be obligated to hear the student at least once. The student is entitled to refuse to make a declaration, or to request - in writing - that the proceedings be held without an oral hearing. If the student fails to appear at the hearing despite proper notification, the Disciplinary Committee shall be entitled to make a decision based on the data available to it. The student is also entitled to ask the Committee to continue the proceeding without hearing the student via email.

(2) In order to clarify the facts, any student or employee of the University may be summoned by the Disciplinary Committee to a hearing or may be obliged to make a written declaration. In order to clarify the facts, the Disciplinary Committee is entitled to request information related to the case from any organizational unit of the University, or may call the student to present any available records or other documents.

(3) If the Disciplinary Committee considers it necessary, any other person may be heard as a witness, in case the person to be heard as witness is willing to participate in the proceeding. No person may be heard as a witness who cannot possibly be considered for a testimony relevant as evidence.

(4) The witness shall be identified at the beginning of the hearing. The witness shall state his/her relationship with the student, to clarify any presence of bias. Any facts establishing the ground for bias of the witness shall be recorded in the report. A witness not yet heard may not be present at the hearing of the client, another witness, or an expert. The Disciplinary Committee may permit the witness to make a written deposition after or instead of the hearing; in this case the testimony shall be drawn up in the form of a private document with full probative value.

(5) Considering reasonable private interests, the Disciplinary Committee may order treating the identification data and the address of the student heard as a witness or expert confidentially.

(6) The student subject to the proceedings is entitled to be present at the hearings and at other probative procedures conducted for the clarification of the facts; furthermore, the student is entitled to ask the heard persons questions and make comments to the Disciplinary Committee regarding evidence - except for the hearing of any person whose identification data and address have been ordered by the Disciplinary Committee to be treated confidentially.

Notices

Section 16 (1) Persons and students to be heard by the Disciplinary Committee shall be notified in writing beforehand of the hearing and of any procedural acts in which they are entitled to participate.

(2) The notice shall be sent to the student by mail or via the Neptune system in a manner that ensures that the student is informed of the hearing or other procedural act at least 5 days in advance.

(3) If a hearing is necessary, the Disciplinary Committee shall notify any student of the University via the Neptun system or in an e-mail message, while University employees shall be notified in the manner used locally.

(4) In the notice, the student shall be informed that he is not obligated to attend the procedural act and may exercise his/her rights by way of an authorized representative; however, the student's absence despite having been duly informed does not hinder the holding of the proceedings.

Sessions of the Disciplinary Committee

Section 17 (1) The Disciplinary Committee's sessions shall be opened and presided by the chair.

(2) At the beginning of the session, the chair shall confirm whether it has a quorum.

(3) At the beginning of the session, the chair of the Disciplinary Committee checks the identities of the persons present in addition to the members and, in case of authorized representatives, checks their authorization to provide representation. Authorized representatives unable to suitably prove their authorization shall not proceed in the case and - if the represented party is not present - the consequences of remaining absent despite having been given due notice shall be applied.

(4) Sessions of the Disciplinary Committee are closed and, in addition to the members of the Committee and the student subject to the proceedings, may be attended only by the witnesses and the experts to be heard, who shall be present only for the time of their respective testimonies.

(5) Audio recordings shall be made of Disciplinary Committee sessions, which can be used to draw up minutes in writing if

- a) the chair of the Disciplinary Committee so orders,
- b) required for the proceedings of second instance, based on an appeal submitted by the student subject to the proceedings.

Interim measures

Section 18 (1) At the same time as the initiation of the disciplinary proceedings, the competent Dean may, by instituting an interim measure, ban the student subject to the proceedings from continuing his/her studies until the disciplinary decision becomes final, if

- a) justified by the nature and gravity of the disciplinary offense subject to the proceedings, or
- b) it is probable that the participation of the student subject to the proceedings threatens the seamlessness of training or the success of the disciplinary proceedings.

(2) The interim measure may be imposed by the chair of the Disciplinary Committee after the initiation of the proceedings.

(3) No separate appeal for legal remedy can be filed against the imposition of interim measures.

(4) In case interim measures are instituted,

- a) the student's legal status as a student will be suspended in the given semester if the interim measures were ordered before October 15 or March 15 of the given semester, respectively,
- b) the student's legal status as a student will be not be affected in the given semester if the interim measures were ordered following October 15 or March 15 of the given semester, respectively.

(5) In justified cases, the Disciplinary Committee may decide, at any time during the proceedings, to terminate the interim measures.

(6) If the disciplinary proceedings result in other than expulsion or a ban from studies, the student shall be offered an opportunity to make up for the educational requirements missed due to the interim measure or, if such is not possible, the student shall be indemnified for the delays caused to his/her studies.

(7) If the interim measure results in a suspension of the student's studies, the duration of the interim measure shall be included in the term of the study ban.

The disciplinary decision

Section 19 (1) The Disciplinary Committee shall make its decisions at closed sessions attended by its members only.

(2) Decisions of the Disciplinary Committee may:

- a) institute a disciplinary sanction, or
- b) terminate the proceedings.

- (3) The procedure shall be terminated by the Disciplinary Committee if
- it is proven that the committed act is not a disciplinary offense or was committed by other than the student subject to the proceedings,
 - it cannot be proven that the student subject to the proceedings committed a disciplinary offense,
 - the disciplinary proceedings should not have been initiated,
 - a final decision has already been passed regarding the disciplinary offense.
- (4) The Disciplinary Committee shall pass a decision instituting a disciplinary sanction if the proceedings prove that the student subject to the proceedings committed a disciplinary offense.
- (5) When establishing the disciplinary sanction, all circumstances of the act shall be taken into consideration, thus especially the sphere of the injured parties, the consequences, whether the action was repeated, and the gravity of the offense.
- (6) The operative part of the decision imposing the disciplinary sanction must include:
- the name and Neptun code of the student found responsible for the disciplinary offense,
 - the name of the perpetrated disciplinary offense,
 - the imposed disciplinary sanction, and
 - information on the possibilities for remedy.
- (7) The justification of the decision imposing the disciplinary sanction must include:
- the clarified statement of facts,
 - an indication and assessment of the evidence,
 - calls for evidence initiated by the student subject to the proceedings but foregone by the Disciplinary Committee, along with the reasons for foregoing those,
 - a summary of the disciplinary offense the student committed, based on the proven statement of facts, and the degree of liability,
 - the circumstances considered in the imposition of the punishment,
 - the applied provisions of applicable legislation and regulations.
- (8) Decisions of the Disciplinary Committee deciding a case shall be drawn up in writing. The decision shall be signed by the chair of the Committee. Students shall be informed of the contents of the operative part of the decision by way of the Neptun system.

Correcting and supplementing decisions

Section 20 (1) In case the decision contains any clerical errors in names, numbers, or calculations, the Disciplinary Committee shall correct such errors - if necessary, following the hearing of the student - as long as it has no impact on the merits of the case.

- (2) The correction shall be made by the Committee
- by making a note on the original copy of the decree and - if available - its issued copies,
 - withdrawing the incorrect decree and replacing it, or
 - by making a corrective decision.

(3) No appeal may be lodged against the correction.

(4) The correction shall be notified to those notified of the original decision.

Section 21 (1) The Disciplinary Committee shall amend the decision if any statutory item is missing or if no decision was made on the substance of the case.

(2) No amendment of the decision shall be allowed if

- more than one month has passed since the decision has become final, or
- such would infringe rights acquired and exercised in a *bona fide* manner.

(3) The Disciplinary Committee shall make the supplementation by

- issuing a separate addendum to the decree and - if possible - noting this fact on the original copy and its issues, or

- b) revoking the incomplete decision and replacing the decision with a decision in a unified format including the original decision and its replacement.
- (4) The supplemented decision is subject to the same remedy procedure as the original decision.
- (5) The supplement shall be notified to those notified of the original decision.

Inspection of documents

Section 22 (1) At any phase of the procedure, the student or its representative is entitled to inspect the documents created during the procedure or considered in the decision-making process of the Disciplinary Committee, as well as to listen to the audio recordings of the Disciplinary Committee meetings - except for records or audio recordings of closed sessions held for the purposes of decision-making.

(2) The witness heard in the procedure is entitled to inspect the documents containing the witness testimony.

(3) The following may not be inspected:

- a) the decision draft,
- b) any document that may contain any reference to the identity of the person whose natural identification data and home address is considered confidential information by order of the Disciplinary Committee.

(4) The inspection of documents does not include the right to make copies of the documents or audio recordings, or the right to have such documents delivered.

(5) Access to the document may be requested within a period of half a year after the final completion of the procedure.

Remedy

Section 23 An application for legal remedy may be lodged against disciplinary decisions in accordance with the general rules.

Part V

Rules on reimbursing damages caused by students

Section 24 (1) The provisions of the Civil Code shall apply to the liability of students who unlawfully cause damages to the University or the practical training organizer.

(2) If the damages were caused through negligence in connection with the performance of the student's academic obligations, compensation shall not exceed fifty percent of the monthly amount of the mandatory lowest remuneration for work (minimum wage), as applicable on the day when the damage was caused.

(3) Students shall be fully liable for any loss or damage to any item received with a list attached or against a receipt, under an obligation to return it or give account of its use, provided that the item is kept permanently or used or operated exclusively by the student. Exemption from liability shall be granted in the case of damage or loss caused by occurrences beyond the control of the student.

Section 25 (1) The student shall be obliged to promptly notify the Dean of the competent faculty in writing of any damages caused, including a description of the circumstances of the case.

(2) Students who gain knowledge of the activity of other students causing damages shall be obliged to notify the Dean of the competent faculty in writing.

(3) After learning of the damages having been caused, the Dean shall examine the available evidence and, if the claim for damages against the student is considered justified, calls upon the student in writing to provide reimbursement for such damages.

(4) If the student caused the damages by way of a disciplinary offense, the Dean shall decide on initiating disciplinary proceedings and shall call upon the student to provide reimbursement for the damages after the proceedings have been closed with a final decision.

(5) The Dean may decide - especially with regard to the student's possible voluntary confession and to the circumstances of the incident - to call upon the student to provide reimbursement for only part of

the damages, or to do so in instalments. In such case, the notice shall precisely indicate the total amount of damages caused as well as the amount payable by the student, as well as applicable instalments and payment deadlines.

(6) The student may seek legal remedy against the notice for the reimbursement of damages in line with the general rules, with the condition that the remedy cannot reduce the amount of reimbursement payable.

(7) The student shall pay the reimbursement ordered in a final decision electronically by bank card via the Neptun system.

Part VI

Transitional and Final Provisions

Section 26 (1) This Policy shall enter into effect on the date of its promulgation, with the condition that the provisions of the previous Policy shall apply to disciplinary offenses committed and disciplinary proceedings initiated prior to its promulgation. Concurrently to the entry into effect of this Policy, the Pázmány Péter Catholic University's previous Disciplinary and Compensation Policy shall lapse, with the additional condition that its provisions shall be applicable in the cases defined in this paragraph until such proceedings are closed with a final decision.

(2) The provisions of this Policy shall enter into effect in regard to all students and persons subject to the scope of the Policy, regardless of the time they started their training programs.

Section 27 (1) Simultaneously to the entry into effect of this Policy, Section 35 (2) of the Education and Exam Policy shall be amended as follows:

"The examiner or the chair of the board of examiners shall be responsible for the order, undisturbed implementation, and calm atmosphere of the exams. At the exam, prohibited devices and aids, or methods and means prohibited by the examiner shall result in a failing grade, if there is no suspicion of a disciplinary offense. In case of a suspicion of a disciplinary offense, the examiner or, in the case of a final examination, the chair of the board of examiners, may suspend the exam with the concurrent initiation of disciplinary proceedings and the taking of minutes. In such cases, the student's performance will not be evaluated and shall be considered as not having started the exam."

XVII.6. RULES OF LEGAL REMEDIES FOR STUDENTS

Based on Section 58 (4) of Act CCIV of 2011 on National Higher Education, and in line with Act CL of 2016 on General Public Administration Procedures, the University Council of Pázmány Péter Catholic University hereby enacts the following Regulations as an appendix to its Organizational and Operational Rules.²⁰³

Part 1 General Provisions

The scope of the Regulations

Section 1 (1) The scope of these Regulations applies to all appeals initiated against decisions of the University by students of Pázmány Péter Catholic University.

(2) For the purposes of the application of these Regulations, any measure implemented against a student or the failure to take a legally binding decision or the prescribed action shall have the same effect as decisions made by the University.

(3) For the purposes of the application of these Regulations, the following are considered students:

- a) applicants to the University,
- b) doctoral students, doctoral candidates, PhD students, and
- c) persons with terminated student legal status, in respect of decisions and measures taken or failed to be taken before the person's student legal status was terminated.

Persons and bodies acting in matters related to legal remedy

Section 2 (1) The Rector of Pázmány Péter Catholic University has the authority to evaluate applications for legal remedies.

(2) Proceeding in the authorization granted by the Rector, the Committee for the Review of Student Affairs shall evaluate applications for legal remedies, unless the Rector shall exercise the evaluation in a certain matter. The Rector shall be entitled to take control of the evaluation of a case at any time before the decision is made.

(3) The Chair and the Secretary of the Committee for the Review of Student Affairs shall be appointed by the Rector for an indefinite period. The Members of the Committee shall be appointed by the Rector for two years - in the case of student members, for one year - as follows:

- a) one employee per Faculty, at the recommendation of the relevant Faculty's Dean
- b) a total of three students, at the recommendation of the Faculty Student's Union organization, approved by the relevant Faculty's Dean.

(4) If Chair of the Committee is employed by any Faculty, the Faculty shall not be entitled to also delegate a Committee Member.

(5) The Secretary of the Committee has the same authorizations as the Members.

(6) The student members of the Committee shall have active student legal status and shall be clear of any disciplinary sanctions. Each year three different Faculties shall recommend students to the three student member positions. Each year the Faculties entitled to recommend students shall be alternated alphabetically on the basis of the first letter of the Faculty's name, with two out of the three affected Faculties changed each year. No Faculty student shall be a member of the Committee for longer than two consecutive academic years.

(7) Committee membership shall be terminated upon:

- the expiry of the membership appointment,
- the termination of the member's employment or student legal status,
- the resignation of the member - if accepted by the Rector

²⁰³ Amended by Decision 42 of July 20, 2018 of the University Council.

- the removal of the member.

(8) If the mandate of any member of the Committee is terminated for any reason before its expiry, the appointment of a new member should be provided immediately under the provisions of these Regulations. Until the new member is appointed - but for no longer than a period of 3 months from the date of the vacancy - the Committee may continue to operate with the provision that when examining if it has a quorum, the total number of nine members shall be taken into account.

Section 3 (1) The Committee for the Review of Student Affairs shall meet as needed for the purpose of conducting legal remedy procedures. The Committee meeting shall be convened by the Chair by indicating the agenda and by delivering the documents regarding the issues of the agenda.

(2) The Committee shall have a quorum if 50% of the Members are present at the meeting.

(3) The meeting of the Committee is presided by the Chair or a Member appointed by the Chair.

(4) Records shall be kept of the meeting, which shall include the list of those present, the agenda, the evidence considered in the case, and, in the case of hearings, the relevant declarations made, the decisions passed by the Committee, the place and date of the issuance of the Record, and the signature of the Record keeper and the Chair of the Committee.

(5) The Record can take the form of an audio recording if the members of the Committee and the persons heard at the Committee meeting grant their consent after having been duly informed. Audio recordings shall be stored on appropriate data storage media together with other documents related to the case. If necessary, a written record shall also be prepared on the basis of the voice recording.

(6) Any statements made at the meeting shall be recorded verbatim in the protocol upon the request of the person making the statement.

(7) The Committee for the Review of Student Affairs shall hold closed meetings. Apart from the Members, only persons invited by the Committee may participate in meetings. In the case of procedures held in order to clarify the facts of the case, especially when witnesses are heard, the student in question shall be entitled to attend the meeting; the student shall be notified prior to such meeting at the contact information provided by the student or registered by the University. The notification shall be mailed by post or - if the e-mail address is known - sent via e-mail in such way that the student shall receive it at least 5 days before the meeting.

Section 4 (1) The following persons cannot participate in the evaluation of applications for legal remedy:

- a) the person who made the contested decision or failed to make a decision,
- b) close relatives of the person referred to in point a),
- c) from whom an objective consideration of the matter cannot be expected.

(2) In case there is a conflict of interest, the Committee member in question shall immediately notify the Chair of the Committee in writing. If the Chair of the Committee is affected by a conflict of interest, the Chair shall be obliged to appoint a member of the Committee - by concurrently informing the Rector - to conduct the procedure and to withdraw from the procedure. In the event the Chair is affected by a conflict of interest, the Chair's rights specified in these Regulations shall be exercised by a member of the Committee appointed to conduct the procedure.

(3) In case any member or the Chair of the Committee is affected by a conflict of interest, the full number of members shall be considered when determining a quorum. If least three members are affected by a conflict of interest regarding the given case, the Rector shall make a decision on the application for review.

Administrative deadline

Section 5²⁰⁴ (1) The appeal procedure shall be closed by a decision within 30 days after the date when the application for legal remedies and all documents regarding the case are submitted.

(2) The administrative deadline shall not include

- in case of a request to provide missing information, the period while such is submitted,
- the duration of suspending the proceedings,
- the period from the date of mailing the decision until its delivery.

Deadlines

Section 6 (1) Deadlines defined in days or workdays shall not include the day of the occurrence of any act or circumstance that causes the given deadline to commence, or the day of the communication, delivery, posting, or removal of any related notice.

(2) A deadline expressed in months or years shall expire on the day which corresponds to the starting date; or if the month of expiry does not include that date, the expiry shall take place on the last day of the month.

(3) When the last day of a deadline is not a business day at the University, expiry shall take place only on the subsequent business day.

(4) Where a right is contingent upon a specific day, it shall take effect at the beginning of that day. The deadline shall be considered to have been missed and the legal consequences of default shall take effect on the last day of the deadline.

(5) In the event of doubt, the time limit shall be considered observed.

(6) When determining deadlines, the relevant provisions of Act CXL of 2004 on the General Rules of Administrative Proceedings and Services shall be considered governing.

Representation

Section 7 (1) The student is entitled to act in person and to proceed by a legal representative or by an authorized person in legal remedy proceedings.

(2) The authorization for representation shall be valid solely in writing and if

- d) it contains the name of the person authorized to submit the application, the personal details of the authorized person suitable for identification, and their signatures,
- e) it indicates the procedural issues in which the authorized person is entitled to act,
- f) it is certified with the signature of two witnesses that the authorizing person has signed it in their presence or acknowledged the signature as his own.

Inspection of documents

Section 8 (1) At any phase of the procedure, the student or its representative is entitled to inspect the documents created during the procedure or considered in the decision-making process of the Committee, as well as to listen to the audio recordings of the Committee meetings - except for records or audio recordings of closed sessions.

(2) The witness heard in the procedure is entitled to inspect the documents containing the witness testimony.

(3) The following may not be inspected:

- c) the decision draft,

²⁰⁴ Amended by Decision 70 of June 27, 2017 of the University Council.

- d) any document that may contain any reference to the identity of the person whose natural identification data and home address is considered confidential information by order of the Committee.

(4) The inspection of documents does not include the right to make copies of the documents or audio recordings, or the right to have such documents delivered.

(5) Access to the document may be requested within a period of half a year after the final completion of the procedure.

Part 2

Performing the legal remedy procedure

Initiation of the proceedings

Section 9 (1) The student is entitled to request legal remedy against any decision made or omitted by the institution within 15 days following the communication - or obtaining such information - of the decision.

(2) An application for legal remedy may be lodged against a decision related to the evaluation of studies only when the decision has been grounded on requirements that have not been originally adopted by the higher education institution, when the decision is in conflict with the provisions of the Organizational and Operational Rules, or when the provisions related to the organization of exams have been breached.

(3) With the exception of the violation of procedural rules, no application for legal remedies may be lodged against decisions made by way of individual consideration, especially decisions regarding equity, preferential schedule of studies, social support, or discounts on payment obligations.

(4)²⁰⁵ Persons with access to the Neptun system shall submit applications for legal remedy via Neptun. Applications for legal remedy by persons without access to the Neptun system shall be addressed to the Rector of the University and submitted to the Faculty making the decision of first instance.

(5) The Dean of the Faculty concerned shall review applications for legal remedy. If the Dean agrees with the statements of the application, the decision requested to be reviewed may be withdrawn, modified or any omitted decision shall be now made. The legal remedy allowed against any withdrawal or modifying decision is identical to that available against the withdrawn or modified decision.

(6) If the Dean disagrees, the application for legal remedy, together with all the available documents of the case and his own remarks as necessary, shall be referred to the Rector's Office within 8 days.

(7) Within 8 workdays after the receipt of the documents, the Rector shall decide whether to evaluate the case in person. If the Rector decides not to take control of the evaluation of the case, the documents shall be forwarded to the Chair of the Committee for the Review of Student Affairs.

(8) The Chair of the Committee shall examine the appeal for legal remedy and shall decide within 5 workdays whether to initiate the procedure or reject the application without substantive examination. If the Chair of the Committee determines that another organization or person within the institution is competent in evaluating the application, the case - within the same administration period - shall be transferred to the entitled organization or person.

Application for legal remedy

Section 10 (1)²⁰⁶ Applications for legal remedy shall be submitted in writing. Persons with access to the Neptun system may submit applications for legal remedy only via the Neptun system. The place of submitting the application for legal remedy by persons without access to the Neptun system shall be determined and published by the individual Faculties.

²⁰⁵ Amended by Decision 70 of June 27, 2017 of the University Council.

²⁰⁶ Amended by Decision 70 of June 27, 2017 of the University Council.

(2)²⁰⁷ The date of submission of the application is the date on which the application is recorded in the Neptun system. In the case of persons without access to the Neptun system and submitting an application by mail, the date of the submission shall be the date of mailing or otherwise the date of receipt.

(3)²⁰⁸ Applications for legal remedy may be submitted via the Neptun system only by the authorized person. Authorized persons and representatives may submit applications by other means.

If the application is submitted by other than the authorized person, the authorization for representation must be credibly proven at the time of submitting the application.

(4) The application shall be qualified in accordance with its content, even if the name used by the student does not reflect the content.

(5) The application is to include the following:

- a) the name, address, and mailing address of the student and any representative,
- b) the decision made or omitted for which the application is submitted,
- c) the essence and relevant circumstances of the alleged violation or procedural error, as well as the basis on which the student is requesting the review of the decision/action or the making of the omitted decision.

(6) Documentary evidence supporting the allegations contained therein shall be attached to the application or, if they are not available to the student, it shall indicate the method for proving the allegations contained in the application.

(7) It is not necessary to provide evidence of well-known facts or facts that the University is officially aware of.

(8) If the application does not meet the requirements of paragraph (5)-(6), the Chair of the Committee shall request the student - in addition to indicating the appropriate dates and alerting the student to the legal consequences of failure - to remedy deficiencies. Remedying deficiencies is not necessary regarding data in paragraph (5) a) and b)

(9) At any time until the decision is made, the student shall be entitled to withdraw the application for legal remedy in writing - or orally, recording such intention in the record at a Committee hearing.

Rejecting the request and terminating the procedure without substantive evaluation

Section 11 (1)²⁰⁹ The application shall be rejected by the Chair of the Committee in an order, if it is determined that:

- a) it was submitted late,
- b) it was not submitted by the authorized person,
- c) it concerns a decision against which no appeal can be filed; or the student fails to refer to a procedural error when submitting its application for legal remedy against a decision made by individual consideration; or in its application for legal remedy against learning assessment, the student fails to refer to reasons set out in the Regulations,
- d) its objective is obviously impossible,
- e) it has since become devoid of purpose,
- f) the application is incomplete and no possibility of rectification is available based on these Regulations,
- g) a person with access to the Neptun system did not submit the application for legal remedy via the Neptun system.

(2) The procedure shall be terminated in an order by the Chair of the Committee if:

²⁰⁷ Amended by Decision 70 of June 27, 2017 of the University Council.

²⁰⁸ Amended by Decision 70 of June 27, 2017 of the University Council.

²⁰⁹ Amended by Decision 70 of June 27, 2017 of the University Council.

- a) the application could have been rejected without a substantive evaluation, but this fact was only discovered following the start of the procedure,
- b) the student withdrew the application for legal remedy in writing - or orally, recording such intention in the records at a Committee hearing,
- c) the procedure has since become devoid of purpose,
- d) the student failed to comply with the request to remedy deficiencies and failed to request the extension of the relevant deadline, or the student's failure to make a declaration prevented the clarification of the facts.

Suspension of proceedings

Section 12 (1) If making a substantive decision on a case depends on the prior evaluation of an issue which is the competence of any other person or body, or cannot be reasonably closed without a decision made in another case closely related to the given case, the Committee shall be entitled to suspend the proceedings. If the student is entitled to initiate a procedure at a different body, the student shall be notified of this possibility and the relevant deadline. If the student fails to comply with the above request, the Committee shall terminate the proceedings or make a decision based on the available data.

(2) On one occasion the student - in particularly justified cases - shall be entitled to request the suspension of the proceedings. However, if the student fails to request resuming the suspended procedure within 3 months, the Chair of the Committee shall be entitled to terminate the proceedings upon the expiry of the deadline.

(3) The administrative time limit shall not include the duration of the procedure's suspension.

Application for *restitutio in integrum*

Section 13 (1) In case the student fails to meet any deadline for a fault not attributable to the student, the student is entitled to submit an application for *restitutio in integrum*.

(2) The application for *restitutio in integrum* shall be submitted within eight days after becoming aware of the failure or terminating the difficulty, but no later than within six months after the missed date or the last day of the missed deadline. The cause of the omission and the reasons for defense shall be named in the application; any supporting documents shall also be attached.

(3) In the event that a deadline is missed, the act neglected must be performed simultaneously with submission of the application for *restitutio in integrum*, if the applicable conditions are met.

(4) If the Committee accepts the application for *restitutio in integrum*, the procedure shall be conducted as if the omission had not taken place and, where necessary, the Committee shall amend or revoke the decision accordingly.

Clarifying the facts of the case

Section 14 (1) The Committee is obliged to clarify the facts of the case necessary for deciding the case. In case the available information is insufficient, the Committee shall conduct an evidence procedure.

(2) The facts which are officially known to the Committee and which are of common knowledge shall not be evidenced.

(3) Only evidence appropriate for enabling the clarification of the facts can be used in the procedure. Evidence shall, in particular, mean the student's statements, documents, witness statements, reports on the review, expert opinion, minutes of official inspections, and physical evidence. In particular, data in the Neptun system related to student academic performance and student status can be used as proof.

(4) The student may also make recommendations for proving any facts of the case.

(5) The Committee may freely determine the means of proof to be employed.

(6) The Committee shall assess each piece of evidence separately and on the aggregate and shall establish the facts according to its conviction based on this assessment.

Section 15 (1) If deemed necessary to ascertain the facts of the case, the Committee may request the student's oral hearing. The student is entitled to refuse to make a declaration, or to request - in writing - that the proceedings be held without an oral hearing. If the student fails to appear at the hearing despite proper notification and fails to request that the proceeding be continued in his/her absence until the date of the hearing, the Committee shall be entitled to terminate the proceeding or make a decision based on the available data. The student is also entitled to ask the Committee to continue the proceeding without hearing the student via email.

(2) In order to clarify the facts, any student or employee of the University may be summoned by the Committee to a hearing or may be obliged to make a written declaration.

In order to clarify the facts, the Committee is entitled to request information related to the case from any organizational unit of the University, or may call the student to present any available records or other documents.

(3) If the Committee considers it necessary, any other person may be heard as a witness, in case the person to be heard as witness is willing to participate in the proceeding. No person may be heard as a witness who cannot possibly be considered for a testimony relevant as evidence.

(4) The witness shall be identified at the beginning of the hearing. The witness shall state his/her relationship with the student, to clarify any presence of bias. Any facts establishing the ground for bias of the witness shall be recorded in the report. A witness not yet heard may not be present at the hearing of the client, another witness, or an expert. The Committee may permit the witness to make a written deposition after or instead of the hearing; in this case the testimony shall be drawn up in the form of a private document with full probative value.

(5) Considering reasonable private interests, the Committee may order treating the identification data and the address of the student heard as a witness confidentially.

(6) The student is entitled to be present at the hearings and at other probative procedures conducted for the clarification of the facts; furthermore, the student is entitled to ask the heard persons questions and make comments to the Committee regarding evidence - except for the hearing of any person whose identification data and address are treated confidentially.

(7) When clarifying facts, the relevant provisions of Act CXL of 2004 on the General Rules of Administrative Proceedings and Services shall be governing.

Notices

Section 16 (1) Persons and students to be heard by the Committee shall be notified in writing beforehand of the hearing and of any procedural acts in which they are entitled to participate.

(2) Notification shall be sent to the student by mail and if, deemed necessary by the Secretary of the Committee, in electronic form (e-mail or Neptune message) so that the date of the hearing or other procedural act will be delivered at least 5 days in advance.

(3) If a hearing is necessary, the Committee shall notify any student of the University via the Neptune system or in an e-mail message, while University employees shall be notified in the manner used locally.

Decision Making

Section 17 (1) The Committee shall make its decisions at closed meetings, with the simple majority vote of the attending members. In the event of a tie, the Chairman's vote shall be decisive.

(2) Regarding the application for legal remedy, the Committee may make the following decisions:

- a) reject the application,
- b) order that the person or body failing to make a decision shall make a decision,
- c) change the decision,

- d) annul the decision and order the decision-maker to conduct new proceedings.
- (1) The second instance decision shall be final and enforceable as of its notification, unless the student has requested judicial review.

Part 3

Decisions and their communication

Decisions

Section 18 (1) The Committee shall pass a decision regarding the merits of the case; in all other issues incurred during the procedure, the Committee or its Chair shall issue an order.

(2) The Decision shall include:

- a) the name of the Committee, the case number, and the name of the administrator,
- b) the name, address and, if applicable, Neptun code of the student,
- c) a description of the subject-matter of the proceedings,
- d) in the operative part:
 - the Committee's decision, the possibility of review, the place and deadline of submission, and information on the possibility of a request for a court case,
 - the name of any administrative body and the operative part of its decision,
- e) in the justification:
 - the established facts and the evidence they are based on,
 - evidence offered by the student but ignored, and the reasons they were ignored,
 - the explanation of any decision made by an administrative body,
 - in case the administrative deadline is not met, the expiry date, as well as information on the reasons why the student or any other participant in the proceedings failed to meet the deadline of administration,
 - reference to the pieces of legislation which were the basis for the authority to make the decision,
 - reference to the pieces of legislation establishing the powers and competences of the Committee,
- f) the place and date of the decision, the name of the Chair of the Committee, as well as the name and the official title of the person issuing the decision, if it is different from the exerciser of authority,
- g) the signature of the person issuing the decision and the Committee's official seal.

(2) The decision shall include the relevant content units according to section (1).

(3) A simplified decision foregoing a justification and information on legal remedy may be made if

- a) the Committee accepts the application in its entirety,
- b) it specifies only the date of a procedural act.

(4) Decisions shall be drawn up on a separate sheet. Orders shall be drawn up in a separate document; in case an order is communicated orally, it shall be included in the records. At the request of the student, any order communicated orally shall be drawn up in a separate document.

(5) In all other respects, the decision shall be governed by the relevant provisions of Act CXL of 2004 on the General Rules of Administrative Proceedings and Services.

Communicating the decision

Section 19 (1) The Committee shall communicate its decisions to students in writing. The decision may also be announced orally; however, in terms of calculating deadlines, the date of the written communication shall be governing.

(2) The decision shall be delivered by mail, in a registered letter. The decisions and the individually appealable orders may not be communicated by fax, unless the person or body entitled to communicate the decision had previously requested or consented to it.

(3) If postal delivery is unsuccessful because the addressee or his/her authorized representative declares unwillingness to accept the letter, the document shall be deemed to have been delivered on the date of the attempted delivery.

(4) If the document is returned marked "not collected", the document shall be deemed to have been delivered - until otherwise proven - on the fifth workday following the second attempted postal delivery.

(5) In all other respects, the communication of the decision shall be governed by the relevant provisions of Act CXL of 2004 on the General Rules of Administrative Proceedings and Services.

Part 4

Correcting, supplementing and reviewing decisions

Correcting and supplementing decisions

Section 20 (1) In case the decision contains any clerical errors in names, numbers, or calculations, the Committee shall correct such errors - if necessary, following the hearing of the student - as long as it has no impact on the merits of the case.

(2) The correction shall be made by the Committee

- d) by making a note on the original copy of the decree and - if available - its issued copies,
- e) withdrawing the incorrect decree and replacing it, or
- f) by making a corrective decision.

(3) No appeal may be lodged against the correction.

(4) The correction shall be notified to those notified of the original decision.

Section 21 (1) The Committee shall amend the decision if any statutory item is missing or if no decision was made on the substance of the case.

(2) No amendment of the decision shall be allowed if

- c) more than one month has passed since the decision has become final, or
- d) such would infringe rights acquired and exercised in a *bona fide* manner.

(3) The Committee shall make the supplementation by

- c) issuing a separate addendum to the decree and - if possible - noting this fact on the original copy and its issues, or
- d) revoking the incomplete decision and replacing the decision with a decision in a unified format including the original decision and its replacement.

(4) The supplemented decision is subject to the same remedy procedure as the original decision.

(5) The supplement shall be notified to those notified of the original decision.

(6) When initiating the procedure, rules regarding the correction and the supplementation of the decision shall be duly applied to any such procedure by the competent Dean.

Reviewing decisions

Section 22 (1) The student may request the court review of the decision on the application for legal remedy within thirty days of the date of notification thereof, by reference to the violation of law or provisions regarding student legal status. For the purposes of these provisions, the provisions pertaining to student legal status shall be the provisions laid down by law and in the institutional documents that establish the rights and obligations of students.

(2) The application for judicial review shall be submitted in writing to the Faculty making or failing to make the decision of first instance.

Part 5

Transitional and Final Provisions

Section 23 (1) These Regulations shall enter into force on May 1, 2013.

(2)²¹⁰

(3) The scope of these Regulations shall apply only to procedures initiated following its entry into effect. Any procedures initiated prior to the entry into effect of these Regulations shall be commenced according to regulations effective at the date of their start.

(4) These Regulations shall not affect the appointment of members of the Commission. However, after the expiry of the existing appointments, the provisions of this Regulation shall apply to the composition of the Committee.

²¹⁰ The amending provisions have been transposed into the relevant regulations.

XVII.7. STUDENT DORMITORY RULES

Based on Act CCIV of 2011 on National Higher Education and in line with the provisions of the relevant government decrees and other pieces of legislation, the University Council of the Pázmány Péter Catholic University hereby enacts the following rules as an annex to its Organizational and Operational Rules.

Part I General Provisions

Policy scope and application

Section 1 (1) The scope of these Rules extends to the operation of all of the Pázmány Péter Catholic University's dormitories, students, and doctoral students (hereinafter jointly: student).

(2) The list of the University's dormitories and their basic data are set out in Annex 1 to these Rules.

(3) The scope of these Rules also extends to those persons not in a student relationship with Pázmány Péter Catholic University who are housed in dormitories provided by the University or are dormitory members. The rules set out for students shall be suitably applied to such persons. If the University provides lodging at a dormitory operated by the University on the basis of a separate rental or service contract (without dormitory membership), the applicable contract may lay down rules that differ from those set out in these Rules.

(4) The scope of these Rules extends to the dormitory services provided at dormitories leased by the University, with the condition that the faculty providing such dormitory services may - in complementary provisions attached to these Rules - deviate from the provisions of these Rules, excluding the unified factors for dormitory admissions, the provisions on maximum dormitory charges, the method for publishing dormitory charges, and the deadlines of such charges.

(5) In view of the characteristics of purely theological education and based on the unique regulations stipulated for the proper observance of the mandatory requirements of the Holy See, the Faculty of Theology and the Postgraduate Institute of Canon Law may deviate from the provisions of these Rules as regards the dormitory housing of students and doctoral students.

(6) In the event of any doubt, the Rector has the right to provide for the authentic application of the Policy and to issue any provisions needed for the enforcement of the Policy, without prejudice to the Grand Chancellor's right set out in the University's Organizational and Operational Rules to provide the correct interpretation of the University's rules and regulations.

Basic dormitory tasks

Section 2 (1) The purpose of the dormitory is to function as a social institution for students and thus allow students living in unfavorable social conditions to study.

(2) In line with its purpose, the dormitory takes part in preparing students for entering the world of white collar work.

(3) Dormitory residents are given the possibility of making their quarters more homely.

(4) The dormitory provides students with the possibility of self-training, exercising, and spending their free time usefully.

(5) The dormitory also upholds student traditions and plays a role in the formation of communities.

Part II Dormitory operations

Section 3 (1) The operation of the dormitory is managed by the Dean of the faculty offering the given dormitory service. In exercising this power, the Dean is especially entitled to:

- a) organize and conduct the dormitory admission process,
 - b) conclude dormitory contracts with admitted dormitory residents,
 - c) lay down the dormitory house rules,
 - d) manage and supervise the regular functioning of the dormitory and adherence to the house rules.
- (2) The Dean is authorized to delegate in writing the various competences in connection with the management of the dormitory, to the assistant Dean or the employee performing the function of dormitory head.
- (3) The Dean shall lay down and amend the dormitory house rules after consulting with the Student's Union at the University. The dormitory house rules can be amended during the academic year, with the condition that amendments cannot curb the rights of current dormitory residents.
- (4) The day to day workings of the dormitory shall be coordinated by a dormitory officer or teacher.

Basic services provided as part of the dormitory service

Section 4 (1) The dormitory service includes the provision of basic and supplementary services.

(2) The following qualify as dormitory basic services:

- a) the exclusive right to use one bed, one desk for personal use, one chair, and one wardrobe, per student in each dormitory room,
- b) the exclusive right to use one duvet and one pillow per bed,
- c) the right to use suitable bathing facilities and toilet,
- d) facilities for cooking and warming food, with at least 1 1,000 watt hot-plate per 25 persons,
- e) heating,
- f) a water supply of no more than 150 liters/person/day,
- g) a warm water supply of no more than 90 liters/person/day,
- h) washing and ironing facilities with at least one automatic washing machine with a capacity of 5 kg and at least one ironing board,
- i) a computer room with at least 15 computers with access to the internet,
- j) a study room with facilities for at least 5% of the number of residents, with at least 2 m² per person, including the use of a desk and chair,
- k) 25 liters of space in a refrigerator per person,
- l) an electricity network in each room suitable for supplying electricity to refrigerators, hair dryers, and electric appliances with outputs less than 200 watts (other than heaters),
- m) periodic cleaning of the dormitory two times a year,
- n) daily cleaning of common areas, bathing facilities, and toilets,
- o) the building's insect and pest management at least once a year,
- p) a reception service or access control system,
- q) the cooperation of a dormitory teacher.

(3) As set out in the given dormitory's house rules, additional or supplementary services in addition to the basic services may also be provided - which can be voluntarily accessed.

Part III **Dormitory membership**

Enrolling for dormitory membership

Section 5 (1) Dormitory membership is established with the conclusion of the dormitory contract concluded based on valid dormitory admission.

(2) A dormitory contract can be concluded only with a person who has been admitted to the dormitory in the dormitory admission procedure held in the given academic year. Dormitory admission cannot be transferred to subsequent academic years.

(3) The conclusion of the dormitory contract is a prerequisite for moving into the dormitory. The student admitted to the dormitory shall be authorized to sign the contract personally or by way of an authorized representative. The authorization for representation shall be valid solely in writing and if

- a) it contains the name of the person authorized to submit the application, the personal details of the authorized person suitable for identification, and their signatures,
- b) it indicates the procedural issues in which the authorized person is entitled to act,
- c) it is signed by at least two witnesses.

(4) If the person admitted to the dormitory fails to conclude the contract by the deadline specified by the competent Faculty, the admission shall lapse and the admitted person shall be replaced by the next person in the admission rankings.

(5) Dormitory memberships are concluded for the fixed term of one academic year or, if the contract is concluded mid-term, until the end of the given semester.

(6) If the number of admitted students is less than the number of available places, applicants who are not University students may also be admitted to the dormitory.

Section 6 (1) The dormitory admission procedure shall be announced on the websites of the given Faculty and dormitory (if applicable) at least thirty days prior to the deadline for submitting application forms.

(2) Applications shall be submitted in writing - with the use of the provided form - to the organizational unit specified in the announcement.

(3) Documents certifying the veracity of the contents of the application form shall be attached.

(4) The submission deadline set out in the announcement is non-appealable and no application for certification may be submitted.

(5) Incomplete applications and applications submitted by other than an authorized person or his/her representative, with other than the required form, or after the non-appealable deadline shall be rejected without any substantive examination.

(6) Applicants shall be ranked according to the uniform scoring system outlined in Annex 2 to the present Rules and shall then be admitted starting from the top of the ranking until the available places are filled. If more than one applicant has the same number of points but there are not enough places, the alphabetical order of their names will be used to determine who shall be granted admission.

(7) The dormitory Admissions Committee shall decide on the ranking. The Committee's members:

- a) the dormitory officer or teacher,
- b) the teacher or employee designated by the competent Dean, and
- c) a student delegated by the University Student's Union.

(8) If the number of applicants is less than the number of available places, the ranking can be omitted.

(9) Applicants who had previously been deprived of their dormitory memberships as a disciplinary sanction may be excluded from the admission procedure.

(10) If available places still remain after the admission procedure has been closed, an additional admission procedure may be announced, in which the order in which applications are received shall determine the filling of the available places.

The rights and obligations of dormitory residents

Section 7 (1) Students housed in the dormitory have the right to

- a) use the dormitory place provided to the student, the services provided as part of the dormitory's basic services, and the common areas in the dormitory,
- b) use the study, cultural, and entertainment possibilities offered by the dormitory, as well as all offered services,
- c) make recommendations and initiatives to improve community life in the dormitory, and
- d) turn to the dormitory's competent bodies in question involving the student's person and the community.

(2) Students housed in the dormitory shall be obligated to

- a) pay dormitory fees by their deadlines,
- b) adhere to the dormitory house rules,
- c) use the dormitory and its furnishings in line with their intended purposes, and to refrain from threatening the integrity of their condition and causing damages.

(3) The dormitory shall be authorized to specify places in the dormitory - taking into account student needs as far as possible. The student shall not be authorized to change the provided place, but may submit a written request for doing so.

(4) Students may start using their furnished places in the dormitory after taking an inventory of the given furnishings, with the obligation to account for all inventoried items. Students may not make any changes to dormitory rooms without permission.

(5) Students may not transfer the dormitory place service to third persons, may not share it, and may not sublet or allow third persons to use their places.

(6) During teaching breaks of at least one week, students may be required to leave the dormitory.

(7) Students shall be required to clean their own living quarters and the adjacent rooms. Students shall furthermore be obligated to deposit their own trash in the respective receptacles. The additional costs from failing to perform the cleaning obligations and any official public health fines shall be borne by the students housed in the room in question.

Termination of dormitory membership

Section 8 (1) Dormitory membership shall be terminated

- a) upon the expiration of the fixed term,
- b) if the dormitory contract is terminated with immediate effect,
- c) by way of revocation of dormitory membership due to the imposition of a disciplinary sanction,
- d) at the student's request, no earlier than at the end of the semester.

(2) Termination of the student's legal status as a student does not automatically result in the termination of dormitory membership. Students wishing to terminate dormitory membership shall do so in writing. If the student legal status is terminated, the University shall also be authorized to terminate the dormitory contract with reference to such fact. Membership shall end as of the last day of the month following the notice or termination.

(3) At the time of the termination of membership (or, in the cases outlined in paragraph (1) (b)-(c), within 5 workdays of termination), students shall be obligated to hand over their dormitory places in an empty state after removing their possessions. Students are fully liable for missing or damaged inventory items, insofar as such damages exceed that expected as a result of normal use.

(4) The values of the items taken over as per the inventory shall be defined beforehand and disclosed to students in an appropriate manner. The values of such items can be updated once per academic year. When moving out (or when reporting the loss of or damages to items taken over as per the inventory, or when official notice is taken of such), students shall be obligated to settle the damages caused by paying the listed amount.

(5) Any items left in the dormitory after the termination of dormitory membership can be taken over within 30 days in return for a late fee. After the above deadline has passed, the dormitory shall be authorized to dispose of such of the student's items.

Part IV

Dormitory fee

Section 9 (1) Students shall be obligated to pay a dormitory fee for the dormitory services.

(2) The dormitory fee shall be set in advance for each academic year by May 30 of each year, by the Dean of the faculty providing the dormitory services, in agreement with the University Student's Union.

(3) Within the framework laid down by law, the amount of the dormitory fee shall be set according to the various available comfort levels, separately for students with state scholarships, state-funded students, self-funding students, and students in fee-paying training. For the purposes of the dormitory fee, persons without student status at the University shall be classified as self-funding students.

(4) The dormitory fee shall be made public when the admission procedure is announced.

(5) The dormitory fee shall include the provision of the basic services required by law. No other fee or reimbursement besides the dormitory fee may be charged for the use of the basic dormitory services required by law. Students may be charged for any services additional to the basic services, which may be used voluntarily.

(6) The amount of the dormitory fee cannot be unilaterally amended during the academic year. Cases in which the student's legal status as a student is terminated or the student's financing form changes, automatically amending the dormitory fee starting from the date of such change, shall not qualify as an amendment of the dormitory fee.

Section 10 (1) The dormitory fee shall be paid in monthly installments, by the tenth day of each month. If requested by the student, the fee can also be paid in advance in one lump sum.

(2) Students shall pay the dormitory fee electronically by bank card via the Neptun system, by the respective deadline. Persons with student legal status shall be obligated to pay the fee by bank transfer to the provided bank account. An invoice shall be provided for the paid fee.

(3) The payment obligation shall remain valid even if the student does not make use of the dormitory services or the student has been obligated to move out of the dormitory due to a school break, as outlined in these Rules. Students shall not be obligated to pay the dormitory fee for periods in which the dormitory does not provide the service, in violation of the provisions of these Rules.

(4) If the student defaults on paying the dormitory fee and the default does not exceed two months, the payment obligation can be fulfilled with the payment of the generally applicable late fee. If the default is at least two months, the competent Dean shall be authorized to terminate the dormitory contract with immediate effect and to claim late interest for the unpaid payments, which interest shall equal the central bank base rate for the full time of the default.

Part V

Final provisions

Section 11 These Rules shall enter into force on August 1, 2018.

Section 12²¹¹

²¹¹ The amendments laid out in this Section have been transferred to the applicable rules.

Annex 1:

Dormitories of Pázmány Péter Catholic University**Vitéz János Dormitory**

1. Dormitory name: Vitéz János Dormitory
2. Dormitory address: 2500 Esztergom, Kossuth L. u. 25.
3. Dormitory capacity: 72
4. Established: 1932.
5. Founded by: The Esztergom Archbishop's Roman Catholic Teacher Institution
6. Dormitory operator: Pázmány Péter Catholic University, Faculty of Humanities and Social Sciences
7. As per the memorandum of association:
 - a) Basic activity: - Hostel and dormitory accommodation
 - b) Additional activities: - Guest room services
 - c) - Sale of accommodation outside of term time
 - d) (other accommodation services, TEÁOR [Hungarian NACE code]: 5590)

Annex 2:

The dormitory admission scoring system**1. Points awarded for social situation:**

Amount of income and benefits per person		Number of points			
From	To	(number of persons in the household)			
		1 or 2 persons	3 persons	4 persons	>4 persons
0	19,999	48	44	41	37
20,000	24,999	40	37	34	31
25,000	29,999	34	31	29	26
30,000	34,999	27	25	23	21
35,000	39,999	22	20	19	17
40,000	44,999	17	16	14	13
45,000	49,999	12	11	10	9
50,000	54,999	8	7	7	6
55,000	59,999	4	4	3	3
60,000	64,999	0	0	0	0
65,000	69,999	-2	-2	-3	-3
70,000	74,999	-4	-5	-5	-6
75,000	79,999	-7	-8	-9	-10
80,000	84,999	-10	-11	-13	-14
85,000	89,999	-13	-15	-17	-19
90,000	94,999	-17	-19	-22	-24
95,000	99,999	-21	-24	-27	-30
100,000	104,999	-25	-29	-32	-36
105,000	109,999	-29	-34	-38	-42
110,000	INF	-34	-38	-43	-48
Points for dependent siblings:					
Number of dependent siblings	in detail	number of points			
1	4	4			
2	4+4	8			
3	4+4+4	12			
4	4+4+4+3	15			
5	4+4+4+3+2	17			
6	4+4+4+3+2+2	19			
	+2 for each additional dependent sibling				
Distance of home from the institution					
0 km	0 points				
<100	2 points				
100-150 km	4 points				
150-200 km	6 points				

200-250 km	8 points
> 250 km	10 points
Housing conditions	
with parents	0 points
own residence	4 points
housing provided as a favor	4 points
dormitory	15 points
sublease	20 points

2. Points awarded based on academic performance:

In the case of non-first year students, based on the credit index of the previous semester:

3.49 and under	0 points
3.50-3.99	5 points
4.00-4.49	10 points
4.50-4.66	15 points
4.67 and above	20 points

In the case of students in bachelor and single-cycle programs, and for freshmen, based on admission scores:

260-359	0 points
360-379	5 points
380-399	10 points
400-419	15 points
420 and above	20 points

In the case of freshmen students in master programs, based on admission scores:

51-59	0 points
60-69	5 points
70-79	10 points
80-89	15 points
90 and above	20 points

2. Points awarded for work performed in the interest of the student community:

A maximum of **10 points** can be awarded, based on individual judgment.

3. Points awarded based on the educational program:

Students in full-time training: **10 points**

4. Points awarded based on equal opportunities and other factors:

Category	Number of points
One parent/supporting party is unemployed	4
Both parents/supporting parties are unemployed	8
One parent/supporting party is deceased	10
Both parents/supporting parties are deceased	17

The applicant's parents are divorced and the supporting parent has not remarried	7
The applicant's parents have divorced and the supporting parent does not receive any support from the other	9
One parent/supporting party receives old-age pension	4
Both parents/supporting parties receive old-age pensions	8
One parent/supporting party is category I or II disabled	10
One parent/supporting party is category III disabled	8
One parent/supporting party is disabled (uncategorized)	4
Both parents/supporting parties are category I or II disabled	20
Both parents/supporting parties are category III disabled	16
Both parents/supporting parties are disabled (uncategorized)	8
The applicant's livelihood is not financed by parents/supporting parties	7
The applicant has a large family	4
The supporting party is the applicant's spouse	4
The number of the applicant's children	7 * the number of children
Regular costs arising due to the applicant's health	
HUF 0-4,999 / month	0
HUF 5,000-14,999 / month	2
HUF 15,000-25,000 / month	4
HUF >25,000 / month	6
Regular child protection allowance	4
In long term foster care	6
Disadvantaged (under the age of 25)	7
Multiply disadvantaged (under the age of 25)	15
Guardianship terminated due to age,	12
In need for reasons of disability or a health condition	9
Receives a ministerial scholarship	7
The number of siblings or other family members who require care and live in the same household as the applicant	5 * each family member
Points awarded for other conditions	0-10