PÁZMÁNY

1635

PÁZMÁNY PÉTER CATHOLIC UNIVERSITY STUDENT REIMBURSEMENT AND BENEFIT REGULATIONS

Effective as of February 13, 2025.

STUDENT REIMBURSEMENT AND BENEFIT REGULATIONS

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 regulations as an annex to its Organizational and Operational Rules.

Part I
General provisions

Scope and application of these Regulations

Section 1 (1) These Regulations apply to all educational programs attended by university students at the University.
(2) The Regulations 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 these Regulations 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 Regulations 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 these Regulations.
(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 these Regulations – unless expressly stated otherwise by these Regulations – 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 Regulations and to issue any provisions needed for the enforcement of the Regulations, 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)[1] 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.

[1] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

(3)[2] 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 Regulations.
(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)[3] 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)[4] 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)[5,6] 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,
d) semesters started by the student for studies at the University's Master's programs in parallel to the Master program in which the student is participating, and
e) semesters used in the teacher training Master's program to which the student was admitted in parallel to or after the non-teacher training single-cycle or Master's major, as well as used in 4-semester teacher training Master's programs,
f)[7] the semesters starting from the semester following the birth or adoption of the married student's child or from the date of the marriage of a student with child, until the semesters preceding the semester following the student's 30th birthday. The dissolution of the student's marriage shall not affect this provision.

[2] Amended by Decision 45 of June 10, 2016 of the University Council.
[3] Amended by Decision 50 of September 26, 2016 of the University Council.
[4] Enacted by Decision 50 of September 26, 2016 of the University Council.
[5] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[6] Amended by Decision 50 of June 15, 2023 of the University Council. Effective as of August 15, 2023. Point (d) shall be applied to the parallel teacher training programs started from semester I of the 2020/2021 academic year, and point (e) shall be applied to teacher training programs started from semester I of the 2022/2023 academic year.
[7] Enacted by Decision 5 of February 13, 2025 of the University Council.

(2a)[8] The student shall submit the certification of the conditions under paragraph (2) f) by submission through the Neptun system.
(3)[9] 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 these Regulations.
(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)[10] 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.

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) [11] 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)[12] 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.

[8] Enacted by Decision 5 of February 13, 2025 of the University Council.
[9] Amended by Decision 45 of June 10, 2016 of the University Council.
[10] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[11] Amended by Decision 44 of July 17, 2019 of the University Council. Effective as of August 15, 2019.
[12] Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

(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 these Regulations include the provisions pertaining to the use of the support and dormitory reimbursements.
(7)[13] 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 6[14,15] (1) The Finance and Technical Directorate shall provide data every semester on the framework amounts available for the purposes of providing various forms of support.

(2)[16] The given Faculty, in agreement with the Faculty Students' Union organization, informs the University Student Welfare Committee of the faculty framework amounts available for basic support, regular social scholarships, and extraordinary social scholarships. Within the institutional framework amounts set in this manner, the Student Welfare Committee shall decide on the amounts that can be devoted to basic support, regular social scholarships, and extraordinary social scholarships.
(3)[17] By February 28 or September 30, respectively, of each year, the competent Dean shall determine the framework amounts that can be devoted to support titles – within the limits of these rules – (with the exception of basic support, regular social scholarships, and extraordinary social scholarships) in line with the recommendation of the Faculty organization of the Students' Union.
(4) Within the limits of these Regulations 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 scholarships, and extraordinary social scholarships, 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 scholarships, and extraordinary social scholarships 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.

[13] Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.
[14] Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.
[15] Amended by Decision 25 of June 16, 2022 of the University Council. Effective as of August 15, 2022.
[16] Amended by Decision 25 of June 16, 2022 of the University Council. Effective as of August 15, 2022.
[17] Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

Section 7 (1) The support is provided for certain periods of time and – if so decreed by the Regulations – 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 Regulations, 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)[18] Financial support shall be paid by the University by transfer to the student bank accounts entered in the Neptun system; if more than one bank account number has been specified, the transfer shall be made to the default account.
(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)[19] 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.
(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.
[20](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) [21] 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.

[18] Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.
[19] Amended by Decision 69 of June 27, 2017 of the University Council.
[20] Repealed by Decision 46 of June 20, 2024 of the University Council. Repealed as of August 15, 2024.
[21] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

(2)[22] 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 these Regulations – the majors, the levels or study fields, or the education forms within the Faculty.
(3) Within the framework of these Regulations, 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 Students' Union organization, the Dean of the Faculty decides on awarding scholarships and on their amounts.

National higher education scholarships

Section 10[23] (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.

[22] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[23] Amended by Decision 69 of June 27, 2017 of the University Council.

(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 these Regulations. 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)[24] 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)[25,26] The total value of the professional, scholarly, and public scholarships that can be awarded to one student in one semester may not exceed, regardless of the method of payment (monthly/lump sum), 200% of the student's normative rate valid as at the awarding.
(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.

(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 Regulations. 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.

[24] Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.
[25] Amended by Decision 69 of June 27, 2017 of the University Council.
[26] Amended by Decision 44 of June 10, 2021 of the University Council. Effective as of August 15, 2021.

(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 [27] (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.
(3)[28] Each month, one twelfth of the annual budget shall be paid to registered doctoral students, and they shall become eligible for the lump sum benefit specified by law upon the acquisition of their degree.

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.

---

[27] Amended by Decision 45 of June 10, 2016 of the University Council.
[28] Amended by Decision 48 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

(4)[29] 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 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 or dormitory accommodation. The members of the Student Welfare Committee or the head of the dormitory, and the judges appointed by them, shall check and score the data on the basis of the evaluation system.
(5)[30] 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)[31] 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)[32] Students can submit applications for basic support via the Neptun system from the last day of the registration period until Friday on the second week of term time. 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.

[29] Amended by Decision 46 of June 20, 2024 of the University Council.
[30] Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.
[31] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[32] Amended by Decision 44 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

(2)[33] 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 the second Friday of term time. 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 these Regulations, to be eligible for a social scholarship, after all circumstances have been taken into account.

Extraordinary social scholarship

Section 17 (1)[34] 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)[35] 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)[36] Applications for extraordinary social scholarships shall be submitted via the Neptun system. Applications can be submitted from September 1 of the year until June 30 of the following year. 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.

[33] Amended by Decision 44 of July 17, 2019 of the University Council. Effective as of August 15, 2019.
[34] Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.
[35] Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.
[36] Amended by Decision 44 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

(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.

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 using 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 Students' 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)[37] In the course of planning the annual budget, the Sports Committee shall make a recommendation for the annual professional programs and budgets of university-level sports activities, by October 31 of the year prior to the target year. The Faculties shall provide cover for the budget proportionately to the number of students with state scholarships in full-time programs.

(4)[38] With the exception of university-level sports activities, the Faculty Students' 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 Students' Union and the Doctoral School.

(2) The Faculty Students' 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[39] (1) 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,

[37] Amended by Decision 44 of June 10, 2021 of the University Council. Effective as of August 15, 2021.
[38] Amended by Decision 44 of June 10, 2021 of the University Council. Effective as of August 15, 2021.
[39] Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

c) [40,41] the student failed to obtain or have acknowledged at least 15 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 in 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 these Regulations,

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 study contract by the last day of the registration period. If a student reclassified to self-funding status refuses or fails to sign the study contract, the student's student status shall terminate on the first workday following the last day of the registration period.

(6)[42,43] After the registration deadline, the student status of a student reclassified as self-funding in the Higher Education Information System (hereinafter: FIR) will be terminated on the last workday prior to the statistical deadline (March 15, October 15) if the student fails to sign the study contract by the end of customer service office hours on the day preceding the deadline.

(7)[44,45] 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.

(8)[46]

(9)[47]

(10) [48]The weighted cumulative average grades referred to in paragraph (1) c) for each study field shall be understood as the average in the following table:

Study field	Average

[40] Amended by Decision 55 of July 20, 2022 of the University Council. Effective as of August 6, 2022, with the provision that the amended reclassification credit numbers shall first be used for reclassifications in the 2021/2022 academic year and thereafter.

[41] Amended by Decision 50 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

[42] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

[43] Amended by Decision 44 of June 10, 2021 of the University Council. Effective as of August 15, 2021.

[44] Repealed by Decision 44 of July 17, 2019 of the University Council. Repealed as of August 15, 2019.

[45] Enacted by Decision 44 of June 10, 2021 of the University Council. Effective as of August 15, 2021.

[46] Repealed by Decision 44 of July 17, 2019 of the University Council. Repealed as of August 15, 2019.

[47] Repealed by Decision 44 of July 17, 2019 of the University Council. Repealed as of August 15, 2019.

[48] Amended by Decision 55 of July 20, 2022 of the University Council. Effective as of August 6, 2022, with the provision that the amended reclassification grade point average shall first be used for reclassifications in the 2021/2022 academic year and thereafter.

Humanities	2.75
Economics	3.0
Computer Science and Information Technology	2.75
Legal	3.0
Technical	2.75
Teacher Training	2.75
Social Sciences	2.75
Theology	3.0

Section 27[49] (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)[50]
(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 Regulations.
(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.
(5)[51] 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 these Regulations may not be reclassified to a state scholarship financing program.
(5a)[52] The married student participating in a Bachelor, Masters, single-cycle, or doctoral program shall, from the semester following the date of the birth or adoption of the child or of the marriage, be moved to Hungarian state scholarship-funded training form if the student has not yet turned 30 as of the first day of the semester. The student is entitled to provide proof that the conditions granting entitlement to such reclassification were met in the preceding semester no later than the last day of the registration period of the given semester, through the Neptun system.
(5b)[53] If the student that meets the conditions under paragraph (5a) as of enrollment is granted admission to self-funding training, the student shall be moved to the Hungarian state-scholarship program following enrollment. The student is entitled to provide proof that the conditions granting entitlement to such reclassification are met no later than the last day of the registration period of the given semester, through the Neptun system.

[49] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[50] Repealed by Decision 41 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.
[51] Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.
[52] Enacted by Decision 5 of February 13, 2025 of the University Council.
[53] Enacted by Decision 5 of February 13, 2025 of the University Council.

(5c)[54] The provisions under paragraph (5a) may not be applied in any other cases where the student is moved to a Hungarian state-scholarship program by way of the application of paragraph (5a) or (5b) and the student is then reclassified as self-funding for educational reasons.
(6)[55] 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)[56] The decision on reclassification pursuant to Section 26 (1) c) and Section 27 of the Regulations 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)[57]

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 Regulations 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 these Regulations, 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)[58] 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 Regulations – 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.
(6)[59] 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.

---

[54] Enacted by Decision 5 of February 13, 2025 of the University Council.
[55] Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.
[56] Amended by Decision 48 of July 14, 2020 of the University Council. Effective as of August 15, 2020.
[57] Repealed by Decision 13 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.
[58] Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.
[59] Enacted by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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)[60]

(4)[61] The amount of tuition cannot be changed during the training period.

(5)[62] The amount of the tuition shall be included in the study contract.

(6)[63,64] 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.

Payment of tuition

Section 31 (1)[65] 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 Regulations, tuition shall be payable with bank card via the Neptun system.

(3)[66,67] 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 Finance and Technical Directorate's 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.

(4)[68] If a student fails to pay the late fee charged for a default on a tuition payment in full and on time, such will be considered as the student having failed to pay the tuition.

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.

---

[60] Repealed by Decision 2016 of June 04, 2015 of the University Council. Repealed as of August 15, 2015.
[61] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[62] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[63] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[64] Amended by Decision 44 of June 10, 2021 of the University Council. Effective as of August 15, 2021.
[65] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[66] Enacted by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.
[67] Amended by Decision 44 of June 10, 2021 of the University Council. Effective as of August 15, 2021.
[68] Enacted by Decision 44 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

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)[69]

(3)[70,71] By May 31 of the previous academic year, the University Council shall decide on the fees defined in paragraph (1) for the given academic year, in view of the proposal provided by the Finance and Technical Directorate and the Education and Registrar's Office, 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)[72] 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 Regulations.
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 Regulations – for which the student has registered beyond the subject registration period.
6. [73] Institutional procedural fee for admission: A fee payable for applying to postgraduate specialist training, religious education, foreign language programs announced only for foreign citizens, or doctoral education.
7. [74]
8. [75]
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 Regulations.
10. [76] Late fee: A fee charged for supplemental administration to persons who fail to arrange study matters or pay the tuition or dormitory fee 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.

---

[69] Repealed by Decision 13 of April 07, 2017 of the University Council. Repealed as of August 15, 2017.
[70] Amended by Decision 48 of July 14, 2020 of the University Council. Effective as of August 15, 2020.
[71] Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.
[72] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[73] Amended by Decision 44 of June 10, 2021 of the University Council. Effective as of August 15, 2021.
[74] Repealed by Decision 26 of June 16, 2022 of the University Council. Repealed as of August 15, 2022.
[75] Repealed by Decision 26 of June 16, 2022 of the University Council. Repealed as of August 15, 2022.
[76] Amended by Decision 46 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

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 Regulations.
13. [77]
14. [78]
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.
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. [79]Postage 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 Regulations.
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 Regulations.
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 Regulations.
24. [80] Subject registration fee from the third registration: A fee payable for course registration from the third or any further registration.
25. [81]
26. [82]
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.

[77] Repealed by Decision 2016 of June 04, 2015 of the University Council. Repealed as of August 15, 2015.
[78] Repealed by Decision 26 of June 16, 2022 of the University Council. Repealed as of August 15, 2022.
[79] Amended by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.
[80] Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.
[81] Repealed by Decision 26 of June 16, 2022 of the University Council. Repealed as of August 15, 2022.
[82] Repealed by Decision 26 of June 16, 2022 of the University Council. Repealed as of August 15, 2022.

28. Final examination fee: A fee payable for the second and any subsequent registrations for the final examination.

(3)[83] By May 31 of the previous academic year, the University Council shall decide on the fees defined in paragraph (2) for the given academic year, in view of the proposal provided by the Finance and Technical Directorate and the Education and Registrar's Office, 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 Regulations, the payment of the prescribed fee shall be a prerequisite for the evaluation of applications or the use of other services.

(2)[84] 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.

(3)[85] 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) [86] 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 by the deadline for submitting the application, the item will be deleted and the application will be canceled.

(5)[87] The payment of the late fee charged for failing to pay the tuition (or its first instalment) is a condition for registering for an active semester just as payment of the tuition and its instalments.

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)[88,89] When tuition payment is assumed, the student is obliged to submit an invoice request via the Neptun system, no later than the last day of the registration period. If the tuition is paid

[83] Amended by Decision 48 of July 14, 2020 of the University Council. Effective as of August 15, 2020.
[84] Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.
[85] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[86] Amended by Decision 44 of July 17, 2019 of the University Council. Effective as of August 15, 2019.
[87] Enacted by Decision 44 of July 17, 2019 of the University Council. Effective as of August 15, 2019.
[88] Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.
[89] Amended by Decision 44 of June 10, 2021 of the University Council. Effective as of August 15, 2021.

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)[90] 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)[91] 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.
(5) Unless otherwise provided by these Regulations, no allowance may be granted for the payment of service fees.

Section 38 (1)[92] 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. If the student starting the given semester based on the decision on the transfer, change in major, or transferring between full-time and correspondence education receives an allowance for payment in installments, the first third of the tuition shall be payable by February 14 or Separate 14, respectively.
(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.

[90] Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.
[91] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.
[92] Amended by Decision 50 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

(4)[93] The application for payment in instalments or deferred payment shall be submitted via the Neptun system no later than the last day of the registration period. The Student Welfare Committee shall decide on applications.
(5)[94]

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)[95] 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 Regulations, or until the amount assigned by students paying tuition via the assignment of student loans is credited to the University account, but no later than the last day of the payment deadline applicable to students receiving the allowance for payment in installments, they may not be allowed to take exams in the current semester; however, 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 Regulations.
(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 Regulations 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 Regulations 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)[96,97,98] 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 the university student status upon the student's request, in line with the provisions of the Education and Exam Regulations, the student shall be refunded the proportionate amount of the tuition fee, calculated from the date of the submission of the valid application, that has been paid for the current semester by the Finance Department of the Finance and Technical Directorate, proceeding ex officio based on a decision of the Dean specifying the exact refundable amount. 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

[93] Amended by Decision 44 of July 17, 2019 of the University Council. Effective as of August 15, 2019.
[94] Repealed by Decision 1194 of April 17, 2015 of the University Council.
[95] Amended by Decision 46 of June 20, 2024 of the University Council. Effective as of August 15, 2024.
[96] Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.
[97] Amended by Decision 25 of June 16, 2022 of the University Council. Effective as of August 15, 2022.
[98] Amended by Decision 50 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

refund and shall be obligated to pay the commensurate amount of the tuition to the University within 15 days of the decision passed by the Dean.
(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)[99],[100] The request for a refund shall be submitted in writing to the Finance Department of the Finance and Technical Directorate with the use of the dedicated form or, for items paid via the Neptun system, in the Neptun system. The refund shall be paid by the University by transfer to the student bank accounts entered in the Neptun system; if more than one bank account number has been specified, the transfer shall be made to the default account.
(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[101] (1) The provisions of the Regulations 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)[102] 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.

[99] Amended by Decision 44 of June 10, 2021 of the University Council. Effective as of August 15, 2021.
[100] Amended by Decision 25 of June 16, 2022 of the University Council. Effective as of August 15, 2022.
[101] Amended by Decision 45 of June 10, 2016 of the University Council.
[102] Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

(6)[103] 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)[104] 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.

Part VII
Interpreting provisions

Section 42 For the purposes of these Regulations:
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.[105] 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 is 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.[106] state-funded student: a student participating in state-funded training and – with the exceptions laid out in Parts IV and IX of these Regulations – 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 Students' Union organization: the organizational units under Annex 1 to the articles of association of the Pázmány Péter Catholic University Students' Union;

[103] Enacted by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.
[104] Enacted by Decision 41 of July 20, 2018 of the University Council. Effective as of August 15, 2018.
[105] Amended by Decision 13 of April 07, 2017 of the University Council. Effective as of August 15, 2017.
[106] Amended by Decision 2016 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

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.

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 Regulations.

Part IX
Transitional and Final Provisions

Section 44 (1) these Regulations 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 these Regulations, 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)[107]
(5)[108]

Section 45[109] Reclassification on the basis of the number of credits obtained or study average achieved as specified in Section 26 (1) c) of these Regulations and on the basis of its Section 48 (1) is not permitted for the 2020/2021 academic year.

Section 46 (1)[110]
(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.

---

[107] Repealed by Decision 13 of April 07, 2017 of the University Council. Repealed as of August 15, 2017.
[108] Repealed by Decision 13 of April 07, 2017 of the University Council. Repealed as of August 15, 2017.
[109] Amended by Decision 48 of July 14, 2020 of the University Council. Effective as of August 15, 2020.
[110] Repealed by Decision 2016 of June 04, 2015 of the University Council. Repealed as of August 15, 2015.

(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)[111]

Section 48[112] (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 Regulations 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.
(3)[113] In the spring semester of the 2024/2025 academic year, the student is entitled to provide the proof under Section 27 (5a) and (5b) of these Regulations no later than the last day of the deferred registration period of the given semester, through the Neptun system.

Section 49[114]
Section 50 (1)[115]
(2)[116]

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.

---

[111] Repealed by Decision 45 of June 10, 2016 of the University Council.
[112] Amended by Decision 50 of September 26, 2016 of the University Council.
[113] Enacted by Decision 5 of February 13, 2025 of the University Council.
[114] Repealed by Decision 41 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.
[115] Repealed by Decision 2016 of June 04, 2015 of the University Council. Repealed as of August 15, 2015.
[116] Repealed by Decision 45 of June 10, 2016 of the University Council.

(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 Regulations – in line with the supplementary provisions to the Regulations defined by the given Faculty.

Section 52[117] (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) [118] 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.
(4)[119] Section 3 (2) f) of these Regulations shall be first applied to the spring semester of the 2024/2025 academic year.
(5)[120] Section 27 (5a) and (5b) of these Regulations shall be first applied when performing reclassification for the spring semester of the 2024/2025 academic year.

Acceptance clause:
The University Council of the Pázmány Péter Catholic University has adopted these amended rules with Decision 5 of February 13, 2025. Effective as of February 13, 2025.
Data protection status: **public**

Dated in Budapest on February 19, 2025

Dr. Géza György Kuminetz
Rector
President of the University Council

[117] Enacted by Decision 45 of June 10, 2016 of the University Council.
[118] Enacted by Decision 50 of September 26, 2016 of the University Council.
[119] Enacted by Decision 5 of February 13, 2025 of the University Council.
[120] Enacted by Decision 5 of February 13, 2025 of the University Council.