



**PÁZMÁNY PÉTER  
CATHOLIC UNIVERSITY**

**PÁZMÁNY 1635**  
*— alapítva*

## **EDUCATIONAL INFORMATION**

GENERAL INFORMATION

2017/2018 ACADEMIC YEAR

---

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

## Table of Contents

<b>I. University Information</b>	<b>5</b>
<b>II. The schedule for the academic year, educational periods, and significant dates</b>	<b>7</b>
<b>III. Equal opportunities</b>	<b>8</b>
<b>IV. Access to educational counselling and career counselling</b>	<b>9</b>
<b>V. Neptun</b>	<b>13</b>
<b>VI. The enrollment and registration procedure, administration of educational matters</b>	<b>14</b>
<b>VII. Important information for foreign students</b>	<b>19</b>
<b>VIII. University fees and tuitions</b>	<b>22</b>
<b>IX. A list and information of the students' hostels and dormitories recommended for PPCU students</b>	<b>27</b>
<b>X. Library services</b>	<b>29</b>
<i>Inter-library cooperation</i>	29
<b>XI. Computer services</b>	<b>37</b>
<b>XII. Sports and leisure time activities</b>	<b>39</b>
<b>XIII. Pázmány Card</b>	<b>44</b>
<b>XIV. Information on the conditions of studies provided Hungarian state scholarships</b>	<b>45</b>
<b>XV. Student Loan Administration</b>	<b>46</b>
<b>XVI. Student card administration</b>	<b>49</b>
<b>XVII. Student requirements and rules</b>	<b>51</b>
XVII.1 FIRE AND OCCUPATIONAL SAFETY INFORMATION	51
XVII.2 EDUCATION AND EXAM POLICY	55
XVII.3 STUDENT REIMBURSEMENT AND BENEFIT POLICY	89
XVII.4 STUDENT DISCIPLINARY AND COMPENSATION POLICY	111
XVII.5 RULES OF LEGAL REMEDIES FOR STUDENTS	117

Dear Students,

I would like to welcome you to the 2017/2018 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 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 you registered to 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 21<sup>st</sup> 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: Ft. Dr. Szabolcs Szuromi O.Praem.

Presidential Chief Adviser: Ft. Dr. György Fodor

### ***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](mailto:dekani.hivatal@htk.ppke.hu)

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

#### **FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

Dean: Ft. 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](mailto:info@btk.ppke.hu)

Web: <https://btk.ppke.hu>

#### **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](mailto:sophianum@btk.ppke.hu)

Web: <https://btk.ppke.hu/karunkrol/ppke-btk-budapest>

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

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

Web: <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](mailto:esztergom@btk.ppke.hu)

Web: <https://btk.ppke.hu/karunkrol/kepzesi-helyszineink/esztergom-iohanneum>

**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](mailto:titk@itk.ppke.hu)

Web: <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](mailto:info@jak.ppke.hu)

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

**POSTGRADUATE INSTITUTE OF CANON LAW**

President: Ft. 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](mailto:folia@jak.ppke.hu)

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

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

### Schedule for the 1<sup>st</sup> semester of the 2017/2018 academic year

Period description	Dates
Veni Sancte (University Church)	11:30 AM Sunday, September 17, 2017
Term time	Monday, September 4, 2017 - Saturday, December 16, 2017
The first school day for full-time students	Monday, September 11, 2017
Classes for correspondence students	according to class schedule
Holidays for full-time students	October 30 - November 3, 2017 (fall break) December 8, 2017 (Rector's holiday)
Pázmány Day	9:00 AM - 12:00 PM Monday, October 16, 2017
Exam period (regular + CV [exam only])	Monday, December 18, 2017 - Friday, February 2, 2018
Preliminary exam period (Faculty of Theology, Faculty of Law and Political Sciences) Faculty of Information Technology and Bionics	December 9 – 16, 2017 December 11 – 16, 2017

### Schedule for the 2<sup>nd</sup> semester of the 2017/2018 academic year

Period description	Dates
Term time	Monday, February 5, 2018 - Saturday, May 19, 2018
The first school day for full-time students	Monday, February 12, 2018
Classes for correspondence students	according to class schedule
Holidays for full-time students	March 26 - April 6, 2018 (Easter holiday)
Exam period (regular + CV [exam only])	Monday, May 21, 2018 - Friday, June 29, 2018

### 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 Act<sup>1</sup>, 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 87/2015<sup>2</sup> 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](mailto:almasi.zsolt@btk.ppke.hu))

<sup>1</sup> Act CCIV of 2011 on National Higher Education

Section 49 (8) 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.

<sup>2</sup> 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 secondary school education and did not receive allowances during his/her studies or the secondary school-leaving examination, 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.



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

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

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

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

#### **IV. Access to 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 Centre provides two psychologists 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 psychologists and 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.

##### ***Creative Career Planning workshop***

The workshop aims to provide students with a receptive community where they can discover what is hidden inside them and their internal motivation. This helps them find their way in their profession and their professional identities. Participants at the career-focused meetings are met with due attention, inspirational exercises, and enthusiastic support: using competences, strengths, interests, values, resources, and ideas, students imagine and create their visions for the careers. Structured feedback is provided to help each other.

##### ***Contact information***

- Student Counsel Centre: Sophianum, Ground Floor, Room 012
- Websites:
  - <http://btk.ppke.hu/karunkrol/intezetek-tanszerek/pszichologiai-intezet/hallgatoj-elet/eletvezetesi-tanacsado-kozpont>
  - <https://www.facebook.com/ppkekortarssegitok/>

- Email:  
*Psychologists:* [filep.orsolya@btk.ppke.hu](mailto:filep.orsolya@btk.ppke.hu), [molnar.anett@btk.ppke.hu](mailto:molnar.anett@btk.ppke.hu)  
*Peer coaches:* [kortarstanacsado@gmail.com](mailto:kortarstanacsado@gmail.com)

#### **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 Department 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 Department 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](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 Department 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.

- Contact person for alumni: Kristóf Klein (Students' Union)
- professional opportunities: Kristóf Klein (Students' Union)
- practice periods, student jobs: Ildikó Fogarasi (Room 113, Registrar's Department)
- career counselling: Orsolya Balogh Vargáné (Room 111, Registrar's Department)
- 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 (Ildikó Fogarasi, Room 113, Registrar's Department)

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

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

#### **Contact Information**

- Location: The Students' Union office and Orsolya Balogh Vargáné (Room 111, Registrar's Department)
- Email: [itk-alumni@lists.ppke.hu](mailto:itk-alumni@lists.ppke.hu), [tanulmanyi.osztaly@itk.ppke.hu](mailto:tanulmanyi.osztaly@itk.ppke.hu)
- Websites: [hok@itk.ppke.hu](http://hok@itk.ppke.hu)
- Phone: +36 1 886 4711 (Room 111, Registrar's Department)

## **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 go far beyond their studies, thus helping 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 middle 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. Topics from previous years include meditation, assertiveness, conflict management, team building, self-perception, etc.

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**

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

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

All other issues: +36 1 886-4773 (András Sergő)

[karrier@jak.ppke.hu](mailto:karrier@jak.ppke.hu)

[www.jak.ppke.hu/karrier](http://www.jak.ppke.hu/karrier) and [www.facebook.com/ppkejak.karrier](https://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 freshmen 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 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. After the camp, the admission interviews 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.

For further information on our association, please visit [facebook.com/tutorok](https://www.facebook.com/tutorok) or write us at [pazmanyutorok@gmail.com](mailto:pazmanyutorok@gmail.com).

## 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](http://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 Department. 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 8<sup>th</sup> 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 about admission and the time and rules of enrollment by a letter sent by the Registrar's Department by August 8. The letter includes an enrollment form and other information (e.g. information on the freshmen camp, payment deadlines, and discounts, the rules for recognizing previously completed subjects, etc.).

The enrollment process:

1. Admitted applicants can enroll at the times given in the last week of August. This is the first time they receive educational counselling and learn to use the Neptun system. Admitted students submit the materials requested in the admission letter to the educational administrators, and they present original copies of their official documents (personal ID card, address card, tax card, and social security card). They also present the documents required for admission (unless the University can access those via an official register) and submit copies of these, which are certified by the educational administrators.
2. As part of the enrollment procedure, the University concludes a student employment contract with all applicants authorized for enrollment and admitted to self-funding programs. As part of the enrollment procedure, applicants admitted to education with state scholarships shall declare on the enrollment form- in line with the rules defined by applicable law - on accepting the conditions of the educational program.
3. After enrollment involving a personal appearance, students also have to enroll via the Neptun system, after which they can register for subjects by the deadline indicated in the schedule for the semester. Students can enroll for active semesters only. All deviations from this rule require the Dean's permission.
4. For students admitted to self-funding programs, payment obligations for students are entered in the Neptun system by the Department for Accounting and Finances (SZPO) after the enrollment deadline. Payments shall be made by bank card via the Neptun system by the deadline indicated in the schedule for the semester. After providing payment, educational administrators enroll students via the Neptun system. (Students with "Diákhitel 2" student loan agreements settle their tuition fees via assignment. See the description in <https://www.diakhitel.hu/en>)
5. The enrollment process is concluded with the validation of the enrollment form. After the registration period, the Registrar's Department checks if all conditions for enrollment have been met. If yes, it validates the enrollment form and enrolls the student for the given semester in the Neptun system. The student is then considered to be a student of the University, from which time applications for student status certification and student cards can be submitted.

If the admitted applicant is unable to appear at any of the enrollment times, an opportunity is provided for enrollment by contacting the educational administrator until the end of the first week of term time. For enrollment after this deadline, an application for deferred enrollment must be submitted to the Faculty's Study Committee. The deadline for submitting the application is the end of the second week of term time.

### **Registration (for active or passive semesters)**

In the semesters following enrollment, students have to use the Neptun system to declare if they intend to continue (i.e. active semester) or suspend (i.e. passive semester) their studies in the given semester. The registration period is specified by the schedule for the semester, which is available at <https://ppke.hu/hallgatoinknak/feleves-idobeosztas>.

The student will then be active or passive in the given semester based on the registration. Students with overdue payments owed to the University may not register.

### Registering for active semesters

Students can registration for an active semester if

- they have registered for an active semester in the Neptun system by the end of the registration period,
- no reason has arisen for terminating their legal status, or if equity has been requested and granted for such reason,
- the deadline set out in the schedule for the semester has been met in respect to making any required payments (reimbursement fee/tuition, service charges, etc.) or for logging the "Diákhitel 2" student loan agreement number in Neptun and assigning it to the tuition item of the given semester.

Students can use bank cards to make the required payments in Neptun. (Technical information on payments is available at <https://ppke.hu/uploads/articles/93/file/3.%20Step-by-step%20guide%20of%20payment%20with%20credit%20card%20in%20the%20Neptun%20system%20for%20fees%20other%20than%20tuition.pdf>)

Students who fail to fulfil their payment obligations by the deadline specified in the schedule for the semester and by the subsequent additional deadline, which requires the payment of a late fee, will be registered for a passive semester (if still possible for the given student). In the case of newly enrolled students, the applicant will not receive a student legal status. The Registrar's Department ex officio cancels the registered subjects of such students on the working day following the deadline.

The payment deadline applying to students permitted to make deferred payments or payments in instalments is also included in the schedule for the semester.

Student card stickers and certificates of student legal status can be issued to students whose registration has been approved by the Registrar's Department.

### Registering for passive semesters

Students who intend to suspend their student legal status have to submit an application in the Neptun system requesting "passive" status.

### Deferred enrollment

Students who intend to have an active semester but fail to register during the registration period may submit an application to the Faculty's Study Committee for deferred enrollment by the deadline specified in the schedule for the semester.

Steps of enrollment/registration in the Neptun system:

1. After logging into the system, select "enrollment/Registration" from the "Administration" menu in the top menu bar. This will display the semesters assigned to the given educational program.
2. The "Only active" check box has to be unchecked.
3. Select "enroll" by clicking on the "+" sign in the row of the semester to be registered for. The system will then request the student to declare whether enrollment is for an active or a passive semester. Students can submit their application requests by selecting the appropriate button and clicking on "I make a statement". The registration status will then be changed to "Processing" until the educational administrator accepts or declines the request for registration.
4. Students may submit requests to change a request for registration that is already in progress (for instance a request had been submitted for "active" status which should be changed to "passive") until the end of the registration period, after having dropped the registered subjects by clicking on the "+" sign in the row of the given semester and selecting "Modification of enrollment".



**Subject registration**

In the registration period, students can register for subjects under the "Subjects" >> "Subject registration" menu item in the Neptun system, after having enrolled/registered as active for the semester.

The subject registration period is specified in the schedule for the semester, which is available at the following website: <https://ppke.hu/hallgatoinknak/feleves-idobeosztas>.

Subjects completed so far are indicated in bold and listed under "Studies">>"Curriculum" on HWEB. Under "Subjects" >> "Subject registration" menu item, a green check mark in the "Completed" column indicates that a subject has been completed.

Students can register for subjects and courses in the subject registration period if

- they have submitted a request for active status for the given semester in the system,
- they have previously not completed the given subject,
- they have previously registered for the given subject no more than twice (if they have previously registered for the subject twice, the system permits subject registration for the third time only if the subject registration fee is paid beforehand),
- they have completed the prerequisites for the subject or course,
- the chosen course has not been filled yet (the headcount in the headcount/limit column does not exceed the limit),
- one of each of the course types (e.g. seminar, lecture) has been selected in the case of subjects involving several types of courses.

The curriculum defines the semester (fall or spring) in which each of the subjects is generally held. Some subjects are announced for semesters different than indicated in the curriculum, without holding classes, as CV (exam only) or EV (early exam) courses.

EV courses (early exam courses) can be taken by students who have met the requirements for taking the exam in the previous semester (earned a signature) but have not yet completed the subject. After registering for an EV course, students can register for its succeeding subjects in 00 (normal) courses. However, please note that if the subject is not completed in the 2-week early exam period (the second week of which is for repeated exams), the student will be denied a signature in the succeeding subject and may not register for exam, which will result in an uncompleted course without having the option to take the exam. The number of subjects registered for an EV course should therefore be given careful consideration.

Those students can register for CV (exam only) courses who have already met the requirements needed for taking the exam in a previous semester (earned a signature) but have not yet completed the subject. Subjects taken as CV courses may be completed during the regular exam time.

**Cancellation of courses without minimum headcount**

Courses that do not meet the minimum headcount requirement are cancelled two days before the end of the course registration period. Students receive a Neptun message about this fact. Students have until the end of the subject registration period to register for another subject/course instead of the cancelled course.

**Cancellation of registered subjects due to non-payment**

On the workday following the payment deadline, the Registrar's Department will *ex officio* cancel the subjects registered by students who fail to fulfil their payment obligations by the deadline specified in the schedule for the semester (and does not initiate the assignment of a "Diákhitel 2" student loan in the Neptun system by the same deadline). Such students will also be moved to passive status. (In line with the Education and Exam Policy, students who were registered as passive for the two previous semesters will be dismissed.)



#### Subject registration with payment

Neptun allows a third registration for students who have already taken the same subject twice but failed to complete it only if the “Subject registration fee from third registration” service charge has been paid by bank card via Neptun.

(The fee can be disposed under the “Finances”>>“Payment” menu item under the title of Service.)

Students who forget to register for any subjects by the end of the subject registration period may apply for additional registration to their educational administrator until the deadline of deferred subject registration specified in the schedule for the semester, after having paid the “Late subject registration, per subject” fee via Neptun.

#### Certificate on registered subjects

On the working day following the deferred subject registration period, the student shall receive a written notification from the Registrar's Department in the form of a Neptun message that the subjects registered for the given semester and present in the Neptun system have been finalized. After printing the list of their registered subjects following the deferred subject registration deadline (by selecting the semester, clicking on “List” and then clicking on “Print taken courses” from the “Subjects” >> “Taken courses” menu item), students can have their educational administrator verify the list by signing it.

#### The steps for registering for subjects in Neptun

1. Select “Register for subjects” from the “Subjects” menu, followed by the semester, type of subject and the relevant curriculum from the displayed window.
2. \* By checking “Subjects currently offered only”, only those subjects will be displayed that are announced for the selected semester. It is possible to specify search criteria related to subject groups, time intervals, or teachers. However, filtering for time intervals excludes subjects from the list that are not present in the class schedule.
3. Clicking on “List subjects” displays a list of subjects filtered for the search criteria. The number of subjects whose details are displayed on one page can be set in the “Page size” field located in the top right corner above the list. By clicking the search (magnifying glass) icon, a search interface appears on the top of the list. The searched subject details can be set in the displayed drop-down menu. By entering the search text and clicking on “Search”, the list will display only those subjects that meet the given criteria. To return to the full list view, click on the “Search” button when the “Search text” field is blank. Clicking on any of the headings in the title bar sorts the entire list based on the selected heading. The order in which subjects are sorted is indicated by the small arrow next to the given field, which also shows the direction of the sorting.
4. Once the sought subject is found, all the announced courses of the selected subject can be displayed in a pop-up window by clicking on the name of the subject or the “+” sign in the subject row. The course to be added can be selected using the checkbox at the right of the course list. Clicking Save saves the subject and the course(s). Several courses should be added to a subject if more than one type of course (theoretical and practical courses) has been announced. In such cases, one of each course type has to be added. Class schedule information related to a particular course can be found in the “Class schedule inf.”, “Comment”, or “Description” column.
5. Students intending to drop a registered subject or modify a course can do so in “Registered subjects” in the “Subjects” menu, by clicking on the “+” sign in the row of the given subject. Subjects can be dropped and courses can be modified only until the end of the subject registration period.

***Agreements between students and Pázmány Péter Catholic University***

In line with the agreement between the students and the University, classes for correspondence students are held every week on Saturdays.

Students acknowledge that photo, video or audio recordings may occasionally be taken at the University for marketing or documentation purposes. Students hereby grant their consent to appear anonymously on these recordings and for the University to dispose of the right of using such recordings.

If a student does not wish to identifiably appear on any recordings made by the University, the student shall inform the person making the recording beforehand or leave the place of recording. Students may not set any financial or non-financial claims concerning such recordings against the University.

***Administration of educational affairs at Pázmány Péter Catholic University***

The Registrar's Departments at the various Faculties are responsible for the administration of student's educational affairs. Each student has an appointed educational administrator responsible for assisting the student in all affairs, from enrollment to the earning of the final certificate.

Starting from the 2015/2016 academic year, the University no longer uses registration books to keep track of student studies, but provides for recording academic data in the manner set out in relevant legislation and the Education and Exam Policy.

More information about the order of administration of student educational affairs and office hours is available at the Faculty websites:

Faculty of Theology: <http://www.htk.ppke.hu/hallgatoinknak>

Faculty of Humanities and Social Sciences: <https://btk.ppke.hu/en/information-on-studies>

Faculty of Information Technology and Bionics: <https://itk.ppke.hu/en/international>

Faculty of Law and Political Sciences: <https://jak.ppke.hu/en/for-students>

***Applying for and components of the final examination***

Visit the Faculty websites for detailed information:

Faculty of Theology: <http://htk.ppke.hu/zarovizsgak>

Faculty of Humanities and Social Sciences:

<https://btk.ppke.hu/hallgatoinknak/tanulmanyi-informaciok/szakdolgozat-zarovizsga>

Faculty of Information Technology and Bionics:

<https://wiki.itk.ppke.hu/twiki/bin/view/TO/DiplomaSzakdolgozat>

Faculty of Law and Political Sciences: <https://jak.ppke.hu/hallgatoinknak/zarovizsga>

## 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#](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](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 Department 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 Department will issue a final certificate (Transcript of Records) on the courses included in the study contract and completed during the semester. This document includes the completed courses, the grades received, and the corresponding ECTS classification and credits. In accordance with the European Qualifications Framework, courses totaling 30 credits may be taken in a semester and 60 credits may be taken in an academic year.

### ***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://www.studyhungary.hu/> (Studying in Hungary)

<http://www.bmbah.hu/jomla/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 such reputable European academic institutions as the Catholic University of Leuven, Johannes Gutenberg University of Mainz, University of Florence, Jagiellonian University of Krakow, and numerous other universities in Italy, France, and Spain.

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 5 partner countries (Ecuador, Jordan, Lebanon, Armenia, and Syria). 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 15 countries in Central Europe. The University is currently a member of 4 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 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, in the case of music majors, training providing preparation or subspecialization before or after the bachelor or master course, as well as to studies providing preparation for higher education in Hungarian for which the Balassi Institute or another higher

education institution 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:

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*.

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](mailto:international.office@btk.ppke.hu)
- Faculty of Law and Political Sciences: [erasmus@jak.ppke.hu](mailto:erasmus@jak.ppke.hu)
- Faculty of Information Technology and Bionics: [inter@itk.ppke.hu](mailto:inter@itk.ppke.hu)
- Central Directorate for Foreign Affairs: [international.office@ppke.hu](mailto:international.office@ppke.hu)

## VIII. University fees and tuitions

### List of charges and services fees for the 2017/2018 academic year

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)	1400	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 2017/2018 academic year

##### FACULTY OF THEOLOGY

Education level	Schedule	Course	Tuition (per semester)
bachelor	full time	Catholic Church Congregation Organizer	HUF 160,000
single-cycle	full time	Catholic Theologian [Theologian]	HUF 180,000
bachelor	correspondence	Catechist-Pastoral Assistant	HUF 160,000
single-cycle	correspondence	Catholic Theologian [Theologian]	HUF 160,000
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 Spanish Studies] (Budapest)	HUF 200,000
bachelor	full time	Liberal Arts	HUF 200,000
bachelor	full time	Slavonic Studies [Philologist in Polish Studies] (Budapest)	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 Ethics and Moral Philosophy]]	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 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	HUF 400,000



		Language and Culture]]	
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	Pre-School Teacher [Ethnic Minority (German) Pre-School Teacher] (Esztergom)	HUF 200,000
bachelor	correspondence	Social Pedagogy (Budapest)	HUF 200,000
bachelor	correspondence	History (Budapest)	HUF 200,000
master	full time	English Studies (in English) Budapest	supported**
master	full time	Arabic Studies (Budapest)	HUF 300,000
master	full time	Aesthetics (Budapest)	supported**
master	full time	Philosophy (Budapest)	supported**
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 Studies (Budapest)	HUF 300,000
master	full time	Art History (Budapest)	HUF 250,000
master	full time	German Language, Literature and Culture (Budapest)	supported**
master	full time	International Relations (in Hungarian) (Budapest)	HUF 300,000
master	full time	International Relations (in English) (Budapest)	supported**
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	Archaeology (in English) (Esztergom)	HUF 300,000
master	full time	Sociology (Budapest)	supported**
master	full time	History (Piliscsaba)	HUF 300,000
master	correspondence	Communication and Media Studies (Budapest)	supported**
master	correspondence	History (Budapest)	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 300,000 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

**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	<a href="mailto:kollegium@btk.ppke.hu">kollegium@btk.ppke.hu</a>	<a href="https://btk.ppke.hu/karunkrol/kepzesi-helyszineink/ppke-btk-esztergom/vitez-janos-kollegium">https://btk.ppke.hu/karunkrol/kepzesi-helyszineink/ppke-btk-esztergom/vitez-janos-kollegium</a>
PPCU	Budapest	Márton Áron Dormitory and Specialized College	DORM		1037 Budapest, Kunigunda útja 35.	+36 1 368-8860/134	<a href="mailto:gombkoto.nimrod.mark@kancellaria.elte.hu">gombkoto.nimrod.mark@kancellaria.elte.hu</a>	<a href="https://www.elte.hu/kollegiumok/martonaron">https://www.elte.hu/kollegiumok/martonaron</a>
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	<a href="mailto:kollegium@iosephinum.hu">kollegium@iosephinum.hu</a>	<a href="http://www.iosephinum.hu">www.iosephinum.hu</a>
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	<a href="mailto:szpkoll@t-online.hu">szpkoll@t-online.hu</a> <a href="mailto:pazmanyka@t-online.hu">pazmanyka@t-online.hu</a>	<a href="http://www.ent-szpkoll.hu">www.ent-szpkoll.hu</a>
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	<a href="mailto:szvkoll@gmail.com">szvkoll@gmail.com</a>	<a href="http://www.szvince.hu">www.szvince.hu</a>
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	<a href="mailto:balajtizsu@gmail.hu">balajtizsu@gmail.hu</a>	<a href="http://szocmissz.hu/intezmenyeink.html">http://szocmissz.hu/intezmenyeink.html</a>
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	<a href="mailto:szerzo.zsuzsa@irgalmas.hu">szerzo.zsuzsa@irgalmas.hu</a> <a href="mailto:szabo.jozsef93@gmail.com">szabo.jozsef93@gmail.com</a>	<a href="http://www.itk.ppke.hu/hallgatofooldal/lakhatas?mi=kollegium/29">www.itk.ppke.hu/hallgatofooldal/lakhatas?mi=kollegium/29</a>
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	<a href="mailto:sjc.szakkol@ppke.hu">sjc.szakkol@ppke.hu</a>	<a href="http://www.szakkollegium.sjc.hu/">http://www.szakkollegium.sjc.hu/</a>
PPCU	Budapest	Saint Ignatius Jesuit College of Specialized Studies	HOST	Society of Jesus Foundation	1085 Budapest, Horánszky u. 18.	+36 1 282-9848	<a href="mailto:pinter.melinda@sztignac.hu">pinter.melinda@sztignac.hu</a>	<a href="http://www.sztignac.hu">www.sztignac.hu</a>
PPCU	Budapest	Chemin Neuf Dormitory	HOST	Chemin Neuf Community	1112 Budapest, Zugligeti út 73.	+36 30 922-2122	<a href="mailto:zugliget.ccn@gmail.com">zugliget.ccn@gmail.com</a>	<a href="http://www.chemin-neuf.hu">www.chemin-neuf.hu</a>

PPCU EDUCATIONAL INFORMATION 2017/2018 - GENERAL INFORMATION

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, Kökörcsin u. 7.	+36 1 394-2598	info@fliget.hu, info.fliget@gmail.com	<a href="http://www.fliget.hu">www.fliget.hu</a>
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@szentannakollegium.hu	<a href="http://www.sztanna.hu">www.sztanna.hu</a>
PPCU	Budapest	Maria Dormitory	HOST	Daughters of Divine Love	1094 Budapest, Viola u. 32. 1163 Budapest, Sasvár u. 25.	+36 1 217-6616 +36 1 403-5779	kozpont@isteniszeretelanyai.hu	<a href="https://www.isteniszeretelanyai.hu/">https://www.isteniszeretelanyai.hu/</a>
PPCU	Budapest	"SALESIANUM" Don Bosco Christian Boys' Dormitory	HOST	Salesians of Don Bosco	1032 Budapest, Bécsi út 173.	+36 20 958-6731	koblenczattila@gmail.com	<a href="http://www.szaleziak.hu/_static/szalezi_iskola.php?id=20&amp;code=20">http://www.szaleziak.hu/_static/szalezi_iskola.php?id=20&amp;code=20</a>
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@yahoo.com	<a href="http://www.egylek.com/page.php?19">http://www.egylek.com/page.php?19</a>

Additional options are available on the Faculty websites:

<https://itk.ppke.hu/hallgato/fooldal/lakhas>

<https://btk.ppke.hu/szolgaltatasaink/kollegiumok>

## **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 2017/2018 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: 115,000 volumes

Journals and periodicals: 11,200 volumes (280 different, current titles)

Special collection: 17,500 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***

Huntéka 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***

H-1053 Budapest, Veres Pálné u. 24.

[www.htk.ppke.hu/konyvtar](http://www.htk.ppke.hu/konyvtar)

[tarjan.maria@htk.ppke.hu](mailto:tarjan.maria@htk.ppke.hu)

+36 1 484-3053

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 library operates at several locations, with its center in the Bibliotheca Building at the Piliscsaba Campus. 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 Mikszáth Kálmán tér and in Tárogató út. 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. Every year, more than two hundred current titles of specialized journals are received. 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 assisted by qualified, experienced librarians who perform high-standard work and are happy to cooperate with students and teachers. They offer guidance in relation to the Faculty's library collections and their use, information on the domestic and international library system, help

in finding the appropriate specialized literature, and have good insight and advice on how to use search engines and databases.

***Library locations and collections***

Piliscsaba - Bibliotheca

The spacious, castle-like, towered Bibliotheca building contains some 200,000 documents. Freely accessible shelves in the reading rooms are available over three floors containing more than 80,000 volumes, which can be used in the open and closed sections. In addition, tens of thousands of documents are available in the storage rooms. 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. 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. In terms of 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, archaeology and other specialized fields.

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, Oriental languages and cultures), sociology, communication, psychology, pedagogy.

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 with the help of the educational organizers of the institutes. 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 majority of the documents are in conventional forms (books), though the collection also includes cartographic, musical, and electronic media.

The main specialized fields: primary school and preschool pedagogy. As a long-operating university library, it has a continuously expanding, valuable pool of materials associated with general knowledge.

***Databases***

The library catalogue is freely accessible on the Internet. The website provides access to the electronic library of required literature; downloading is possible only via the Faculty's own Internet network.

The Faculty has access to numerous international and domestic databases.

Domestic databases: the journals and dictionaries of Akadémiai Kiadó, Arcanum Digitheca, and the National Audiovisual Archive of Hungary.

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), 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/en/research/databases>

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 (which does not include borrowing).

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***

Bibliotheca

H-2087 Piliscsaba, Egyetem u. 1.

Bibliotheca reception: +36 (26) 577-000 / extension 2800

email (borrowing, renewals, reservations): [kolcsonzes@btk.ppke.hu](mailto:kolcsonzes@btk.ppke.hu)

email (inter-library loans): [konyvtarkozi@btk.ppke.hu](mailto:konyvtarkozi@btk.ppke.hu)

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

Iohanneum – Library

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

Phone: +36 (33) 413-699 / extension 112

email: [toth.gyorgyi@btk.ppke.hu](mailto:toth.gyorgyi@btk.ppke.hu)



Sophianum

H-1088 Budapest, Mikszáth Kálmán tér 1.

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. The volumes located in this section are categorized in thematic groups: *language technology; artificial intelligence; introduction to 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; and religion.*

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

The library keeps a total of almost 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/adatbazisok/science-direct/>

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/adatbazisok/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/>

### **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. 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 - 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
- scanning (for students as well)
- comb binding (students have to provide front and back covers and binding combs)

### **Borrowing/use of library items onsite**

A maximum of 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 during exam time.

The following documents may not be borrowed:

- 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 in the HunTéka library catalogue (<http://hunteka.itk.ppke.hu/itk>). (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](mailto:serf.andras@itk.ppke.hu)) or, during work hours, over the phone (+36 1 886-4735). However, overdue books may not be renewed until they are returned to the library. If a reader fails to return books after three notices, 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/itk>) 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://itk.ppke.hu/en/international/stay-in-pazmany/during-the-mobility/library>

### **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**

1083 Budapest, Práter u. 50/A, Room 203

Phone: +36 1 188-6435

[serf.andras@itk.ppke.hu](mailto:serf.andras@itk.ppke.hu)

<http://hunteka.itk.ppke.hu/itk> (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 46,000 volumes, 100 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 (see details on the University website:

<https://ppke.hu/en/research/databases>

***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/a-konyvtarrol/dokumentumok>

***Office hours***

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

***Contact Information***

1088 Budapest, Szentkirályi utca 28 - 30.

<https://jak.ppke.hu/ppke-jak-kari-konyvtar>; [konyvtar@jak.ppke.hu](mailto:konyvtar@jak.ppke.hu)

Phone: +36 1 429-7231; Fax: +36 1 429-7233

## **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. 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: 3 computer rooms

Sophianum: 3 computer rooms

Tárogató: 1 computer room

Horánszky utca: 1 computer room

Esztergom, Vitéz János Teacher Training Center, Iohanneum: 1 computer room

#### ***Computer facilities outside classrooms***

Piliscsaba: 12 computers in the library reading room (most running LinuxMint operating systems) 9 computers in the corridor, 5 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.

#### ***Wi-Fi and Internet access***

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

Sophianum: Eduroam Wi-Fi is available.

Tárogató: the 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: photocopiers for students in the corridor (charge: HUF 10 HUF/A4 sheet).

**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. 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***

None at the Faculty.

***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; two of them also have video conference systems. The room seating 20 people features a video conference system and projector.

**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: 53 computers

Student computers in the library: 11 computers

***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. The group provides Pázmány students with an opportunity to sing as part of a chorus, even integrated into their schedule. The purpose of the newly founded Junior Division 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.

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

The place and time of Junior Division rehearsals:

Wednesday 5:00 - 7:00 PM

Pázmány Faculty of Theology, room 411

1053 Budapest, Veres Pálné utca 24.

First rehearsal:

September 13, 2017

**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/en/international-office>

**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. <https://itk.ppke.hu/en/international/stay-in-pazmany/during-the-mobility/sport>

### **Leisure time activities, self-organizing groups**

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

*President: Zsuzsanna Bengery; Vice President: Tamás Hakkel*

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: Gyula Grizner*

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: Flóra Bús*

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: Dóra Dávid*

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: Kristóf Klein*



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 Novák Bércesné. 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.

Yoga exercises all your muscles, even the ones you didn’t even know you have. Yoga makes you more flexible and focused, and has a good influence on not just your physical condition, but also on mental health.

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

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*

2<sup>nd</sup> place at the MEFS Water Polo Championship 2017

3<sup>rd</sup> place at the MEFS Water Polo Championship 2016

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

5<sup>th</sup> place in women's volleyball at Universitas 2017

4<sup>th</sup> place in mixed volleyball at Universitas 2017

1<sup>st</sup> place in volleyball at the 2016 Sport Pont Mix, class II

2<sup>nd</sup> place in Basketball AKE Men's B League, 2017

2<sup>nd</sup> place in Basketball AKE Men's C League, 2016

2<sup>nd</sup> place in épée (Dominika Honti Kiss), 2017

10<sup>th</sup> place in foil (Dominika Honti Kiss), 2017

11<sup>th</sup> place in sabre (Dominika Honti Kiss), 2017

6<sup>th</sup> place in dragon boating, 2017

7<sup>th</sup> place in dragon boating, 2016

Tennis: 2<sup>nd</sup> place in women's solo

Athletics: 7<sup>th</sup> place in women's discus throw; 4<sup>th</sup> place in women's 4 kg hammer throw

Table tennis: 1st place, 4<sup>th</sup> place

Chess: 1<sup>st</sup> place

Basketball: women's 1<sup>st</sup> place, women's 2<sup>nd</sup> place, women's 3<sup>rd</sup> place; men's 1<sup>st</sup> place, men's 2<sup>nd</sup> place, men's 3<sup>rd</sup> place

Badminton: 6<sup>th</sup> place

Swimming: 2<sup>nd</sup> place in 50 m women's fast; 4<sup>th</sup> 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

H-1088 Budapest, Szentkirályi u. 26. 3<sup>rd</sup> floor Office 334

[www.jak.ppke.hu/testnevelési-csoport](http://www.jak.ppke.hu/testnevelési-csoport)

[gelencser.bernadett@jak.ppke.hu](mailto:gelencser.bernadett@jak.ppke.hu)

+36 1 429-7200 (extension 371)

***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.

#### Purpose 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

H-1088 Budapest, Szentkirályi u. 28–30. 1<sup>st</sup> floor, Room 138

[erasmus@jak.ppke.hu](mailto:erasmus@jak.ppke.hu)

<http://erasmus.jak.ppke.hu>

### 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. 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.

A Pázmány Card may be requested by any student who has acquired a degree or a final certificate at any of the Faculties of the university, any student with a currently active student legal status at the university, and the professors and non-teaching staff employed by the University. The card is valid from the date of issuance without any expiration date or annual fee.

The continuously expanding list of Pázmány Card accepting partners can be found on the Alumni website ([www.alumni.ppke.hu](http://www.alumni.ppke.hu)). Partners include accommodation, catering, dining, electronics, sporting goods, optics, clothing, books, stationaries, education, leisure time activities, fitness, yoga, cosmetics, and other service providers.

In addition, all services provided to students that are unrelated to the University's core activities but help strengthen the competitiveness of our students on the labor market are also included in the Pázmány Card. The card contributes to broadening the perspective of current students and alumni, maintains their general knowledge, and increases and strengthens their social capital. The effective operation of the program has a crucial influence of the development of student commitment to the University: it increases their satisfaction with the university and its services, and thus enhances PPCU's domestic and international reputation and recognition.

More information on discounts and the Pázmány Card are available on Alumni website, which also includes **an online application form** ([www.alumni.ppke.hu](http://www.alumni.ppke.hu)).



#### 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 defined in the following pieces of legislation:

- Sections 48/A - 48/S of Act CCIV of 2011 on National Higher Education
- Government Decree 248/2012 (VIII. 31.) on provisions required for the implementation of Act CCIV of 2011 on National Higher Education
- Government Decree 87/2015 (IV.9.) on the implementation of various provisions of Act CCIV of 2011 on National Higher Education
- Government Decree 121/2013 (IV. 26.) on the Education Authority
- Act CXL of 2004 on the General Rules of Administrative Proceedings and Services

The detailed rules concerning the scholarship student legal status are publicly accessible in the relevant legislation stored by the National Legal Database: <http://www.njt.hu>

To better help the understanding of the information pertaining to the Hungarian state scholarship, the Education Authority can be contacted by different channels of communication:

- Information for accepted students

Applicants admitted to education with state scholarships in the centralized admission process receive detailed information on the conditions of state scholarships together with the decision on their scholarship status.

- Electronic information

In order to facilitate the interpretation of the provisions in relevant legislation and information on available opportunities, the Authority keeps current, comprehensive, and accessible informative materials on the [www.oktatas.hu](http://www.oktatas.hu) website. The materials are available under the Higher education/Hungarian state scholarship [Felsőoktatás/Magyar állami ösztöndíjjal támogatott képzés] menu point.

- Application forms

To make it easier to submit applications for state scholarships, the application forms are available on the [www.oktatas.hu](http://www.oktatas.hu) website. The forms are available under the Higher education/Hungarian state scholarship [Felsőoktatás/Magyar állami ösztöndíjjal támogatott képzés] menu point.

- Frequently Asked Questions

The Authority has a column devoted to FAQs. Each new article provides an exact and credible answer to various frequent questions. Availability:

[https://www.oktatas.hu/pub\\_bin/dload/felsooktatas/GYIK\\_Gyakran\\_Ismetelt\\_Kerdesek\\_Reszletes\\_v\\_alaszok.pdf](https://www.oktatas.hu/pub_bin/dload/felsooktatas/GYIK_Gyakran_Ismetelt_Kerdesek_Reszletes_v_alaszok.pdf)

- Customer Service

The Authority's Customer Service representatives are happy to provide any help they can and are available in person as well as by phone and email. Since the more complicated issues require all information to be carefully considered, we primarily recommend contacting them with questions via email.

Email: [info@oh.gov.hu](mailto:info@oh.gov.hu)

Phone: +36 1 374 2100

In person: H-1122 Budapest, Maros utca 19-21. (Educatio Nkft. Customer Service)

The Authority uses email to contact students accepted to higher education institutions with state scholarships. In light of the above, the official decisions passed regarding the conditions of education awarded state scholarship and other documents are sent to the addressee not by mail, but are delivered to the personal Inbox on the [magyarorszag.hu](http://magyarorszag.hu) website.

## XV. Student Loan Administration

### **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 ([www.Diakhiteldirekt.hu](http://www.Diakhiteldirekt.hu)). 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 [www.Diakhitel.hu](http://www.Diakhitel.hu) website).

The loan cannot exceed HUF 250,000 per semester.

The following are not eligible for student loans:

- students with terminated contracts and overdue debts,
- students who have already received a loan for 11 semesters,
- students over the age of 40.

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 better interest rates. Detailed information is available at: <https://www.diakhitel.hu/en>

### **Assignment of general purpose student loans (DH1) at the Faculty of Law and Political Sciences**

According to the decision passed by the PPCU Faculty of Law and Political Sciences, Faculty students with valid general purpose student loan (DH1) contracts are entitled to pay their reimbursement fees by assigning Student Loan 1.

Fee-paying or self-funding students with general purpose student loan (DH1) contracts are allowed to have a certain amount of their student loans -as specified in a written agreement - transferred directly to the University's account. The University uses the transferred amount as payment for the student's listed reimbursement fees.

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

If the amount of the requested student loan does not cover the reimbursement fees/tuition fee, then Diákhitel Zrt. automatically raises the credit amount to the category that covers the payment of the amount specified on the assignment form (up to a maximum of HUF 250,000). (If any amounts remain after the assignment transaction, Diákhitel Zrt. transfers those to the student's bank account in the usual manner.)

Students have to provide for assignment every semester.

#### Conditions of DH1 assignment

Based on the Faculty's decision, only fee-paying or self-funding students are entitled to initiate the assignment procedure for the payment of reimbursement type fees if they have a valid general purpose student loan (DH1) contract.

The assignment procedure can only be launched if a student has an active reimbursement fee type item on the "Students (5400)" / "Student's finances (12000)" / "Listed items (12400)" interface.

The maximum amount of the financial items cannot exceed HUF 250,000.

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

After the assignment procedure is started, students will not be able to make the payment on the web interface.

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

One assignment is allowed per semester.

The assignment datasheet has to be submitted by September 15 for the fall semester and by February 15 for the spring semester.

Student responsibilities regarding DH1 assignment

The academic tuition fees will be indicated in the Neptun system after the registration deadline.

During the assignment period of Student Loan 1 specified in the academic year schedule, students should select the appropriate fee type to be paid by assignment, by checking the relevant box in “Finances/Payment” menu in the Neptun system, then click “Student Loan 1”.

The popup window displays the item to be assigned. Students are still allowed to cancel the transaction at this point. Clicking OK generates the assignment datasheet, which is ready for printing. The assignment datasheet is stored in the “Information/Documents” menu, where the student can access and print it at a later time.

IMPORTANT! Student loan assignment sheets are printed in pdf format. Certain browsers may require additional steps due to the secure management of pop-up windows. Allowing pop-up windows in the browser may solve this issue.

After completing the assignment, the DH1 status of the listed item will change to “Sent.”

The student then has to enter the contract number on the form and submit it in three copies to the educational administrator. When submitting the form, students have to sign and date the form in the presence of the administrator.

The various DH1 statuses of the listed item are as follows:

- *Sent*: the student has assigned the student loan application on HWEB
- *Accepted by Registrar’s Department*: the Registrar’s Department has accepted the assignment
- *Dispatched to student loan*: the Registrar’s Department has submitted the student’s application to the loan student administrator
- *Accepted*: Diákhitel Zrt. has accepted the application
- *Refused*: Diákhitel Zrt. has refused the application, the student has 8 days to pay the reimbursement fee

The student may initiate the withdrawal of the DH1 assignment at the educational administrator in person, but only while the DH1 status of the listed item is “Sent” or “Accepted by Registrar’s Department”.

### **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 ([www.Diakhiteldirekt.hu](http://www.Diakhiteldirekt.hu)). 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 [www.Diakhitel.hu](http://www.Diakhitel.hu) website).

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

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 debts,
- students who have already received a loan for 11 semesters,
- students over the age of 40,
- 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 loan for 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. Student who conclude a new contract should request their educational administrator to change the contract number.

2. Assigning a contract number to an Item: 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; otherwise the educational administrator disables the student's option to register for exams and the student will not be allowed to enroll for the following semester unless all due payments are made.

#### 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 ([www.Diakhiteldirekt.hu](http://www.Diakhiteldirekt.hu)) under the “Nyomtatványok” (“Forms”) menu.

Suspending DH2 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.

## XVI. Student card administration

Current information regarding student card administration is available for students on the PPCU website under the “Hallgatóinknak” (“For students”) / “Diákigazolvány” (“Student card”) menu point:

<http://ppke.hu/hallgatoinknak/diakigazolvany>

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.

The application process:

1. After having their pictures taken and signatures recorded at a [government office or government window](#), students can request a NEK form.
2. 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 Department or in the government office. The application can then be submitted.
3. After selecting the applicable education type, students can start a new application process by selecting “**New record**” under the **Administration/Student Card** menu point in the Neptun system. The requested information has to be entered in the pop-up window and the application has to be submitted by pressing “Save”.

Students who are also studying at another institution or at more than one campus and wish to indicate this fact on their student cards can do so with the “Secondary institution” drop-down menu. In such cases, students have to enter the secondary institution’s printing press code used to identify the place of education (available 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

Students who indicate a secondary institution have to request a certificate from the other institution for their applications to be submitted. This certificate has to be submitted to the Faculty’s administrator in charge of student cards, in line with the student information available on the PPCE website.

4. Student card administrators forward only those student card requests to the Student Card Centre that are submitted by active students registered in Neptun and who do not yet have student cards.
5. After having ordered their permanent student cards, students may request a free certificate from the administrator. The certificate qualifies as a temporary student card and is valid for 60 days.
6. Finished student cards are mailed 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 following the termination of the status during the fall semester,
- October 31 following the termination of the status 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.

## **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 fully kept.
- 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 fire to the attention of nearby persons. The shouting has to be loud and should catch people's attention, making sure not to cause 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.
- 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 always notify the security service 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

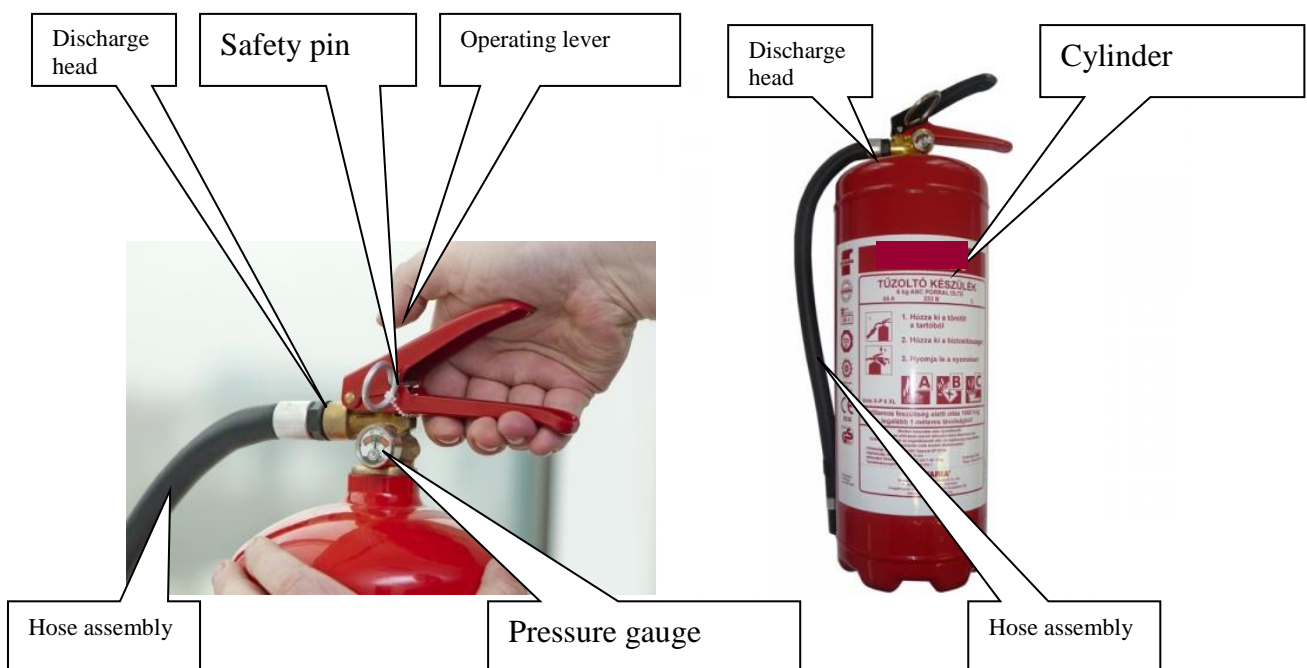


Figure 1: The parts of a powder extinguisher

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)

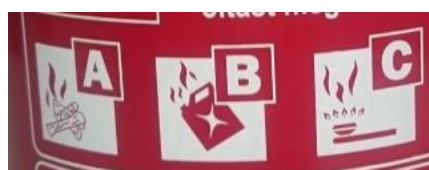


Figure 2: Pictograms on an ABC powder extinguisher

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).

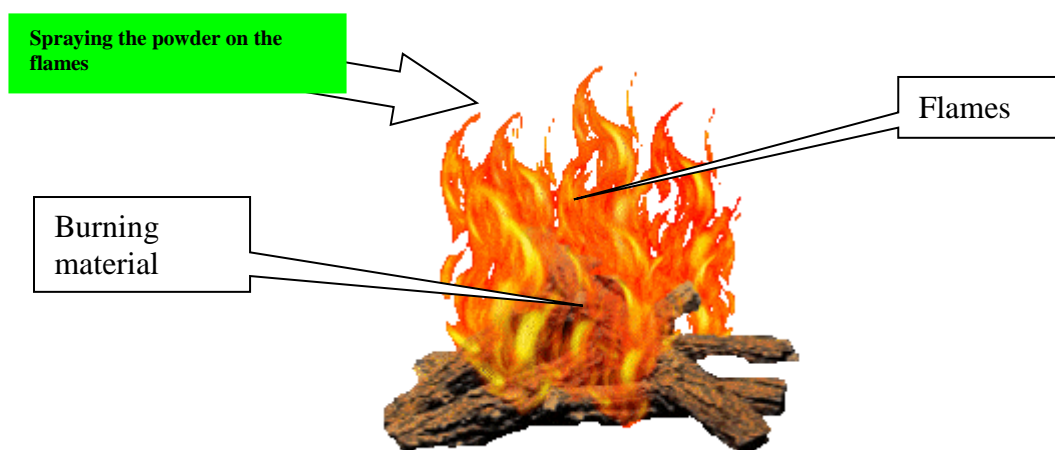
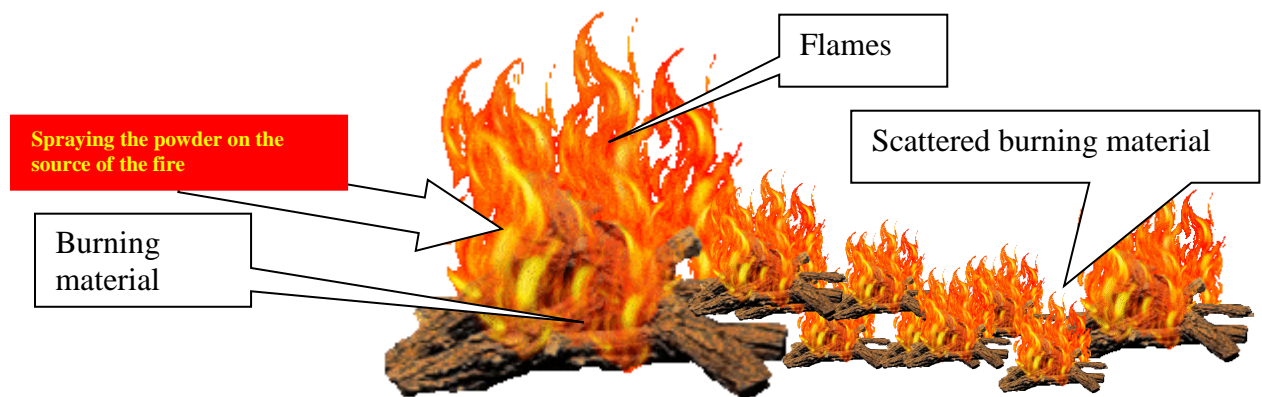


Figure 4: Aim the powder at the flames using a top to bottom sweeping motion

Aiming the powder at the burning material may cause it to scatter and create new fires, which greatly reduces the 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 without delay.**

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

### EDUCATION AND EXAM POLICY

Based on Act CCIV of 2011 on National Higher Education and in line with 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)<sup>3</sup> 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,

---

<sup>3</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

- permitting passive semesters before the completion of the first study period,
- permitting passive periods exceeding two subsequent semesters - due to child birth, accident, 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 Department. 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 4** (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)<sup>4</sup> 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 do so presently with the same subject code, contents, and credit value (but has not done so), the Registrar's Department shall transfer the results for the student's current studies, upon the student's request.

---

<sup>4</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.



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

(5) 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.

(6) 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)<sup>5</sup> Applications for legal remedy shall be submitted via the Neptun system.

(5)<sup>6</sup> 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 Rules of Reimbursements and Benefits for Students 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*

**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.

---

<sup>5</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>6</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

### The rules for submitting and evaluating applications

**Section 9<sup>7</sup>** (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) 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–.

### 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 referred to as 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.

---

<sup>7</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

- (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 unit's 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 working day 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) 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 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)<sup>8</sup> 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)<sup>9</sup> A subspecialization 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 subspecializations are indicated in the clause to the degree. The individual Faculties may define additional rules pertaining to subspecializations 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)<sup>10</sup> 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:

- 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.

---

<sup>8</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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

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

(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)<sup>11</sup> 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 15**<sup>12</sup> (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 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)<sup>13</sup> 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.

---

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

<sup>12</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>13</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

(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)<sup>14</sup> Admitted students shall be notified of admission and of the time and rules of enrollment via mail. 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 Department 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 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.

---

<sup>14</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

(2)<sup>15</sup> 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 Department shall cancel the active semester along with all registered subjects.

(3)<sup>16</sup> Students with overdue amounts owed to the University -for any reason - may not register, and their semester shall be set to passive.

(4)<sup>17</sup> 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)<sup>18</sup> 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 action and therefore may not pursue studies in the given semester,
- d) any student attending self-funding education or an educational program with state scholarship fails to pay the total amount of the respective tuition fee or the part not covered by the state scholarship - 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 Department,
- 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.

(2)<sup>19</sup> 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.

---

<sup>15</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>16</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

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

<sup>18</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>19</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

(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)<sup>20</sup> 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 Department 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)<sup>21</sup> If the legal status of the student is still suspended after registration for any reason during the given semester, the Registrar's Department 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 Department 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.

#### **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.

---

<sup>20</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>21</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.



(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 Department 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 Department 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)<sup>22</sup> 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)<sup>23</sup> 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.

(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 Department 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.

---

<sup>22</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>23</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

### Parallel student legal status

**Section 21**<sup>24</sup> During their student legal status, students may establish and maintain additional (parallel) student legal statuses with other higher education institutions.

### Training providing partial education

**Section 22**<sup>25</sup> (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/A**<sup>26</sup> (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) The preparation course is offered in the same financing form as the financing form of the training the applicant has been admitted to.

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

---

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

<sup>25</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>26</sup> Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

### Transfers, changing majors

**Section 23**<sup>27</sup> (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 of enrollment at the University.

(2)<sup>28</sup> 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)<sup>29</sup> 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)<sup>30</sup> 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 24**<sup>31</sup> (1)<sup>32</sup> 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)<sup>33</sup> Applications for changing educational programs may be submitted via the Neptun system until August 20 or January 20 of the given year.

(3)<sup>34</sup>

### Changing financing forms

**Section 25** (1)<sup>35</sup> The Rules of Reimbursements and Benefits for Students lay 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)<sup>36</sup> The student legal status shall be terminated

---

<sup>27</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>28</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>29</sup> Amended by Decision 2032 of October 30, 2015 of the University Council.

<sup>30</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>31</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>32</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>33</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>34</sup> Repealed by Decision 68 of June 27, 2017 of the University Council.

<sup>35</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

- a) if the student has been transferred to another higher education institution, as of the date 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 Department 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)<sup>37</sup> 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.

### **The Dean's decisions on equity**

---

<sup>36</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>37</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

**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)<sup>38</sup> 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 paragraph (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)<sup>39</sup> Applications for the Rector's decision on equity shall be submitted via the Neptun system.

(3)<sup>40</sup> 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)**<sup>41</sup> 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.

---

<sup>38</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>39</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>40</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

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

(2)<sup>42</sup> 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 Department ex officio.

(2)<sup>43</sup> 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)<sup>44</sup> 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 Department. Based on the request, the Registrar's Department 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.

---

<sup>42</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>43</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>44</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

(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.

(5)<sup>45</sup> If the student participates in a 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/A<sup>46</sup>** (1) On the workday following the last day of the deferred subject registration period, the student shall receive written notification from the Registrar's Department 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 possible 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 Department 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 Department, 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.

---

<sup>45</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>46</sup> Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

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

- exemption from the obligation to attend classes,
- examination options during the preferential exam time specified in the Faculty's 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/A<sup>47</sup>** (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 Department of the competent Faculty. Documents so issued shall be authenticated with the signature of the competent administrator at the Registrar's Department and the stamp of the organizational unit.

(4)<sup>48</sup> 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 Department 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)<sup>49</sup> 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)<sup>50</sup> The student's performance may be evaluated:

---

<sup>47</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>48</sup> Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>49</sup> Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>50</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.



- 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.

(5)<sup>51</sup> 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)<sup>52</sup> 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)<sup>53</sup> 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)<sup>54</sup> 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

---

<sup>51</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>52</sup> Amended by Decision 2032 of October 30, 2015 of the University Council.

<sup>53</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>54</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

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 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.

(15)<sup>55</sup>

(16)<sup>56</sup> The student's semester shall be closed by the Registrar's Department 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 Department 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)<sup>57</sup> 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)<sup>58</sup> 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.

---

<sup>55</sup> Repealed by Decision 2015 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

<sup>56</sup> Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>57</sup> Amended by Decision 2032 of October 30, 2015 of the University Council.

<sup>58</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

(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.

### Holding exams

**Section 35**<sup>59</sup> (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) 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. In case of a suspicion of a disciplinary offence, 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. 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)<sup>60</sup> 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)<sup>61</sup> 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)<sup>62</sup>

(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.

---

<sup>59</sup> Amended by Decision 2032 of October 30, 2015 of the University Council.

<sup>60</sup> Amended by Decision 2032 of October 30, 2015 of the University Council.

<sup>61</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>62</sup> Repealed by Decision 2015 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

(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)<sup>63</sup> No grades may be entered in the Neptun system for any semester that has already been closed.

**Section 35/A<sup>64</sup>** (1)<sup>65</sup> 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 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)<sup>66</sup>

(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)<sup>67</sup>

---

<sup>63</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>64</sup> Enacted by Decision 2032 of October 30, 2015 of the University Council.

<sup>65</sup> Amended by Decision 44 of June 10, 2016 of the University Council.

<sup>66</sup> Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>67</sup> Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

(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)<sup>68</sup> 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.

### **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)<sup>69</sup> 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/A**<sup>70</sup> (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.

---

<sup>68</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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

<sup>70</sup> Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

(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):

$$\frac{\sum (\text{credit values of the subjects completed in the semester} \times \text{their grades})}{\sum \text{credits completed in the semester}}$$

(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)<sup>71</sup> 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.

<sup>71</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(3)<sup>72</sup> 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 Department 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)<sup>73</sup> 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)<sup>74</sup> 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
- 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)<sup>75</sup> 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 referred to as 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 begun 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.

---

<sup>72</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>73</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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

<sup>75</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

(6)<sup>76</sup> The thesis shall be submitted in one typed (printed, bound) 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) A thesis may be validly accepted only if the student concurrently submits

- 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)<sup>77</sup> 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 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)<sup>78</sup> The Faculty's competent Library shall store theses awarded passing grades.

(15)<sup>79</sup> If at the time of submitting the thesis the student does not request that it be handled confidentially, it shall be made available in the library for research purposes. Theses may not be borrowed from the library and no electronic copies may be made.

---

<sup>76</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>77</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>78</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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



### 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)<sup>80</sup> 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 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

---

<sup>80</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

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 secondary school-leaving examination or accepted as a secondary school-leaving examination 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)<sup>81</sup> 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)<sup>82</sup> 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 the diploma was obtained illegally. Invalidated diplomas shall be withdrawn and destroyed by the University.

(11)<sup>83</sup> 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)<sup>84</sup> 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.

---

<sup>81</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>82</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>83</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>84</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(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)<sup>85</sup> 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 secondary school education and was therefore granted allowances during his/her studies or the secondary school leaving examination, 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 Department 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 secondary 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.

(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)<sup>86</sup> 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 44** The provisions of this Policy shall apply to students who study courses abroad with scholarships based on any international or institutional agreements (hereinafter referred to as 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.

**Section 45** (1)<sup>87</sup> Students may apply for international mobility scholarships (especially Erasmus, CEEPUS, etc.) 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.

---

<sup>85</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>86</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>87</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

- (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)<sup>88</sup> 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 the end of the registration period.

**Section 47** (1)<sup>89</sup> Students awarded international mobility scholarships (especially Erasmus and CEEPUS) 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.

(2)<sup>90</sup> While studying courses abroad, students awarded international mobility scholarships (especially Erasmus and CEEPUS) 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.

(3)<sup>91</sup>

**Section 48** (1)<sup>92</sup> At the time the international mobility scholarship is announced, the list of those subjects can be published 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)<sup>93</sup> 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)<sup>94</sup> In cases not regulated in paragraphs (1)-(2), the subjects completed as guest students in the framework of studying courses abroad may be recognized for domestic education with a credit transfer procedure.

**Section 49** (1) The student's semester spent studying courses abroad shall be closed by the Registrar's Department - in deviation from the general rules - as soon as it is practicable, or until October 15 in the fall semester and until March 15 in the spring semester at the latest.

(2)<sup>95</sup> The student is obligated to submit the certificate of the completion of subjects abroad in the framework of an international mobility program to the competent organizational unit of the Faculty within five days of arriving home, or until March 1 in the spring semester and October 1 in the fall

---

<sup>88</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>89</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>90</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>91</sup> Repealed by Decision 44 of June 10, 2016 of the University Council.

<sup>92</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>93</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>94</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>95</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

semester at the latest. If available, the preliminary opinion of the Credit Transfer Committee on acceptability shall be attached to the certificate.

(3)<sup>96</sup> If the student intends to have a subject completed in the framework of studying courses abroad accepted for the current semester that does not fall within the scope of automatic recognition, or if the student is not in possession of a positive preliminary opinion issued by the Credit Transfer Committee, an application for credit transfer shall be submitted in line with the general rules until October 1 in the fall semester or until March 1 in the spring semester at the latest. If this deadline is not met, the subject may be recognized only for a subsequent active semester and only if, based on the general conditions of credit transfer, it corresponds to any required or elective subject of the student's curriculum.

(4) A subject completed while studying courses abroad may not be recognized as an optional subject in the semester following its actual foreign fulfilment.

**Section 50** (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 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)<sup>97</sup> 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 with values of two credits, 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 only up to the credit value recommended 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 Department 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 Department 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 Department shall cancel both the prerequisite subject and the succeeding subject.

---

<sup>96</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>97</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

### **Students participating in dual or joint education programs implemented in cooperation with partner foreign institutions**

**Section 51/A<sup>98</sup>** (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.

(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.

### **Part VIII Interpreting provisions**

**Section 52** For the purposes of this Policy:

1.<sup>99</sup>

2. phasing-in system: a principle of organizing programs of study whereby new or amended academic and examination requirements apply to students who commence their studies after the introduction of the new or amended requirements and to students who commenced their studies prior to that date but choose to comply with the new or amended academic and examination requirements

3. student with disability: a student with motor, sensory or speech disability, autism spectrum disorder or any other disorder of psychological development

4.<sup>100</sup>

5.<sup>101</sup> rounding: 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)

6. training section, module: group of the associated subjects in any complex learning material

7.<sup>102</sup>

8. required subject: a subject that must be completed at the given major for the issuance of the final certificate

---

<sup>98</sup> Enacted by Decision 2032 of October 30, 2015 of the University Council.

<sup>99</sup> Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>100</sup> Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>101</sup> Amended by Decision 44 of June 10, 2016 of the University Council.

<sup>102</sup> Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

9. elective subject: a group of subjects defined in the curriculum of the given major, from among which students are required to complete a specified number or credit value of their own selection for the issuance of the final certificate
10. credit: study points assigned to the subject to express the completion of the associated study requirements. 1 credit = 30 work hours
- 11.<sup>103</sup>
12. optional subject: any subject that students choose at their own discretion from among the subjects announced by the institution
13. subject block: a group of successive subjects as per the rules on prerequisite studies

### 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)<sup>104</sup> Educational programs commenced before September 1, 2006 in the form of continuous training may be completed with unchanged professional requirements, in the framework of an unchanged exam order and with the issuance of the same diplomas, until September 1, 2016. The legal status of students who are not able to obtain their final certificates until this deadline shall be cancelled as of this date.

(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) If the possession of a general language exam certificate is a prerequisite for obtaining the diploma, those students shall be exempted from under this requirement who are at least forty years old as of starting their studies. This provision shall be last applied to the students who take their final examinations in the 2015/2016 academic year.

---

<sup>103</sup> Repealed by Decision 1141 of June 11, 2014 of the University Council. Repealed as of the 2014/2015 academic year.

<sup>104</sup> Amended by Decision 2028 of July 24, 2015 of the University Council. Effective as of September 1, 2015.

(8)<sup>105</sup> The rules set out in Section 42 paragraph (2) of this Policy pertaining to signing diplomas shall be applicable to all the diplomas issued after the effective date of this Policy.

(9)<sup>106</sup> The University shall discontinue the use of registration books starting from the end of the 2014/2015 academic year. The Registrar's Department shall close the registration books of students who commenced their studies before the 2015/2016 academic year until October 15, 2015 at the latest. Students who have registration books can collect those after they are closed, following October 15, 2015, from the Registrar's Department. Registration books uncollected by December 31, 2015 shall be archived by the Registrar's Department among the personal files of the students concerned.

(10)<sup>107</sup> 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)<sup>108</sup>

#### **Section 54<sup>109</sup>**

---

<sup>105</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>106</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>107</sup> Amended by Decision 44 of June 10, 2016 of the University Council.

<sup>108</sup> Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>109</sup> Repealed by Decision 1141 of June 11, 2014 of the University Council. Repealed as of the 2014/2015 academic year.



### **XVII.3 STUDENT REIMBURSEMENT AND BENEFIT POLICY**

#### **STUDENT REIMBURSEMENT AND BENEFIT POLICY**

Based on Act CCIV of 2011 on National Higher Education and in line with 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)<sup>110</sup> 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 referred to as 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.

---

<sup>110</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(3)<sup>111</sup> 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)<sup>112</sup> 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)<sup>113</sup> 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)**<sup>114</sup> 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)<sup>115</sup> 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)<sup>116</sup> 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.

---

<sup>111</sup> Amended by Decision 45 of June 10, 2016 of the University Council.

<sup>112</sup> Amended by Decision 50 of September 26, 2016 of the University Council.

<sup>113</sup> Enacted by Decision 50 of September 26, 2016 of the University Council.

<sup>114</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>115</sup> Amended by Decision 45 of June 10, 2016 of the University Council.

<sup>116</sup> 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) The following can be used to fund regular social scholarships, special social scholarships, basic aid, and support for participation in practice periods:

- 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) At least 57% of the normative funding for students shall be used for academic scholarships.

(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** (1) With respect to the provisions set out in relevant legislation and this Policy, the framework amounts available to provide support shall be defined for Faculties and the percentage division between the various forms of support shall be defined at the institutional level. By February 28 or September 30, respectively, of each year, the competent Dean shall determine the amounts that can be transferred to students based on the various forms of support in line with the recommendation of the Faculty organization of the Students' Union.

(2) Within the limits of this Policy and the budgetary framework of the given Faculty, the framework amounts may be redeployed where justified. The Dean decides on such redeployment at the initiation of the Faculty Students' Union organization or the Faculty's finance manager.

(3) The sphere of students eligible for support is determined at the Faculty level according to the provisions of this Policy.

**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)<sup>117</sup> 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.

(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)<sup>118</sup> 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.

---

<sup>117</sup> Amended by Decision 69 of June 27, 2017 of the University Council.

<sup>118</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

- (2)<sup>119</sup> 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 acceptance 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.

*National higher education scholarships*

- Section 10**<sup>120</sup> (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) Tenders 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

---

<sup>119</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>120</sup> Amended by Decision 69 of June 27, 2017 of the University Council.

concerned Faculty - or the designated Deputy 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) 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)<sup>121</sup> 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.

(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.

---

<sup>121</sup> Amended by Decision 69 of June 27, 2017 of the University Council.

(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 Student's Union organization.

#### *Doctoral scholarship*

**Section 13** <sup>122</sup> (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.

(4) 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.

(5) <sup>123</sup> Benefits provided on a need-based basis may be awarded on request only, on the basis of the consideration of social conditions. Based on the recommendation of the Faculty Student's Union organization, the Dean of the Faculty decides on awarding basic support and regular and extraordinary social scholarships. The Dean's decision must be submitted for approval by the Rector.

(6) The applying student shall be liable for providing evidence of the veracity of the application contents.

#### *Basic support*

---

<sup>122</sup> Amended by Decision 45 of June 10, 2016 of the University Council.

<sup>123</sup> Amended by Decision 69 of June 27, 2017 of the University Council.

**Section 15** (1)<sup>124</sup> 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).

*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) The application for a regular social scholarship must be completed using the electronic system created for this purpose and then submitted to the relevant organizational unit of the given Faculty, together with the supporting documents in support of the requirements of the application, as set out in the supplementary provisions of the present Policy, until 2:00 PM on Friday on the second week of the given academic semester.

(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) 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.

---

<sup>124</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.



(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)<sup>125</sup> Exceptional social scholarships are not excluded if the student receives regular social support, provided that the underlying circumstance was not yet known when applying for regular social support.

(4) The application for an extraordinary social scholarship must be completed using the electronic system created for this purpose or with the defined forms, and then submitted to the relevant organizational unit of the given Faculty, together with the documents supporting the requirements of the application, as set out in the supplementary provisions of the present Policy.

(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 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.

---

<sup>125</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(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 and between state-funded and fee-paying forms of financing**

**Section 26** (1) <sup>126</sup> 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,

---

<sup>126</sup> Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

- 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 participating in state-funded education shall be reclassified as fee-paying if:
- a) the student exceeds the applicable period of support,
  - b) the students exceeds by two semesters the training time of the particular education program which he/she is studying, if the University has the available necessary capacity,
  - c) the student has failed to obtain at least 30 credits at the given major that the student was studying in the course of the last two semesters in which the student status was not suspended, and
  - d) if requested by the student.
- (4) In the case of students studying more than one major, the reasons for reclassification to a fee-paying education form shall be examined both separately per each major and in aggregate, where applicable.
- (5) No more than 15% of the students participating in state-funded programs in the academic year in question may be reclassified to fee-paying for the reason referred to in paragraph (3) c). If more students should be reclassified for this reason, the students with the best performance based on their cumulative adjusted credit index shall be exempt from reclassification.
- (6)<sup>127</sup> 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:
- 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.
- (9)<sup>128</sup> 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)<sup>129</sup> 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

<sup>127</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>128</sup> Enacted by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>129</sup> Enacted by Decision 45 of June 10, 2016 of the University Council.

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** <sup>130</sup> (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) If the student status of a student accepted to study as part of the quota for state-funded students is terminated before completion of his/her studies or the student pursues studies in a fee-paying format for any reason, the University may replace the student with another fee-paying student, at the request of such student.

(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.

(5)<sup>131</sup> The decision on reclassification must take into account the number of students with state scholarships and students in state-funded programs who had their student statuses terminated in the given year at the given major prior to obtaining their final certificate; the number of students with state scholarships and students in state-funded programs who are to be reclassified to self-funding or fee-paying programs; the number of students who, as of the closed semester, have already made use of the support time available at the given major; and the number of students applying for reclassification for the available positions. 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) 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 Department.

(2) <sup>132</sup> 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.

<sup>130</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>131</sup> Amended by Decision 45 of June 10, 2016 of the University Council.

<sup>132</sup> Amended by Decision 45 of June 10, 2016 of the University Council.

(3) Students who are not reclassified will continue their studies in the same financing form in the following academic year as before.

(4)<sup>133</sup>

## 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)<sup>134</sup> 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.

(6)<sup>135</sup> 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)<sup>136</sup>

(4)<sup>137</sup> The amount of tuition cannot be changed during the training period.

(5)<sup>138</sup> The amount of the tuition shall be included in the student employment contract.

(6)<sup>139</sup> 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

---

<sup>133</sup> Repealed by Decision 13 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>134</sup> Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>135</sup> Enacted by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>136</sup> Repealed by Decision 2016 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

<sup>137</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>138</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>139</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

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)**<sup>140</sup> 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)<sup>141</sup> 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)<sup>142</sup>

(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)<sup>143</sup> 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.

---

<sup>140</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>141</sup> Enacted by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>142</sup> Repealed by Decision 13 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>143</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

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. <sup>144</sup>
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.
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. <sup>145</sup>Postage fee: A fee including the postage fees for mailing the certifications or other study-related documents requested by the 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. <sup>146</sup>Subject registration fee from the third registration: A fee payable for course registration from the third or any further registration.

---

<sup>144</sup> Repealed by Decision 2016 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

<sup>145</sup> Enacted by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>146</sup> Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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)<sup>147</sup> 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)<sup>148</sup> 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.

#### *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)<sup>149</sup> 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.

---

<sup>147</sup> Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>148</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>149</sup> Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.



(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)<sup>150</sup> 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)<sup>151</sup> 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 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)<sup>152</sup> 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)<sup>153</sup>

**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)<sup>154</sup> 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

---

<sup>150</sup> Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>151</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>152</sup> Amended by Decision 1194 of April 17, 2015 of the University Council. Effective as of the 2015/2016 academic year.

<sup>153</sup> Repealed by Decision 1194 of April 17, 2015 of the University Council.

<sup>154</sup> Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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)<sup>155</sup> 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 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)<sup>156</sup> 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 referred to as 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.

---

<sup>155</sup> Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>156</sup> Amended by Decision 45 of June 10, 2016 of the University Council.

(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)<sup>157</sup> 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.

## 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.<sup>158</sup> 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.<sup>159</sup> 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;

---

<sup>157</sup> Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>158</sup> Amended by Decision 13 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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.

### **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)<sup>160</sup>

(5)<sup>161</sup>

**Section 45**<sup>162</sup>

**Section 46** (1)<sup>163</sup>

(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.

---

<sup>159</sup> Amended by Decision 2016 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>160</sup> Repealed by Decision 13 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>161</sup> Repealed by Decision 13 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>162</sup> Repealed by Decision 13 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>163</sup> Repealed by Decision 2016 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

- (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)<sup>164</sup>

**Section 48**<sup>165</sup> (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 paragraph (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 49** (1) When calculating the support period of students who study more than one major at once in a parallel training program, the active semesters spent studying more than one major in a state-funded program by students who first commenced their studies in the 2006/2007 academic year shall be counted as one semester each, if the student

- a)
- aa) established a (parallel) legal relationship, or
  - ab) has begun further studies at the University to obtain a separate degree.
- b) the active semesters spent studying more than one major in a state-funded program by students who first commenced their studies in the 2007/2008, 2008/2009, 2009/2010, 2010/2011, or 2011/2012 academic year shall be counted as one semester each, if the student, no later than in the third semester of the training program started first,
- ba) established the (parallel) legal relationship, or
  - bb) began studying additional majors at the University for the purpose of obtaining a separate degree.

(2) In cases not covered by paragraph (1), the active semesters of state-funded training spent studying more than one major at once shall be cumulated in the calculation of the support period, irrespective of the level of training.

**Section 50** (1)<sup>166</sup>  
(2)<sup>167</sup>

**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.

---

<sup>164</sup> Repealed by Decision 45 of June 10, 2016 of the University Council.

<sup>165</sup> Amended by Decision 50 of September 26, 2016 of the University Council.

<sup>166</sup> Repealed by Decision 2016 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

<sup>167</sup> Repealed by Decision 45 of June 10, 2016 of the University Council.

(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 52<sup>168</sup>** (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) <sup>169</sup> 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.

---

<sup>168</sup> Enacted by Decision 45 of June 10, 2016 of the University Council.

<sup>169</sup> Enacted by Decision 50 of September 26, 2016 of the University Council.

#### **XVII.4 STUDENT DISCIPLINARY AND COMPENSATION POLICY**

Based on the authorization provided by Section 24 paragraph (4) of Act CXXXIX of 2005 on Higher Education and the Organizational and Operational Rules of the Pázmány Péter Catholic University, the Pázmány Péter Catholic University (PPCU) hereby enacts the following Policy.

##### **Section 1 The scope of this Policy**

- (1) The provisions of this Policy shall apply to persons studying at the Pázmány Péter Catholic University in the capacity of University students and to those whose student status has been terminated or suspended for a disciplinary offense committed during the term of their student status.
- (2) The provisions of this Policy shall apply to disciplinary violations and damages caused after the entry into effect of the Policy.

##### **Section 2 Disciplinary offenses**

- (1) A student shall be considered to have committed a disciplinary offence if the student
  - (a) in the context of a student relationship or in connection with such, committed a criminal offense or violation,
  - (b) is in serious breach of his/her obligations stemming from the student legal relationship,
  - (c) provided any false information in any written documents,
  - (d) fails to respect fundamental Christian moral norms at the University or does not seek to establish and maintain the University's reputation,
  - (e) unlawfully uses foreign intellectual property,
  - (f) displays conduct with teachers, employees, or other students that is not in line with the general rules of human coexistence,
  - (g) unjustifiably maligns the reputation of the University or its Faculties in Hungary or abroad,
  - (h) abuses the name of the University or the names of the Faculties in any manner,
  - (i) represents that any events not organized by the University or its Faculties were in fact organized by the University or its Faculties,
  - (j) publishes notices not in connection to the life of the Faculties without permission from the Dean,
  - (k) consumes, sells, or causes others to consume drugs; consumes an excessive amount of alcohol and is thereby responsible for disorderly conduct,
  - (l) in the event of a presumed or actual violation perpetrated by the University, does not utilize all opportunities for legal remedy at the University and instead turns to a higher forum,
  - m) <sup>170</sup> violates the applicable dormitory house rules.
- (2) A breach of an obligation for which the PPCU Education and Exam Policy lays down legal consequences shall not be considered as a disciplinary offense.

##### **Section 3 Disciplinary punishments**

- (1) The disciplinary sanctions that can be instituted against a student committing a disciplinary offence:
  - (a) reprimand,
  - (b) stern reprimand,
  - (c) the reduction or withdrawal of a scholarship granted under study or other law,
  - (d) the reduction or withdrawal of other non-social financial benefits and allowances (dormitory subsidy, housing allowance),

---

<sup>170</sup> Enacted by Decision 38 of May 25, 2016 of the University Council.

- (e) temporary prohibition from the continuation of studies, the period of which shall not exceed two semesters,
  - (f) expulsion from the University,
  - (g)<sup>171</sup> revocation of dormitory membership.
- (2) The duration of the sanctions under Section 2 paragraph (1) (c) - (d) may not exceed 1 semester.
  - (3) The duration of the ban under Section 2 paragraph (1) (e) may not exceed an education period equaling two study semesters.
  - (4) The disciplinary penalties under Section 2 paragraph (1) (c)-(e) may be imposed jointly.
  - (5) The execution of the disciplinary penalties under Section 2 paragraph (1) (e) and (f) may be suspended for a maximum of one year as probation, in whole or in part.
  - (6)<sup>172</sup> The disciplinary punishment under paragraph (1) g) may only be imposed if the disciplinary offense under Section 2 paragraph (1) (m) has been established.

#### **Section 4 The Disciplinary Committee**

- (1) The University shall form a Disciplinary Committee. The Disciplinary Committee consists of 6 members, the chair of which is appointed by the Rector, 3 members of which are teachers, and 2 of which are delegated by the Student's Union from among students with legal status at the University. The Disciplinary Committee shall be reformed every three years within 30 days of the beginning of the semester, but no later than October 30.
- (2) The Disciplinary Committee shall have a quorum if at least 4 of its members are present.

#### **Section 5 Initiating disciplinary proceedings**

- (1) In the event of a substantiated suspicion of disciplinary offense, disciplinary proceedings shall be initiated or ordered in writing by the chair of the Disciplinary Committee or the Dean of the Faculties, respectively. Within 8 days of having received the request, the chair of the Disciplinary Committee is obligated to convene the Disciplinary Committee and start the proceedings. The student concerned must be informed in writing about holding the proceedings at least 5 days prior, including the communication of the facts (action). Such notification must be documented (by registered letter with acknowledgment of receipt).
- (2) Disciplinary proceedings may not be initiated if *more than 1 month* has passed since the chair of the Committee became aware of the disciplinary offense or 3 months have passed after the offense was committed.
- (3) If a person subject to disciplinary proceedings is subject to criminal prosecution for the same case, the disciplinary proceedings shall be suspended until the final judgment of such prosecution, unless the facts can be otherwise clarified.

#### **Section 6 Temporary ban from lectures and seminars**

- (1) In the event that disciplinary proceedings are initiated, the Dean is entitled to suspend the student from continuing his/her education, based on the request of the Disciplinary Committee, and for no longer than the decision on the final disciplinary measure.
- (2) If the disciplinary proceedings do not result in expulsion or a prohibition from the continuation of studies, the student who has been banned from attending lectures or other study sessions has to be provided a possibility to make up for missed study obligations.
- (3) In case of a substantiated suspicion of any action under Section 2 paragraph (1) a), the Dean shall decide on referring the matter to the investigating body. In case of referral, the

---

<sup>171</sup> Enacted by Decision 38 of May 25, 2016 of the University Council.

<sup>172</sup> Enacted by Decision 38 of May 25, 2016 of the University Council.



disciplinary proceeding shall be suspended until a final decision is brought in the criminal or infringement proceedings. In such a case, the Disciplinary Committee decides on suspension based on the Dean's referral decision.

- (4) A substantive decision shall be taken within 30 days of the initiation of the disciplinary proceedings.
- (5) The chair of the Disciplinary Committee may, in justified cases, suspend the continuation of studies with immediate effect, simultaneously to the initiation of the disciplinary proceedings, if
  - the conduct of the student is seriously detrimental to other students,
  - the student displayed conduct that is unbecoming the Church or Catholic principles.

### **Section 7 Preparations for evaluating a disciplinary offense**

- (1) In the disciplinary procedure, the facts must be clarified. Preparations for evaluating a disciplinary offence shall be performed by the chair or a member of the Disciplinary Committee on the basis of the available documents.
- (2) If justified by the complexity of the disciplinary affair, the chair of the Disciplinary Committee shall appoint (request) an investigator from among the persons who are legally affiliated with the University to find and collect evidence necessary for deciding the case.
- (3) A person subject to a disciplinary procedure has the right to make oral submissions or written observations and to submit a coherent defense.
- (4) A person subject to the disciplinary procedure shall be informed that his/her confession is a mitigating circumstance in the imposition of the punishment.
- (5) A person subject to a disciplinary procedure may be represented by a student or other person (acting representative) in the proceedings. The person shall be informed of this right. Letters of representation must be provided in writing to be valid.
- (6) If justified by the nature of the case, a closed hearing may be held at the recommendation of the investigated student or a member of the Committee. The chair of the Disciplinary Committee shall decide on holding a closed hearing.

### **Section 8 Disciplinary hearings**

- (1) The Disciplinary Committee shall publicly conduct disciplinary proceedings within 8 workdays of the initiation of the proceedings.
- (2) The person subject to the disciplinary procedure, his/her authorized representative, witnesses, experts, and the investigating officer of the case must be summoned at least 5 days before the hearing. A shorter period of time is also possible with the consent of the involved persons.
- (3) At the hearing, the person subject to the disciplinary proceeding must be heard and be allowed to provide his/her defense, and to provide evidence. In the absence of the person subject to the proceedings, the hearing can only be held if he/she failed to appear despite a regular summons or failed to provide a permissible excuse for failing to appear. If such absence is justified and credibly proven, a new time shall be set for the hearing or, as per request, a possibility shall be provided for submitting comments in writing. A reason for the rejection of a call for evidence must be included in the decision closing the proceedings. If the hearing has been adjourned two times, the hearing may be held in absence of the person subject to the proceedings, even if proper reason was provided for the adjournment.
- (4) The investigating officer promotes the determination of disciplinary responsibility with motions and observations.
- (5) The person subject to the disciplinary proceeding may submit statements and objections regarding all evidence and motions made by the investigating officer.

- (6) The person subject to the disciplinary proceeding may submit his/her defense in a coherent manner and may view the documents relating to his/her disciplinary responsibility during the hearing.
- (7) The disciplinary decision is announced by the chair of the Discipline Committee at the hearing.
- (8) Records shall be kept of hearing all persons subject to the disciplinary proceeding, all sessions of the Disciplinary Committee, and the disciplinary hearing.

### **Section 9 The disciplinary decision**

- (1) A disciplinary decision imposing a disciplinary sanction shall be passed if the Disciplinary Committee finds that the person subject to the disciplinary proceedings has committed a disciplinary offense and therefore considers it necessary to impose disciplinary punishment.
- (2) The operative part of the decision imposing the disciplinary sanction must include:
  - (a) the name and the personal data of the student found responsible for a disciplinary offence,
  - (b) the indication of the disciplinary offense,
  - (c) the imposed disciplinary sanction and other related provisions (e.g. suspension),
  - (d) a reference to the possibility of appeal and its deadline, as well as the fact that appeal may be filed at a court of law against final decisions imposing disciplinary sanctions under Section 3 paragraph (1) e) and f).
- (3) The justification of the decision imposing the disciplinary sanction must include:
  - (a) the clarified statement of facts,
  - (b) an indication and assessment of the evidence,
  - (c) the circumstances considered in the imposition of the punishment,
  - (d) the indication of the provisions which served as the basis of disciplinary punishment.
- (4) A decision terminating the disciplinary proceedings shall be passed if the act committed is not a disciplinary offense or was committed by other than the person subject to the proceedings, or if the perpetration of the disciplinary offense cannot be proven.
- (5) The operative part of the decision terminating the proceedings must include:
  - (a) the name and personal data of the person subject to the disciplinary proceeding,
  - (b) the indication of the disciplinary offense for which the disciplinary proceedings were ordered,
  - (c) the fact that the proceedings are terminated,
  - (d) a reference to the possibility of appeal and its deadline.
- (6) In the justification of the decision terminating the disciplinary proceeding, the reasons and facts established must be briefly stated and the reasons why the Disciplinary Committee has terminated the proceeding shall be indicated.
- (7) Both the decision imposing the disciplinary sanction and the decision terminating the disciplinary proceeding must indicate, in its introduction, the number of the case, the fact that the decision was made by the PPCU Disciplinary Committee, the name of the student against whom the disciplinary proceeding was ordered, the place and time of the disciplinary hearing, and whether or not the hearing was public.
- (8) The Disciplinary Decision, together with its justification, shall be drawn up in writing by the chair of the Disciplinary Committee within 3 workdays and shall then be delivered to the person subject to the proceeding.
- (9) The disciplinary decision shall be signed by the chair of the Discipline Committee. The record of the disciplinary proceeding shall be verified by two members of the Disciplinary Committee.
- (10) In the absence of an appeal, the decision of first instance shall be final and enforceable from the 6th day following its delivery.
- (11) Based on the disciplinary decision, the person authorized to exercise disciplinary authority (the Dean of the competent Faculty) shall implement the disciplinary sanction.

### **Section 10<sup>173</sup> Remedies and enforcement**

- (1) A disciplinary action may be appealed in accordance with the general rules.
- (2) The Dean who initiated the disciplinary proceedings may also request legal remedy against the disciplinary decision for the purpose of establishing a disciplinary offense or imposing a more stringent disciplinary sanction.

### **SECTION 11<sup>174</sup>**

#### **Section 12 Exemption and discharge**

- (1) The disciplinary sanction shall be deleted from the records and the student shall not be obligated to provide a reason for such:
  - six months after the disciplinary sanction provided for in Section 3 paragraph (1) a) becomes final;
  - six months after completion of the disciplinary sanction provided for in Section 3 paragraph (1) b)-c);
  - one year after the expiry of the period of disciplinary sanction provided for in Section 3 paragraph (1) d);
  - in case of a suspended disciplinary sanction, if the probation period has elapsed successfully.

#### **Section 13 Compensation** (Based on Section 72 of the Act on Higher Education)

- (1) The liability of students causing damage to the University or the practical training organizer unlawfully, in relation to the fulfilment of their academic obligations, shall be governed by the rules of the Civil Code, subject to the derogations laid down in this Act.
- (2) In the cases referred to in paragraph (1), the compensation for damages caused by negligence 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. In the case of damages caused intentionally, the total damage shall be compensated.
- (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.
- (4) The higher education institution or the practical training organizer shall compensate students for damages caused in the context of the student relationship or the practical training in accordance with the provisions of the Civil Code. The higher education institution, the dormitory, or the practical training organizer may be exempted from liability only if it proves that the damage was caused by unavoidable occurrences beyond its control. Compensation does not have to be provided for the damages if they were a result of the unavoidable conduct of the damaged party.

#### **Section 14 Final provisions**

- (1) All files of the disciplinary proceeding shall be filed and, after the case has been closed by a final decision, placed in the University archives for 5 years.
- (2) The Disciplinary Committee may hold a closed meeting, irrespective of the initiation of disciplinary proceedings (if justified). The rules applicable to public hearings shall mutatis

---

<sup>173</sup> Amended by Decision 985 of April 19, 2013 of the University Council.

<sup>174</sup> Repealed by Decision 985 of April 19, 2013 of the University Council.

mutandis apply to closed hearings.

The Disciplinary Policy was adopted by the PPCU University Council on July 17, 2006 and was entered into effect with immediate effect.

## **XVII.5 RULES OF LEGAL REMEDIES FOR STUDENTS**

Based on Section 58 paragraph (4) of Act CCIV of 2011 on National Higher Education, and in line with Act CXL of 2004 on the General Rules of Administrative Proceedings and Services, the University Council of Pázmány Péter Catholic University hereby enacts the following Regulations as an appendix to its Organizational and Operational Rules.

### **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 authorization 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
- 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 5<sup>175</sup>** (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

---

<sup>175</sup> Amended by Decision 70 of June 27, 2017 of the University Council.

- 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

- 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.

### **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:

- 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 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 aid, or discounts on payment obligations.

(4)<sup>176</sup> 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)<sup>177</sup> 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.

(2)<sup>178</sup> 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)<sup>179</sup> 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

---

<sup>176</sup> Amended by Decision 70 of June 27, 2017 of the University Council.

<sup>177</sup> Amended by Decision 70 of June 27, 2017 of the University Council.

<sup>178</sup> Amended by Decision 70 of June 27, 2017 of the University Council.

<sup>179</sup> Amended by Decision 70 of June 27, 2017 of the University Council.



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)<sup>180</sup> 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:

- 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.

---

<sup>180</sup> Amended by Decision 70 of June 27, 2017 of the University Council.

### 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 making 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 Neptun 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 Chair'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.

(3) 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

- a) by making a note on the original copy of the decree and - if available - its issued copies,
- b) withdrawing the incorrect decree and replacing it, or
- c) 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

- a) more than one month has passed since the decision has become final, or
- b) such would infringe rights acquired and exercised in a *bona fide* manner.

(3) The Committee shall make the supplementation by

- a) 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.

(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)<sup>181</sup>

(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.

---

<sup>181</sup> The amending provisions have been transposed into the relevant regulations.