Privacy Policy

General student data processing

Last revision: May 25, 2018

# General provisions and contact information

The present Privacy Policy (hereinafter: Policy) pertains to the personal data that Pázmány Péter Catholic University (hereinafter: University) collects and processes about you.

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# Legislation governing data processing

* Act CXII of 2011 on Informational Self-Determination and Freedom of Information (hereinafter: Information Act)
* Act CCIV of 2011 on National Higher Education (hereinafter: Higher Education Act)
* Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the General Data Protection Regulation)

# Data processing principles

Personal data shall be processed lawfully and in a transparent manner, ensuring that the personal data concerning natural persons are processed in a fair manner (*“lawfulness, fairness and transparency”*).

Personal data may be processed only for specific and explicit lawful purposes where necessary for the exercising of certain rights and fulfilment of obligations. The purpose of processing must be satisfied in all stages of data processing operations; recording of personal data shall be done under the principle of lawfulness and fairness (*“purpose limitation”*).

The personal data processed must be essential for the purpose of processing and it must be suitable to achieve that purpose. Personal data may be processed to the extent and for the duration necessary to achieve its purpose (*“data minimization”* and *“storage limitation”*).

The University shall ensure that the data are accurate and up to date and that any inaccurate personal data are rectified (*“accuracy”*).

The University shall process personal data in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures (*“availability, integrity, and confidentiality”*).

# Definitions

*Personal data:* any information relating to an identified or identifiable natural person (“data subject”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

*Special data:*

1. personal data revealing racial origin or nationality, political opinions and any affiliation with political parties, religious or philosophical beliefs or trade-union membership, and personal data concerning sex life;
2. personal data concerning health, pathological addictions, or criminal record.

*Consent of the data subject*: any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

*Information:* the Controller shall be obliged to respond to requests from the data subject without undue delay and at the latest within one month as to whether or not personal data concerning the data subject are being processed, and, where that is the case, to provide access to the personal data and the following information:

* the purposes of the processing;
* the categories of personal data concerned;
* the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organizations;
* where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period.

*Rectification:* the data subject shall have the right to obtain from the Controller without undue delay the rectification of inaccurate personal data concerning him or her.

*Erasure:* The data subject shall have the right to obtain from the Controller the erasure of personal data concerning him or her without undue delay and the Controller shall have the obligation to erase personal data without undue delay where:

* the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
* the data subject withdraws consent and there is no other legal grounds for the processing;
* the data subject objects to the processing and there are no overriding legitimate grounds for the processing;
* the personal data have been unlawfully processed;
* the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the Controller is subject.

*Restriction:* the data subject shall have the right to obtain from the Controller restriction of processing, meaning the marking of stored personal data with the aim of limiting their processing in the future.

*Objection:* the data subject’s declaration objecting to the processing of his/her personal data and requesting the termination of data processing, as well as the erasure of the data processed.

*Data subject:* any natural person directly or indirectly identifiable by reference to specific personal data.

*Data controller:* the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

*Processor:* any natural or legal person or organization without legal personality processing the data on the grounds of a contract concluded with the controller, including contracts concluded pursuant to legislative provisions.

*Third party:* any natural or legal person, or organization without legal personality other than the data subject, the controller, and the processor.

*Data processing:* any operation or the totality of operations performed on the data, irrespective of the procedure applied; in particular, collecting, recording, registering, classifying, storing, modifying, using, querying, transferring, disclosing, synchronizing or connecting, blocking, erasing and destructing the data, as well as preventing their further use, taking photos, making audio or visual recordings, as well as registering physical characteristics suitable for personal identification (such as fingerprints or palm prints, DNA samples, iris scans).

*Data transfer:* ensuring access to the data for specific third parties. *Disclosure:* providing open access to the data.

*Data erasure:* making data unrecognizable in a way that it can never again be restored.

*Data destruction:* complete physical destruction of the data carrier recording the data. *Data processing:* performing technical tasks in connection with data processing operations, irrespective of the method and means used for executing the operations, as well as the place of execution, provided that the technical task is performed on the data.

*Pseudonymization:* the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organizational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.

# Registration of new students

The registration of students as part of a new admission procedure, transferred from another institution, or establishing a guest student legal status.

## The scope of processed data and the purpose of data processing

### Students transferred as part of a new admission procedure or from another institution

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | student administration | compliance with legal obligation |
| student official data | student administration | compliance with legal obligation |
| student document data | student administration | compliance with legal obligation |
| student address data | student administration | compliance with legal obligation |
| student education data | student administration | compliance with legal obligation |
| student language exam data | student administration | compliance with legal obligation |

### Students establishing guest student legal status

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | student administration | compliance with legal obligation |
| student official data | student administration | compliance with legal obligation |
| student document data | student administration | compliance with legal obligation |
| student address data | student administration | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with new registrations for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Central and the Faculty Registrar's Offices.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

The data processing in connection with the registration of new students does not involve any data transfer to any third parties outside of the student and the University.

# Enrollment

From the aspect of data processing, the enrolment of students in state scholarship-funded and self-funding programs qualifies as identical processes.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | establishment of student status | compliance with legal obligation |
| student official data | establishment of student status | compliance with legal obligation |
| student document data | establishment of student status | compliance with legal obligation |
| student address data | establishment of student status | compliance with legal obligation |
| student education data | establishment of student status | compliance with legal obligation |
| student language exam data | establishment of student status | compliance with legal obligation |
| student equal opportunities data | establishment of student status | compliance with legal obligation |
| student program data | establishment of student status | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with enrolment for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Faculty Registrar's Offices.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Under Act CCIV of 2011 on National Higher Education, domestic data transfer takes place on behalf of the Educational Authority in connection with data processing during enrolment.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| data reporting to the Higher Education Information System (FIR) | student personal identification data | Educational Authority | upon enrolment |
| student official data |
| student document data |
| student address data |
| student education data |
| student language exam data |
| student equal opportunities data |
| student program data |
| student legal status data |

# Registration

In the provided period, the student uses the Neptun system to indicate whether his/her upcoming semester will be active or passive.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student educational data | maintenance of student status | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with registration for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Faculty Registrar's Offices.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Under Act CCIV of 2011 on National Higher Education, domestic data transfer takes place on behalf of the Educational Authority in connection with data processing during the registration process.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| data reporting to the Higher Education Information System (FIR) | student educational data | Educational Authority  | upon registration |

# Subject registration

Students register for the courses to be taken in the given semester in the Neptun system during the announced period.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | performance of academic obligations  | compliance with legal obligation |
| student program data | performance of academic obligations  | compliance with legal obligation |
| student educational data | performance of academic obligations  | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with subject registration for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Faculty Registrar's Offices.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

The data processing in connection with subject registration does not involve any data transfer to any third parties outside of the student and the University.

# Students’ class attendance

Records of students’ class attendance.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | checking students’ attitude towards learning | compliance with legal obligation |
| student educational data | checking students’ attitude towards learning | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with class attendance for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Faculty Registrar's Offices.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

The data processing in connection with students’ class attendance does not involve any data transfer to any third parties outside of the student and the University.

# Exam registration

During the provided period, students use the Neptun system to register for the announced exam dates in the courses they take.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | performance of academic obligations | compliance with legal obligation |
| student educational data | performance of academic obligations | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with exam registration for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Faculty Registrar's Offices.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

The data processing in connection with exam registration does not involve any data transfer to any third parties outside of the student and the University.

# Results recording

Evaluation of students’ academic results based on mid-term performance or performance during the exam period

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | proper keeping of the compulsory records | compliance with legal obligation |
| student educational data | proper keeping of the compulsory records | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the recording of results for 80 years.

## Persons with access to the data; processors

Personal data are processed by the Faculty’s competent department administrators or teachers.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

The data processing in connection with the recording of student results does not involve any data transfer to any third parties outside of the student and the University.

# Closing semesters

Student results are calculated by the system and the semester is then closed in Neptun.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | proper keeping of the compulsory records | compliance with legal obligation |
| student educational data | proper keeping of the compulsory records | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the closing of semesters for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Faculty Registrar's Offices.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Under Act CCIV of 2011 on National Higher Education, domestic data transfer takes place on behalf of the Educational Authority in connection with data processing during the closing of semesters.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| data reporting to the Higher Education Information System (FIR) | student personal identification data | Educational Authority | upon closing a semester |
| student educational data |
| student program data |

# Reclassification

After a prior warning, students receiving funding who exceed the framework period for state funding or the funding period permitted in the given course or who fail to meet the requirements are reclassified as self-funding, and self-funding students are reclassified to the available spots based on submitted applications. Students receiving funding can be reclassified as self-funding during semesters or at the end of the year. Self-funding students may be reclassified at the end of the year, based on submitted applications.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | compliance with legislative requirements | compliance with legal obligation |
| student legal status data | compliance with legislative requirements | compliance with legal obligation |
| student program data | compliance with legislative requirements | compliance with legal obligation |
| student educational data | compliance with legislative requirements | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with reclassification for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Faculty Registrar's Offices and by Deans.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Under Act CCIV of 2011 on National Higher Education, domestic data transfer takes place on behalf of the Educational Authority in connection with data processing during reclassification.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| data reporting to the Higher Education Information System (FIR) | student personal identification data | Educational Authority | upon closing a semester |
| student educational data |
| student program data |

# Handling student study requests

Data reporting to the competent faculty committee on the student for the purposes of supporting and implementing decisions.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | promoting student academic advancement | compliance with legal obligation |
| student address data | promoting student academic advancement | compliance with legal obligation |
| student program data | promoting student academic advancement | compliance with legal obligation |
| student educational data | promoting student academic advancement | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the handling of study requests for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Faculty Registrar's Offices, the Faculty Committee, and Deans.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

The data processing in connection with the handling of study requests does not involve any data transfer to any third parties outside of the student and the University.

# Institutional student benefits based on academic results

The determination of scholarships based on rankings, the submission and assessment of student applications for scholarships on the basis of academic results, and the determination and payment of scholarships.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | supporting successful studies | compliance with legal obligation |
| student program data | supporting successful studies | compliance with legal obligation |
| student educational data | supporting successful studies | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with institutional student benefits based on academic results for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Faculty Registrar's Offices, the Faculty Committee, Deans, and the University’s Accounting and Finance Department.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Under Act CCIV of 2011 on National Higher Education, domestic data transfer takes place on behalf of the Educational Authority in connection with institutional student benefits based on academic results.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| data reporting to the Higher Education Information System (FIR) | student personal identification data | Educational Authority | assessment of student benefits, as scheduled |
| student educational data |
| student program data |
| student official data |
| student financial data |

# Issuance of certificates for students or for parents obligated to pay child support

Issuance of certificates on student status and education

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | promoting student success | compliance with legal obligation |
| student legal status data | promoting student success | compliance with legal obligation |
| student program data | promoting student success | compliance with legal obligation |
| student educational data | promoting student success | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the processing involved in the issuance of certificates for students or for parents obligated to pay child support for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Faculty Registrar's Offices.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Domestic data transfer takes place only to the student and the parent in the course of data processing in connection with the issuance of certificates for students or for parents obligated to pay child support.

# Issuance of certificates as a result of other requests

Data reporting and transfer to the bodies specified by Act CCXXII of 2015 on the General Rules of Electronic Administration and Trust Services and Act CCIV of 2011 on National Higher Education.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | compulsory data reporting | compliance with legal obligation |
| student legal status data | compulsory data reporting | compliance with legal obligation |
| student program data | compulsory data reporting | compliance with legal obligation |
| student educational data | compulsory data reporting | compliance with legal obligation |
| student degree data | compulsory data reporting | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the processing involved in the issuance of certificates for other written requests for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Central and the Faculty Registrar's Offices.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Domestic data transfer takes place via the Authority’s channels in the course of data processing in connection with the issuance of certificates for other written requests.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| Certificate based on written requests | student personal identification data | Party officially requesting the data | occasional |
| student legal status data |
| student program data |
| student educational data |
| student degree data |

# Invoice issuance

The issuance of invoices to companies/sole proprietorships for student activities that require a fee.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | compliance with legislative requirements | compliance with legal obligation |
| student legal status data | compliance with legislative requirements | compliance with legal obligation |
| student program data | compliance with legislative requirements | compliance with legal obligation |
| payable fee data | compliance with legislative requirements | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the processing involved in the issuance of invoices for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the University’s Accounting and Finance Department.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

In connection with the issuance of the invoice, domestic data transfer takes place to the party assuming the payment obligation and indicated on the invoice as the buyer, by way of mailing the hard copy invoice.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| Invoicing | student personal identification data | The name of the party assuming the payment obligation, as indicated on the invoice | when invoicing |
| student program data |
| student financial data |

# Handling practice periods

Keeping records of student practice periods

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | proper keeping of the compulsory records | compliance with legal obligation |
| student practice period data | proper keeping of the compulsory records | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the processing involved in handling practice periods for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Central and the Faculty Registrar's Offices.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Under Act CCIV of 2011 on National Higher Education, domestic data transfer takes place on behalf of the Educational Authority in connection with the handling of practice periods.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| data reporting to the Higher Education Information System (FIR) | student personal identification data | Educational Authority | when reporting practice periods |
| student practice period data |
| student program data |

# Handling theses

Supporting the preparation of students’ theses and keeping the related records.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | proper keeping of the compulsory records | compliance with legal obligation |
| student thesis data | proper keeping of the compulsory records | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the processing involved in handling theses for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Central and the Faculty Registrar's Offices and the University library.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

The data processing in connection with the handling of theses does not involve any data transfer to any third parties outside of the student and the University.

# Closing studies and issuing the final certificate

Closing the program and/or legal status and printing the registry sheet, and issuing the final certificate and the final certificate document upon the performance of all of the program’s academic requirements.

## The scope of processed data and the purpose of data processing

### Closing studies

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | compliance with legislative requirements | compliance with legal obligation |
| student legal status data | compliance with legislative requirements | compliance with legal obligation |
| student program data | compliance with legislative requirements | compliance with legal obligation |
| student educational data | compliance with legislative requirements | compliance with legal obligation |

### Issuance of the final certificate

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | compliance with legislative requirements | compliance with legal obligation |
| student legal status data | compliance with legislative requirements | compliance with legal obligation |
| student program data | compliance with legislative requirements | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the processing involved in handling theses for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Central and the Faculty Registrar's Offices.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Under Act CCIV of 2011 on National Higher Education, domestic data transfer takes place on behalf of the Educational Authority in connection with the closing of studies and the issuance of the final certificate.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| data reporting to the Higher Education Information System (FIR) | student personal identification data | Educational Authority | at the end of each semester |
| student legal status data |
| student program data |

# Handling the final examination

Requesting persons to participate as members of the board of examiners, organizing final examinations, and recording student final examination results.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | compliance with legislative requirements | compliance with legal obligation |
| student program data | compliance with legislative requirements | compliance with legal obligation |
| student thesis data | compliance with legislative requirements | compliance with legal obligation |
| student final examination data | compliance with legislative requirements | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the processing involved in handling final examinations for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Central and the Faculty Registrar's Offices, the Rector, and the Dean.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Under Act CCIV of 2011 on National Higher Education, domestic data transfer takes place on behalf of the Educational Authority in connection with the handling of final examinations.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| data reporting to the Higher Education Information System (FIR) | student personal identification data | Educational Authority | when holding final examinations |
| student program data |
| student final examination data |

# Issuing diplomas

The issuance of diplomas and diploma supplements, and printing registry sheets after students pass the final examination and meet the language exam requirements.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | compliance with legislative requirements | compliance with legal obligation |
| student program data | compliance with legislative requirements | compliance with legal obligation |
| student educational data | compliance with legislative requirements | compliance with legal obligation |
| student final examination data | compliance with legislative requirements | compliance with legal obligation |
| student degree data | compliance with legislative requirements | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the processing involved in the issuance of diplomas for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Central and the Faculty Registrar's Offices, as well as the Dean.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Under Act CCIV of 2011 on National Higher Education, domestic data transfer takes place on behalf of the Educational Authority in connection with the issuance of the diploma.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| data reporting to the Higher Education Information System (FIR) | student personal identification data | Educational Authority | after the issuance of diplomas |
| student program data |
| student educational data |
| student final examination data |
| student degree data |

# Awarding doctoral degrees

The administration in connection with the doctoral program (comprehensive exam, defense, and dissertation).

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| student personal identification data | awarding doctoral degrees | compliance with legal obligation |
| student doctoral data | awarding doctoral degrees | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the processing involved in handling doctoral degrees for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the University Doctoral and Habilitation Council (EDHT) and the Doctoral School.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

Under Act CCIV of 2011 on National Higher Education, domestic data transfer takes place on behalf of the Educational Authority and doktori.hu (Hungarian Doctoral Council) in connection with the handling of doctoral degrees.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| data reporting to the Higher Education Information System (FIR) and doktori.hu | student personal identification data | The Educational Authority and the Hungarian Doctoral Council | when events so require |
| student program data |
| student doctoral data |

# Archiving

The annual transfer of the documents of terminated students or who have obtained their degrees to the faculty archives.

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| students’ entire documentation | compliance with legislative requirements | compliance with legal obligation |

## The term of data processing

Under Act CCIV of 2011 on National Higher Education, the University stores personal data in connection with the processing involved in handling doctoral degrees for 80 years.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the Central and the Faculty Registrar's Offices, the Doctoral School, and the Archives.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

The data processing in connection with archiving does not involve any data transfer to any third parties outside of the student and the University.

# The directories and log files generated during IT system operations

## The scope of processed data and the purpose of data processing

|  |  |  |
| --- | --- | --- |
| Personal data categories | The purpose of data processing | The legal grounds for data processing |
| user data  | the performance of operating tasks | compliance with legal obligation |

## The term of data processing

During the course of the data processing involved in the handling the directories and log files generated during IT system operations, the University stores personal data in line with the Information Security Regulations.

## Persons with access to the data; processors

Personal data are processed by the competent employees of the IT Department.

The University does not involve any external processors for data processing.

## Data disclosure and transfer

No domestic data transfer takes place during the handling of the directories and log files generated during IT system operations.

# Processor

The University involves SDA Informatikai Zrt. as a data processor to provide support in connection with the operation and maintenance of the Neptun system. A data processing agreement is in place between the University and SDA Informatikai Zrt.

# Data transfer

In summary, the University performs the following data transfer activities as part of the activity:

* Data reporting to the Higher Education Information System (FIR)
* Issuance of certificates - via the Authority’s channels
* Doktori.hu

|  |  |  |  |
| --- | --- | --- | --- |
| Name of data transfer | Personal data categories | Recipient(s) | Transfer frequency |
| Data transfer to the Higher Education Information System (FIR) | student personal identification data | Educational Authority | depending on the data processing activity |
| student official data |
| student document data |
| student address data |
| student education data |
| student language exam data |
| student equal opportunities data |
| student program data |
| student legal status data |
| student doctoral data |
| student mobility data |
| student practice period data |
| student final examination data |
| student degree data |
| student financial data |
| student dormitory data |
| student educational data |
| student card data |
| Issuance of certificates | student personal identification data | Party officially requesting the data | occasional |
| student legal status data |
| student program data |
| student educational data |
| student degree data |
| doktori.hu | student personal identification data | Hungarian Doctoral Council | when events so require |
| student program data |
| student doctoral data |

# Rights in connection with the processing of personal data

## The right to request information

By way of the contacts specified in point 1, you may request information from the University as regards

* the personal data it processes,
* the legal grounds for processing,
* the purpose,
* sources,
* and duration of processing,
* as well as the persons to whom, at what time, on the basis of which pieces of legislation, and to which personal data the University grants access or transferred such data.

The University shall fulfil your request within 30 days at latest by way of a letter sent to the address you specify.

## Right to rectification

By way of the contacts specified in point 1, you can request, in writing, that the University rectify your personal data (e.g. you can change your email or mailing address at any time). The University shall fulfil your request within 30 days at latest and shall inform you of having done so by way of a letter sent to the address you specify.

## Right to erasure

By way of the contacts specified in point 1, you may request, in writing, that the University erase your personal data.

The University shall deny the request for erasure if the University is bound by law or an internal regulation to continue storing the personal data in question. Such may be the case where the time limit specified by internal regulations pertaining to archiving has not yet expired.

However, if there is no such obligation, the University shall fulfil your request within 30 days at latest and shall inform you of having done so by way of a letter sent to the address you specify.

## Right to blocking

By way of the contacts specified in point 1, you may request, in writing, that the University block your personal data. Such block shall remain in effect for the term for which storage is required according to the reason you provided.

For example, you may request that your data be blocked if you feel that your submission was handled by the University in an unlawful manner; however, the official or judicial procedure you initiate require the University to not erase the submission. In such case, the University will continue to store the personal data (e.g. your submission) until contacted by the authorities or the court, after which the data will be erased.

## Right to object

By way of the contacts specified in point 1, you may object, in writing, against the processing of your data should the University transfer or use personal data for purposes of direct marketing, public opinion polling or scientific research. For example, you may object if the University uses your personal data for scientific research without your consent.

You may also object to processing if you feel that processing is required only for the University’s legal obligation or legitimate interest, with the expectation of data processing based on authorization granted by law. For example, you may not object if your submission containing your personal data are, based on the University’s internal archiving regulations, handed over to the Archives together with the documents of the case.

# Data security measures

The Controller will take all measures necessary to ensure that the data processing and storage is secure. The processed data are kept in a reliable, dedicated server environment with a high level of availability. Physical protection is ensured by round-the-clock protection, an electronic access control system, and a camera surveillance system.

The detailed description of the data security measures are laid out in the University’s Data Protection and Data Security Policy.

# Possibilities for enforcement in connection with processing

## Initiation of judicial proceedings

If you experience unlawful data processing, you can launch a civil action against the University. The regional court shall be competent in adjudging the case. You may choose to launch the action at the court of first instance with jurisdiction at your place of residence (a list of courts of first instance and their contact information is available at the following link: <http://birosag.hu/torvenyszekek>).

## Official notifications

Anyone is authorized to initiate proceedings at the National Authority for Data Protection and Freedom of Information ([www.naih.hu](http://www.naih.hu); 1530 Budapest, Pf.: 5.; phone: +36-1-391-1400; fax: +36-1-391-1410; email: ugyfelszolgalat@naih.hu) by filing a report alleging that rights related to the management of personal rights or to the access to data of public interest or data public on grounds of public interest have been infringed, or if there is an immediate danger of such.

# Reservation of rights

The Controller maintains the right to amend the Privacy Policy. This may especially take place if required by law. Changes to data processing may not result in the processing of personal data for purposes other than those set out herein. The Controller shall publish the relevant information on its website 15 days prior.

# Annex

## Contents of personal data categories

|  |  |
| --- | --- |
| Personal data category | Field-level data content |
| Student address data | Address type |
| Postal code |
| City |
| Country |
| County |
| Street |
| Street type |
| House number |
| Building |
| Floor |
| Staircase |
| Door |
| Email address type (Type) |
| Email address |
| Phone number type (Type) |
| Phone number |
| Priority (Notifiable) |
| Contact (Notifiable) |
| Name (Notifiable) |
| Phone number (Notifiable) |
| Home address (Notifiable) |
| Email address (Notifiable) |
| Homepage (student) |
| Student card data | National Single Card System (NEK) ID |
| Higher Education Information System (FIR) status |
| Student program (for student card) |
| Student address (for student card) |
| Reason for application (for student card) |
| WEB creation date |
| Serial number (of student card) |
| Receipt date (of student card) |
| Issue date (of student card) |
| Validity (of student card) |
| Status (of student card) |
| Full-time or correspondence education (on student card) |
| Reason for withdrawal (of student card) |
| Withdrawal date (of student card) |
| Status (of sticker) |
| Reason for invalidation (of sticker) |
| Date of invalidation (of sticker) |
| Issue date (of sticker) |
| Sticker serial number |
| Student doctoral data | Discipline |
| Supervisor |
| Co-supervisor |
| Date of degree award |
| Name of degree |
| Comprehensive exam result |
| Defense result |
| Dissertation, publication |
| Date of application for degree award |
| Submission date |
| Date sent |
| Date returned |
| Date of notification |
| Date of copy submission |
| Preliminary assessor |
| Recommendation |
| Name of higher education institution (data of previous doctoral program) |
| Name of program (data of previous doctoral program) |
| Precedent doctoral program (data of previous doctoral program) |
| The reason for no Doctoral School |
| Supervisor (doctoral comprehensive exam) |
| Result (doctoral comprehensive exam) |
| Questions/answers (doctoral comprehensive exam, written) |
| Field (doctoral comprehensive exam) |
| Comprehensive exam date (doctoral) |
| Topic (doctoral defense) |
| Supervisors(s) (doctoral defense) |
| Dissertation title (doctoral defense) |
| Dissertation language (doctoral defense) |
| Debate location (doctoral defense) |
| Debate date (doctoral defense) |
| URL (doctoral dissertation) |
| Preliminary defense date (doctoral defense) |
| Date sent (doctoral defense) |
| Date received (doctoral defense) |
| Defense result (doctoral) |
| Dissertation, publication (doctoral defense) |
| Field (doctoral defense) |
| Name (doctoral defense participants) |
| Ministry of Education (OM) code (doctoral defense participants) |
| Type of opponent (doctoral defense participants) |
| File name (doctoral review) |
| Description (doctoral review) |
| Recommendation (doctoral review) |
| File name (doctoral review, student reply) |
| Description (doctoral review, student reply) |
| File name (doctoral review) |
| Description (doctoral review) |
| Higher education institution (previous doctoral program) |
| Name of program (previous doctoral program) |
| Precedent doctoral program (previous doctoral program) |
| The reason for no Doctoral School (previous doctoral program) |
| Student equal opportunities data | Type (basis for student affirmative action) |
| Date of issue (student affirmative action certificate) |
| Date of submission (student affirmative action certificate) |
| Name of certificate issuer (student affirmative action) |
| Title of certificate issuer (student affirmative action) |
| Eligibility starting date (student affirmative action) |
| Eligibility end date (student affirmative action) |
| Disability percentage value (student affirmative action) |
| Student official data | Citizenship |
| Start of citizenship validity |
| End of citizenship validity |
| Nationality |
| Reason for residence (foreign students) |
| Bank account name |
| Bank account number |
| Last login (student’s last login to the system) |
| DH2 Contract number |
| Marital status |
| Number of children |
| Private pension fund |
| Money owed to library |
| Books owed to library |
| Photo (uploaded) |
| Old Neptun code |
| University email address |
| University user ID |
| Individual code |
| Login date (previous student logins) |
| Student legal status data | Start of legal status |
| End of legal status |
| Type of legal status |
| Number of state-funded semesters (legal status) |
| Semester discount due to disability (legal status) |
| Number of funded semesters prior to 2006 (legal status) |
| Number of state-funded doctoral semesters (legal status) |
| Status (the student’s semesters in the program) |
| Status (of the certificate) |
| Student program data | Start of legal status |
| End of legal status |
| Reason for establishing the legal status |
| Reason for terminating the legal status |
| Type of program |
| Expected completion date (of the student’s program) |
| Credit requirements (of the student’s program) |
| Number of active/passive semesters (in the student’s program) |
| Program name (of the student’s program) |
| Status (the student’s, in the program) |
| Registry number (the student’s) |
| Number of semesters (the student’s, in the program) |
| Expected number of semesters (the student’s, in the program) |
| Date of admission (the student’s, to the program) |
| Financial status (the student’s, in the program) |
| Administrator (the student’s, in the program) |
| Organizational unit |
| Campus |
| Scholarship contract number |
| Scholarship contract date |
| Date of last transaction |
| Type of last transaction |
| Successful advancement |
| Unsuccessful advancement |
| Parent institution |
| Exam ID |
| Total number of required subjects registered for |
| Total credit number of required subjects registered for |
| Total number of elective subjects registered for |
| Total credit number of elective subjects registered for |
| Total number of optional subjects registered for |
| Total credit number of optional subjects registered for |
| Number of state-funded semesters in the program |
| Reimbursement fee payment method |
| Student employment contract number |
| Student employment contract date |
| Contract for reimbursement fee/tuition (status, state) |
| Number of funded semesters/transfers between full-time and correspondence education at the University |
| Number of funded semesters/In addition to the above, those previously used |
| Number of funded semesters/Total |
| Final certificate date |
| Date language exam was presented |
| Date the language exam requirement was met |
| Type of Higher Education Information System (FIR) language exam exemption |
| Comment |
| Status (the student’s, in the module) |
| Financial status (the student’s, in the module) |
| Starting date (the student’s, in the module) |
| End date (the student’s, in the module) |
| First semester (the student’s, in the module) |
| Last semester (the student’s, in the module) |
| Reason the legal status was established (the student’s, in the module) |
| Reason for termination (of the legal status) |
| StudentStudyExtra |
| Extra1 |
| Final certificate date (of the major) |
| Final examination part results |
| Final examination final results |
| Type (of the exit exam) |
| Grade, in numerals (of the exit exam) |
| Grade (of the exit exam) |
| Exam date (of the exit exam) |
| Comment |
| Degree grade, in numerals |
| Type (of the exit exam) |
| Grade (of the exit exam) |
| Exam date (of the exit exam) |
| Comment (of the exit exam) |
| Type |
| Value |
| Starting date (College/major change) |
| End date (College/major change) |
| Campus |
| Campus/major change start reason |
| Campus/major change end reason |
| Number of semesters |
| Type of college/major change |
| Previous domestic institution |
| Previous foreign institution |
| Institutional ID (of previous institution) |
| Decision number (student transfer) |
| Program name (of transferor program) |
| Program level (of transferor program) |
| Program location (of transferor program) |
| Program language (of transferor program) |
| Program schedule (of transferor program) |
| Program (financing form) (of transferor program) |
| Domestic receiving institution |
| Foreign receiving institution |
| Institutional ID (of receiving institution) |
| Decision number (of receiving institution) |
| Institution (parallel program) |
| Program name (parallel program) |
| Full-time or correspondence education (parallel program) |
| Semesters (parallel program) |
| Dates (start and end dates of parallel program) |
| Institution (guest student program) |
| Start and end dates (guest student program) |
| Student education data | Type (education) |
| Institution (education) |
| Full-time or correspondence education (education) |
| Institution Ministry of Education (OM) code (education) |
| Education (Education) |
| Identification number (Education) |
| Program period (semesters) (Education) |
| Completion (date, Education) |
| Grade (Education) |
| Type of certificate (Education) |
| Certificate grade (Education) |
| Printing office serial number (Education) |
| Number of state-funded semesters in the higher education degree (Education) |
| Education level (Education) |
| Country (Education) |
| Hungarian Qualifications Framework (Education) |
| European Qualifications Framework (Education) |
| Student application data | Application ID |
| Template name (application) |
| Status (application) |
| Date of submission (application) |
| Administrator (application) |
| Total point number (application) |
| Grade (application) |
| Data set (application) |
| Field serial number (application) |
| Field name (application) |
| Reply (application) |
| Reply 2 (application) |
| Reviewer/decision-maker |
| Type (of review/decision) |
| Status (of review/decision) |
| Deadline (of review/decision) |
| Date (of review/decision) |
| Decision-maker |
| Decision date |
| Decision (written) |
| Comment (written) |
| Date of review (application annexes) |
| Type of document (application annexes) |
| Language (application annexes) |
| Description (written) |
| Decision (view, download) |
| Application annex (view, download) |
| Student dormitory data | Dormitory name |
| Building / Floor / Room |
| Planned moving in date |
| Planned moving out date |
| Actual moving in date |
| Actual moving out date |
| Admission program (the student’s program based on which (s)he was admitted to the dormitory) |
| Status (the student’s dormitory legal status) |
| Dormitory status |
| Institutional status |
| Faculty (of the student’s dormitory cycle) |
| Program (of the student’s dormitory cycle) |
| Actual moving in date |
| Actual moving out date |
| Student mobility data | Printed name (student’s) |
| Mobility direction |
| Mobility type |
| Mobility purpose |
| Mobility project type |
| Mobility path start |
| Mobility path end |
| Partner institution Higher Education Information System (FIR) ID |
| Partner institution |
| Partner institution country |
| Partner institution city |
| Program (mobility) |
| Erasmus code |
| Schedule (mobility) |
| Type of semesters |
| Number of the interest period |
| Frame type |
| Funding amount |
| Printed name (student’s) |
| Mobility direction |
| Mobility type |
| Mobility purpose |
| Mobility project type |
| Mobility path start |
| Partner institution |
| Partner institution country |
| City (mobility) |
| Program (mobility) |
| Erasmus code (mobility) |
| Schedule (mobility) |
| Frame type (mobility) |
| Mobility path end |
| Funding amount (mobility) |
| Date of registration (mobility index row) |
| Type of registration (mobility index row) |
| Date of entry (mobility index row) |
| Grade (mobility index row) |
| Recommendation (mobility index row) |
| Part result (mobility index row) |
| Teacher (mobility index row) |
| Student language exam data | Language (Student language exam) |
| Level/Type (Student language exam) |
| Certificate number/Registry number (Student language exam) |
| Exhibit/Language exam date (Student language exam) |
| Exam center (Student language exam) |
| Type of language skills (Student language exam) |
| Type of equivalent language exam document (Student language exam) |
| Issuing location (Student language exam) |
| Date of naturalized language exam (Student language exam) |
| Number of naturalized language exam (Student language exam) |
| Start of naturalization validity |
| End of naturalization validity |
| Student degree data | Degree grade |
| Degree grade, in numerals |
| Degree date |
| Degree number |
| Naturalization decision number |
| Naturalization decision date |
| Board of examiners decision number |
| Majors for the degree |
| Level of education |
| Vocational training |
| Serial number (form) |
| Issue date (form) |
| Status (form) |
| Status reason (form) |
| End of validity (form) |
| Date of transfer (form) |
| Student document data | Type (student document) |
| Sub-type (student document) |
| ID (student document) |
| Place of issuance (student document) |
| Issue date (student document) |
| Start of validity (student document) |
| End of validity (student document) |
| Student financial data | Title (of payer) |
| Last name (of payer) |
| First name (of payer) |
| Tax number (of payer) |
| Bank account number (of payer) |
| Name (of listed item) |
| Amount (of listed item) |
| Status (of listed item) |
| Student program |
| Semester (of listed item) |
| Service performance (of listed item) |
| Certificate date (of listed item) |
| Student Loan 1 (status) |
| Student Loan 2 contract number |
| Target account number |
| Source account number |
| Amount (of payment) |
| Payment type |
| Comment (of payment) |
| Refundable amount |
| Name (of payment item) |
| Amount (of payment item) |
| Status (of payment item) |
| Semester (of payment item) |
| Performance date (of payment item) |
| Payment date (of payment item) |
| Invoice number (of invoice) |
| Amount (of invoice) |
| Performance date (of invoice) |
| Deadline (of invoice) |
| Invoice type (of invoice) |
| Creation date (of invoice) |
| Payer (of invoice) |
| Postal code (of invoice) |
| City (of invoice) |
| Address (of invoice) |
| Tax number (of invoice) |
| Tax identification number (of invoice) |
| Student thesis data | Thesis status |
| Topic (of thesis) |
| Title (of thesis) |
| Final title (of thesis) |
| Credit (of thesis) |
| Description (of thesis) |
| Date of application (thesis) |
| Date of withdrawal (thesis) |
| Date of submission (thesis) |
| Date of application (thesis) |
| Defense result (thesis) |
| Date of assessment (thesis) |
| Language (thesis) |
| URL (thesis) |
| Review status (thesis) |
| Opponent (of thesis) |
| Opponent type |
| Date of approval (of thesis) |
| Grade (of review) |
| Evaluation (written) |
| Reviews (uploading, downloading) |
| Student practice period data | Practice period name |
| Practice period location |
| Practice period description |
| Start (of practice period) |
| End (of practice period) |
| Duration (of practice period) |
| Type of practice period |
| Index row (for practice period) |
| Organizational unit of program |
| The organization handling the practice period |
| Date of registration (of the subject grade of the practice period) |
| Date of entry (of the subject grade of the practice period) |
| Date of entry type (of the subject grade of the practice period) |
| Grade (of the subject grade of the practice period) |
| Recommendation (of the subject grade of the practice period) |
| Part result (of the subject grade of the practice period) |
| Teacher (of the subject of the practice period) |
| Date of acceptance of performance (of the practice period) |
| Name of accepting party (of the practice period) |
| Position of accepting party (of the practice period accepting party) |
| Certification date (of the practice period) |
| Student personal identification data | Login name |
| Neptun code |
| Education ID (student ID) |
| Name - First name |
| Sex |
| Name - Title |
| Name - Last name |
| Mother’s maiden name - First name |
| Mother’s maiden name - Title |
| Mother’s maiden name - Last name |
| Name at birth - First name |
| Name at birth - Title |
| Name at birth - Last name |
| Date of birth |
| County of birth |
| Country of birth |
| City of birth |
| Tax number |
| Social security number |
| International social security number (foreign students) |
| Old education ID |
| New education ID |
| Date of approval (education ID change) |
| Approving party (education ID change) |
| Permanent education ID |
| Student educational data | Type (of official record) |
| Date (of official record) |
| Topic (of official record) |
| Decision number (of official record) |
| Semester (of official record) |
| Description (for official annex record) |
| File name (for official annex record) |
| Organizational unit |
| Semester serial number (the student’s semesters in the program) |
| Semester (the student’s semesters in the program) |
| Year (the student’s semesters in the program) |
| Class schedule group (the student’s semesters in the program) |
| Semester (the student’s semesters in the program) |
| Financial status (the student’s semesters in the program) |
| Enrolment/registration (the student’s semesters in the program) |
| Closure (the student’s semesters in the program) |
| Tuition (the student’s semesters in the program) |
| Tuition charged (the student’s semesters in the program) |
| Reason for change in financing form (the student’s semesters in the program) |
| Foreign financing (the student’s semesters in the program) |
| Reason for requesting passive status (the student’s semesters in the program) |
| Date of mid-semester passive status request (the student’s semesters in the program) |
| First education status (the student’s semesters in the program) |
| Weighted grade point average (the student’s semesters in the program) |
| Comment |
| Number used in the program (funded semester) |
| Parallel (funded semester) |
| Total number of used funded semesters |
| Total number of funded semesters used in the program |
| Credits completed and recognized in the semester |
| Credits taken in the semester |
| Weighted grade point average (for the semester) |
| Number of repeated exams (for the semester) |
| Adjusted credit index (for the semester) |
| Credit index (for the semester) |
| Scholarship index (adjusted credit index) (for the semester) |
| Credits recognized for the semester |
| Credits completed in the semester |
| Total credits (completed and recognized) (cumulated) |
| Total credits taken (cumulated) |
| Cumulative weighted grade point average |
| Total number of repeated exams |
| Aggregate adjusted credit index |
| Total number of credits recognized |
| Total number of credits completed |
| Payment discount |
| Subject |
| Date of registration (the student’s, of the subject) |
| Registration method (of the subject) |
| Credit (of the subject) |
| Requirement (of the subject) |
| Type of recognition (of the subject) |
| Decision number (of the recognition) |
| Decision number (of the recognition) |
| Date of registration (of the subject grade) |
| Date of entry (of the subject grade) |
| Entry type (of the subject grade) |
| Grade (of the subject grade) |
| Recommendation (of the subject grade) |
| Part result (of the subject grade) |
| Practice period location |
| Description (of practice period) |
| Start (of practice period) |
| End (of practice period) |
| Certification date (of the practice period) |
| Duration (of practice period) |
| Course |
| Subject code |
| Subject name |
| Semester |
| Credit points |
| Requirement |
| Type of subject registration |
| Subject (of the exam) |
| Course code (for the exam) |
| Start of exam |
| End of exam |
| Exam type |
| Date of application (for the exam) |
| Date of cancellation (of exam registration) |
| Type of exam registration |
| Name (name of major) |
| Short name (name of major) |
| Module type |
| Module class |
| Language (language of the program) |
| Type of period |
| Code of default subject |
| Name of default subject |
| Language (of the course) |
| Course code |
| Course type |
| Course cost |
| Index number |
| Date of transaction (of the student’s index) |
| Type of transaction (of the student’s index) |
| Amending (of the student’s index) |
| Subject completed (number) |
| Credits completed |
| Date of registration (special index rows) |
| Type of recognition (special index rows) |
| Subject requirement (special index rows) |
| Decision number (special index rows) |
| Decision date (special index rows) |
| Original subject name (special index rows) |
| Comment (special index rows) |
| Subject (special index rows) |
| Credit (special index rows) |
| Semester (special index rows) |
| Method of registration (special index rows) |
| Performance date (special index rows) |
| Date of entry (special index row result) |
| Date of registration (special index row result) |
| Type of registration (special index row result) |
| Grade (special index row result) |
| Teacher (special index row result) |
| Code of default subject |
| Default subject name |
| Language (of the course) |
| Semester/cycle |
| Course cost |
| Course code |
| Subject code |
| Subject name  |
| Course code |
| Start (of the exam) |
| End (of the exam) |
| Date of application (for the exam) |
| Type of certification |
| Certification template |
| Certification serial number |
| Certification type |
| Issue date (of the certificate) |
| Time interval (class schedule) |
| Semester (class schedule) |
| File name (document assigned to the student) |
| Description (document assigned to the student) |
| Type (document assigned to the student) |
| Score (document assigned to the student) |
| Date of approval (document assigned to the student) |
| Accepting (document assigned to the student) |
| Valid (document assigned to the student) |
| Student final examination data | Module (final examination registration and results) |
| End result (final examination registration and results) |
| End result in numerals (final examination registration and results) |
| Date of application (final examination registration and results) |
| Date of cancellation of registration (final examination registration and results) |
| Description (final examination registration and results) |
| Topic (final examination registration and results) |
| Result (final examination registration and results) |
| Result in numerals (final examination registration and results) |
| Committee (final examination registration and results) |
| Exact date (final examination registration and results) |
| Date of application (final examination registration and results; subjects) |
| Description (final examination registration and results; subjects) |
| Result (final examination registration and results; subjects) |
| Result in numerals (final examination registration and results; subjects) |
| Final examination topic results |
| user data | user name |
| user ID |
| email address |