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# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION***

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***Subproject: AP2 Complex development of study  
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***Topic: OKTIG\_1 Administrative background of  
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outcomes***

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**BEFEKTETÉS A JÖVŐBE**

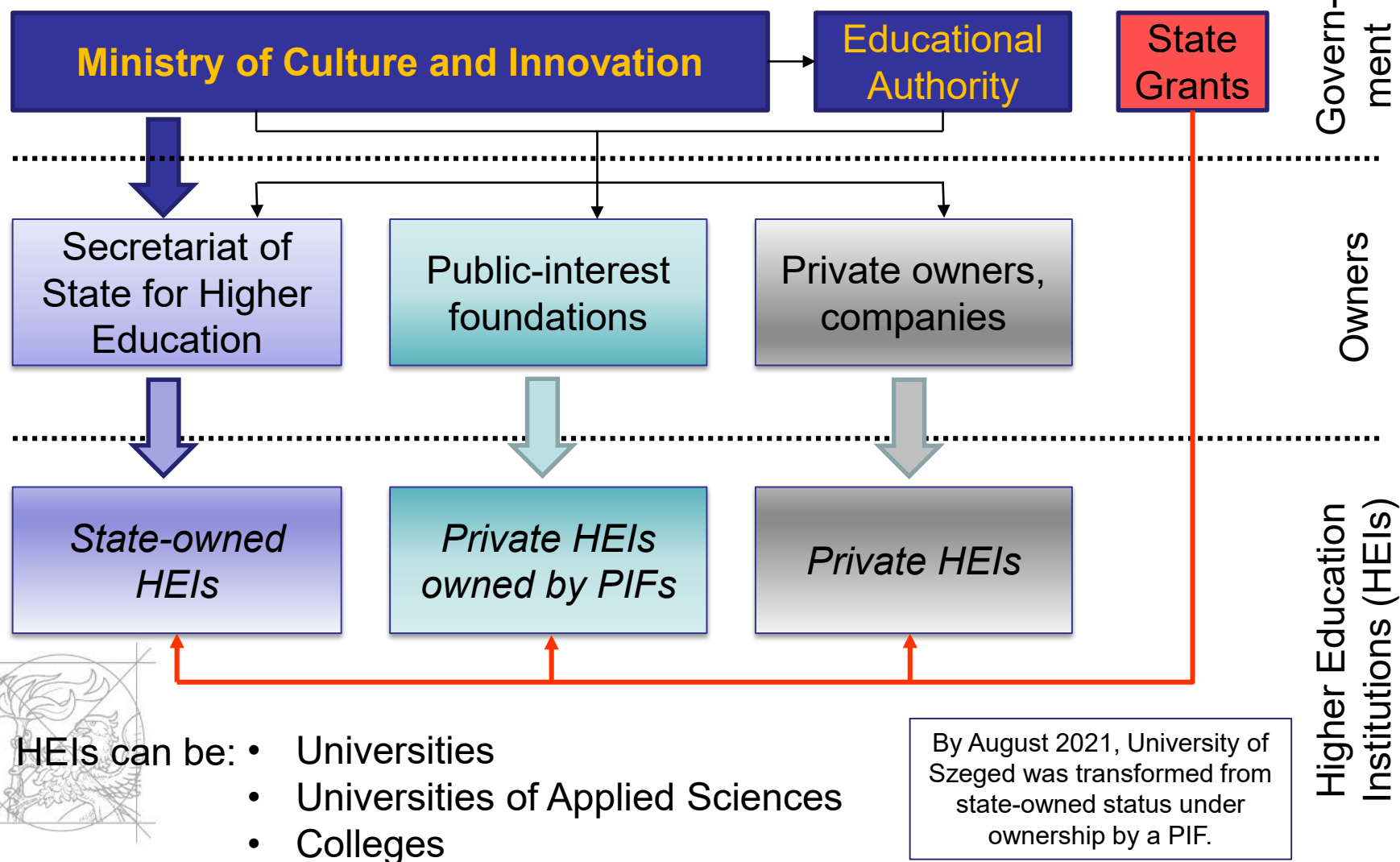
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# Introductory information 1

## Structure of the higher education system in Hungary



## ***Introductory information 2***

### **Numbering in the Hungarian legislation**

Acts are numbered by a Roman number in chronological order, commencing with the number I, for each calendar year. The number of the Act is supplemented by the year in a grammatical construction.

- The Act on National Higher Education was the 204th act issued in year 2011, therefore it is numbered as „2011. évi CCIV. törvény” in Hungarian, or „Act No. CCIV of 2011” in English. (Roman numeral CCIV equivalent with 204 in Arabic numbers.)

Decrees and lower legislations have a serial number followed by a slash and the year of the issue then continued by the month and day of the issue in parentheses and supplemented by the abbreviation of the issuing body. The serial number commences with 1 and is unique for the given year, the level of legislation and issuer.

- The main implementing regulation of the NHEA was the 87th decree of the government in 2015 and it was issued on 9th of April, therefore it is numbered as „87/2015. (IV. 9.) Korm.”, since „Korm.” is the abbreviation of the Hungarian word „kormány” for „government”.
- The ministerial decree on the study programme requirements and learning outcomes was the 18th decree of the Ministry of Human Capacities (abbreviated as EMMI in Hungarian) in the given year. It was issued on 5/8/2016, therefore it is numbered as „18/2016 (VIII. 5.) EMMI”.

## Introductory information 3

### Abbreviations used in lectures

- **AER** – Academic and Examination Regulations of the University
- **Btk.** – Criminal Code (abbr. in Hungarian)
- **EA** – Educational Authority: the government agency supervising the system of the higher education, keeping official registers and running central procedures (e.g. admission)
- **ERA** – Act LXXXIX of 2018 on the Educational Register
- **FIR** – HEIS in Hungarian
- **Ftv.** – HEA in Hungarian
- **HEA** – Act on Higher Education: NHEA or any of the antecedent acts
- **HEI** – higher education institution
- **HEIS** – Higher Education Information System: a country-wide register operated by EA into which the HEIs have to report student records
- **HJTSZ, HJTSz** – RSA in Hungarian
- **IR** – implementing regulation; (*in a narrow sense:*) the main implementing regulation of NHEA, i.e. Government Decree No. 87/2015 (IV. 9.) Korm.
- **KKK** – PRLO in Hungarian
- **Nftv.** – NHEA in Hungarian
- **NHEA** – Act No. CCIV of 2011 on National Higher Education
- **OH** – EA in Hungarian
- **Onytv.** – ERA in Hungarian
- **PRLO** – programme requirements and learning outcomes: an official document specifying the description, contents, admission and graduation conditions of a given study programme.
- **Ptk.** – Civil Code (abbr. in Hungarian)
- **RSA** – Rules on fees and allowances (university policy on student fees etc.)
- **TVSZ, TVSz** – AER in Hungarian
- **Vhr.** – IR in Hungarian

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# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION***

## ***Operational framework of the national higher education system***

*Subproject: AP2 Complex development of study  
programmes and services*

*Topic: OKTIG\_1 Administrative background of  
development of study programmes based on learning  
outcomes*

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# I/I. Operational framework of the national higher education system

- Introduction:

the purpose of the course is to provide knowledge for students that is needed to complete the course and

- by which, students are able to use the services of the University more professionally and efficiently,
- and by which, students are able to spend their university years more usefully.

## Structure of the lecture:

- I. Main features of the national higher education system (basic activity, training programmes, establishment of a higher education institution)
- II. The basic operational framework of the University of Szeged (from August 2021)

# A) Main features of the national higher education system

The first part introduces students to:

- the principles of the functioning of higher education as a system,
- the training programme,
- and to the process of establishing a higher education institution.



- Starting point:
  - Article X (3) of the Fundamental Law of Hungary states that: “As regards the contents and methods of research and teaching, institutions of higher education shall have sovereignty, whereas their organizational structure shall be governed by an act of Parliament. Within the framework of the relevant legislation, the Government shall determine the financial structure of the State’s higher educational institutions and the Government shall monitor their financial management.”
  - the National Higher Education Act (Act CCIC of 2011 on National Higher Education, hereinafter: Nftv.), in force at any time, defines the framework for the detailed operation of higher education institutions in Hungary.
  - Government decree 87/2015 (IV.09.) on the implementation of certain provisions of the National Higher Education Act.
  - Pursuant to Article 11 of the Nftv., the higher education institution shall determine the provisions governing their operation and organisation (hereinafter referred to as “rules for organisation and operation”) (see: Organizational and Operational Regulations, and also accepts other regulations of the institution: <https://u-szeged.hu/about-us/rules-and-regulations>).

In connection with the provision of the Fundamental Law:

- The University is independent in terms of the content and methods of research and education.
- The University shall determine the provisions concerning its operation and organization which are not precluded by law.

In connection with the National Higher Education Act and Government Decree 87/2015. (IV.09.):

- Relevant provisions of these two legislation will be introduced in this course.

In connection with the Organizational and Operational Regulations:

- It consists of three parts, these are the “Organizational and Operational Rules” (includes the organizational structure of the institution such as the powers of the Senate, Rector and Chancellor), the “Employment Requirements System” (includes the requirements for filling each position and the application system) and the “Student Requirements System” (includes the rules of the admission procedure, the study and examination regulations, the compensation and benefits regulations, the disciplinary and compensation regulations and the legal redress regulations).

## Interactive dialogue: Basically, what parallels may be drawn between a higher education institution and a business company? What do we usually know about companies?

- The higher education institution:
  - name
  - memorandum of association
  - legal personality
  - founder (Parliament)
  - maintained publicly / privately or by the church
  - public service
  - operating costs (support from the state in the budget law)
  - senior manager (rector, chancellor)
  - organization (senate, consistory)
- Business company (eg: ltd.)
  - company name
  - articles of association
  - legal personality
  - private person
  - privately owned company
  - private activity, profit
  - private assets (share / share capital)
  - senior official (managing director)
  - general meeting, members' meeting
- Additional information: The number of students at the University of Szeged is about 24,000, its budget is about HUF 80 billion, and the number of employees is 7,300. It should be pointed out that the budget of Szeged as a city is the same.

# I. Principles of the operation of higher education as a system

Pursuant to §2 of the Nftv.:

(1) Higher education institutions are organisations established as set out in this Act, for the performance of educational, academic research and artistic creative activities, which shall constitute their core activities.

- target audience of education: students,
- research target audience: the companies involved in the innovation and in particular the geographical unit (economic area) where the higher education institution exerts its innovative impact.

Additional information: one may consider universities as

- first generation universities: are those that are responsible for teaching only (see medieval universities)
  - some major institutions: 1088: first university in Bologna (Roman law), 12nd century's second half: Paris (Sorbonne), Oxford, 13th century: Cambridge, Padua, 14th century: Central Europe (Krakow, Prague, Vienna). In the Kingdom of Hungary: Pécs (Lajos Nagy)
  - Based on their characteristic features, medieval universities can be divided into two types:
    - (a) Paris-type universities: the rector of a university was elected by the teachers (lecturers) and confirmed in his office by the ecclesiastical authority (the chancellor of the university), such as the French, English and German universities.
    - (b) Bologna-type universities: university citizens have elected a rector from among themselves for one or two years. The universities had guild-like autonomy and also performed advocacy functions.

- Other features:

- In cases of students and teachers, a separate university court decided.
- The head of the university was the rector, the institution freely determined the curriculum, but university lecturers were not free in terms of teaching.
- The training was in Latin.
- Everything was derived from the Bible (the curriculum was taught through a deductive method, discussions and questions).
- Theoretical training, no practice (doctors dissected pigs);
- Long training: "A good priest studies until his death,, phrase can be derived from here.
- The first level was the so-called foundation (basic) training, if one became proficient in the seven liberal arts (septem artes liberales), one could receive a master's degree. The acquisition of the liberal arts took 6 years: usually from the age of 14 to the age of 20.
- After the foundation training, there were three upper faculties: law, medicine and theology, which gave students doctoral degrees.

Second-generation universities: are those that are responsible for teaching and doing research,

- Third-generation universities: are those that are responsible for teaching, doing research and creating marketable value (utilization of knowledge through innovation results),
- Fourth-generation universities (currently): are those that are responsible for teaching, doing research, creating usable value in the market (through innovation results) and actively affecting their narrower economic environment.

(see: ELI (Laser Center) this is a breakout point for Szeged's economy, measurable impact in about 10 years may feel). Recommended reading: Hilde de Ridder-Symoens: A History of the University in Europe (Vol. 1–4), [https://books.google.hu/books?id=K\\_gZtQEACAAJ](https://books.google.hu/books?id=K_gZtQEACAAJ), <https://books.google.hu/books?id=JYneuQEACAAJ>, ...

(2) The state shall be responsible for ensuring the operation of the system of higher education, while the responsibility for ensuring the operation of higher education institutions shall lie with their maintainers. Hungary's state-recognized higher education institutions are listed in Annex 1 of the Nftv.

(3) The educational core activities of higher education institutions shall include the provision of tertiary vocational programmes, bachelor programmes, master programmes, doctoral programmes and postgraduate specialisation programmes. Unless otherwise provided in this Act, activities included in the scope of educational core activities shall be performed exclusively by higher education institutions.

(4) Pursuant to the forms of cost bearing, a participant of higher education or higher education training may be

- a) a student supported by a Hungarian state scholarship (the cost is borne by the state),
- b) a student supported by a partial Hungarian state scholarship (the cost is borne equally by the state and the student),
- c) self-funded student (the cost is borne by the student).

(5) In connection with the purpose of data processing in the higher education institution, the higher education institution is entitled to hold a record of data necessary

- a) for its proper functioning,
- b) to exercise the rights and fulfill the obligations of applicants and students,
- c) to organize trainings, research,
- d) for managing the registers specified by law.

(6) The electronic study system (Neptun):

- Its task is to hold an up-to-date record of student studies, it not only records courses and exam results, but also provides assistance in study administration, such as handling and submitting applications.
- The higher education institution is responsible for the security of the registered data.
- The higher education institution provides students with continuous access to personal and academic data recorded about them.



(7) The higher education information system (FIR):

- It's a central register containing the data necessary for the exercise of state competences related to higher education and for economic planning, as well as the exercise of the rights and fulfillment of the obligations of the participants in higher education.
- The Educational Authority is responsible for the operation of the higher education information system.

(8) Student interest representation in higher education:

- a) In higher education institutions, a student self-government (students' union) operates as part of the higher education institution to represent the interests of students. All student shall be members of the student government, and shall have the right to vote and to stand as a candidate in elections.
- b) The national representation of students is provided by the National Conference of SUs, which is a delegated body composed of representatives of SUs.

(9) Bodies involved in the exercise of state powers:

- a) The Hungarian Accreditation Committee (HAC):

The HAC is an independent national body of experts established for the external evaluation of the quality of education, scientific research, artistic activity and the operation of the internal quality assurance system of higher education institutions, which participates as an expert in procedures related to higher education institutions. The HAC is a legal entity.



b) The Hungarian Rectors' Conference:

The Hungarian Rectors' Conference is a consultative body entitled to represent and protect the interests of higher education institutions, and it is a legal entity.

The members of the Hungarian Rectors' Conference are the rectors of higher education institutions.

c) The main tasks of the Educational Authority, a central office under the direction of the Minister of Human Resources, are:

- tasks related to public education (checking legality, keeping the register of graduation exam presidents, issuing public education expert licenses, registering teacher training, textbook development tasks, etc.),
- tasks related to higher education (conducting a central higher education admission procedure, authorizing diploma forms, registering the fulfillment of the conditions of the Hungarian state scholarship, carrying out official inspections, etc.)
- recognition of qualifications (recognition of primary and secondary school certificates and levels of qualifications attested by higher education diplomas and degrees, information on foreign education systems, etc.)
- tasks related to language exam accreditation (conducts language exam accreditation procedures, inspects accredited examination centers every two years, etc.).

(10) The duties of the Minister in the sectoral management of higher education are:

a) Organizational tasks:

- operating the Educational Authority,
- operating the Office of the Commissioner for Educational Rights,
- determining the directions of teacher trainings,
- proposing the provision of statistical data, etc.

b) Tasks related to the development of higher education:

- preparation of development plans for the higher education system
- reviewing the structure of bachelor and masters courses,
- an evaluation of the relationship between higher education and the economy at least in every three years
- defining the principles of long-term financing and framework financing agreements concluded with public-interest trusts performing public tasks.

c) Tasks related to the control of higher education:

- exercises legality control over the maintenance activities of non-state higher education institutions.

## II. The study programme in a higher education

Additional information: In Hungary, the education is based on public education and vocational training as well as higher education and adult education + higher-level vocational training (1 or 2-year training based on high-school graduation, where the acquired knowledge can be credited to the bachelor programme, e.g. as a legal assistant and then studying as a full-time lawyer).

In general, one may talk about two categories of trainings:

- a) Formal education: a person, who studies in the public education system or in a higher education institution or acquires vocational training in a technical school or vocational school, attends in formal education. In the case of public education/vocational training, the student has a student status and in higher education, the student has a university student status. By 1st September 2020, the Hungarian National Training Register has replaced by the Register of Professions in a phasing-out system, which includes 174 basic professions belonging to 25 sectors. Basic professions are only available in the formal education system. Vocational training institutions are vocational schools and technical schools (eg carpentry is the basic profession, but carpentry, which is a “specialization” based on the carpentry profession, can already be acquired in adult education).
- b) Non-formal education: non-formal education typically equals to adult education, which is a complex system. Its legal framework is provided by the Adult Education Act. The adult education legal relationship is established on the basis of an adult education contract (eg driver's course).

(1) Higher education institutions shall deliver programmes on the basis of an educational programme. As part of their educational programmes, higher education institutions shall develop the curricula for bachelor, master and tertiary vocational programmes in accordance with the programme and outcome requirements issued by the minister, and freely for postgraduate specialisation programmes. Curricula shall be revised every five years. New and amended study and examination requirements shall be phased in progressively.

## (2) Trainings in higher education:

- Tertiary vocational programmes lead to the award of a tertiary level qualification attested by a diploma. The diploma awarded for the completion of a tertiary vocational programme shall not qualify as a degree.
- Bachelor programmes lead to the award of a bachelor degree (baccalaureus, bachelor of science, bachelor of profession, bachelor of arts) and a professional qualification. Bachelor degrees shall be awarded for the completion of the first cycle of higher education and give access to master programmes. The training period is a minimum of 6 and a maximum of 8 semesters.
- Master programmes lead to the award of a master degree (magister, master of science, master of profession, master of arts) and a professional qualification. Master degrees shall be awarded for the completion of the second cycle of higher education. The training period is a minimum of 2 and a maximum of 4 semesters.
- Following a bachelor or master degree, a specialist qualification may be obtained by completing a postgraduate specialisation programme. [f.e. sy obtains a university degree + specialized professional qualification (data protection lawyer)].
- The educational programme may include doctoral programmes which prepare master degree holders for obtaining a doctoral degree. (Doctor of Philosophy, abbreviated as PhD and 'Doctor of Liberal Arts' abbreviated as DLA.)

### Additional information: doctorate types:

- Occupational doctoral title: this is the title associated with obtaining the degree (eg: doctor: dr.med, dentist: dr. med. dent, pharmacist: dr. pharm, lawyer: dr. jur.)
- University doctoral title: this doctoral degree equals with the previously used dr. univ, which was used until the introduction of the PhD (1993). After that, one may only have a PhD or a DLA.
- Doctor of the Hungarian Academy of Sciences title: This is the so-called DSc degree, this can be obtained according to the Doctoral Regulations of the Hungarian Academy of Sciences. This can only be achieved by those who have a PhD degree, at least 5 years after obtaining the degree.
- Honorary Doctorate: 'Doctor honoris causa', an award given by the University.

(3) Nftv. §3 The successive cycles of higher education leading to a tertiary degree are the following:

- a) bachelor studies
- b) master studies,
- c) doctoral studies.

Bachelor and master studies may be organised according to the two-cycle model, where a bachelor programme is followed by a separate master programme, or as single-cycle long programmes, in the cases specified in law. (eg: doctor, lawyer, teacher training).

(4) In addition to the programmes referred to in paragraph (1), the following non-degree programmes may be organised in the framework of higher education:

- a) tertiary vocational programmes,
- b) postgraduate specialisation programmes (f.e Lawyer specialised in data security and data protection).

(5) Higher education institutions may participate in adult education as set out in their founding charters, pursuant to the act on adult education.

(6) Programme delivery modes: In accordance with the programme and outcome requirements, tertiary programmes may be offered as full-time, part-time or distance education programmes. Full-time programmes shall comprise at least two hundred contact hours per semester.

- Full-time programmes shall be delivered through full-time daytime delivery, based on a five-day working week, on working days. Derogation from this provision is possible with the consent of the students' union of the higher education institution. Full-time programmes may also be organised as dual study programmes. Full-time programmes consist of at least 200 lessons per semester and at least 40 in the case of doctoral training.
- Part-time programmes may use the evening or correspondence delivery mode. The number of contact hours comprised by part-time programmes shall be not less than thirty percent and not more than fifty percent of that of full-time programmes.



(7) The state shall be obliged to ensure Hungarian trainings in all fields of study. In the higher education institution, the training may take place - in part or in full - in a language other than Hungarian (eg: training of foreigners in a foreign language). A student belonging to a nationality may continue his or her studies in his or her mother tongue or Hungarian, as specified in this Act.

(8) The process of starting a bachelor's and master's degree program:

- a) The head of the higher education institution shall apply for the registration of the commencement of the training at the Education Office by specifying the initial semester of the commencement of the training.
- b) The application must be accompanied by
  - documentation related to the start of the given training,
  - if the internship is provided by a business organization, a co-operation agreement between the higher education institution and the legal entity (eg dual training).
- c) The documentation shall include
  - the curriculum of the training, based on training and outcome requirements, developed by the higher education institution,

- a statement from the higher education institution on the methods of evaluation and control of the training, as well as the preparation of a study information publication on credit-based training,
- a description of the personal and material requirements for the training, and
- in the case of starting a course providing teacher qualification, the presentation of the institutional organizational conditions of the practical training.

d) The Educational Authority registers the trainings of the higher education institution, taking into account the expert opinion of the Hungarian Accreditation Committee.

(9) The personal and material requirements necessary for the training may be:

- a developed curriculum meets the training and outcome requirements of the EMMI Ministerial Decree (eg which courses must be completed),
- a developed curriculum ensures the acquisition of output competencies by students (what skills the student acquires during the training),
- definition of the person in charge (existence of a full-time academic degree),



- the need for training equipment and the conditions for practical training are met,
- the institutional library provide access to the books and literature listed in the compulsory bibliography of subject programs, to all students,
- during the training and included in the curriculum, there is a part-time programme abroad and a period that can be used for international student mobility (mobility window).

### III. Establishment of a higher education institution:

Higher education institutions may be established by

- a) the Hungarian state, national minority self-governments,
- b) ecclesiastical legal persons (hereinafter referred to as “ecclesiastical maintainer”),
- c) companies established in the territory of Hungary,
- d) foundations, trust foundation, public foundations and organisations engaged in religious activities registered in Hungary.

(2) A higher education institution is a legal person established to perform a public service (eg education, scientific research) specified in its founding document.

Additional information: A public service is a task that serves the public interest and can only be implemented in practice through community (social) cooperation, is typically financed from public funds, and its 'public service' qualification is defined by law.

(3) Higher education institutions shall have legal personality. The Labour Code and, in respect of public higher education institutions, the act on the legal status of public service employees shall apply subject to the derogations laid down in this Act (§5 of the Nftv.).

(4) An organisation may be established and operate as a higher education institution if it is established for the performance of the higher education tasks defined in this Act and is granted state recognition by the Hungarian National Assembly.

- State recognition may be granted to a higher education institution if the personal, organizational, equipment and financial conditions necessary for the performance of its tasks exist and the higher education institution is authorised to deliver at least four programmes, including
    - a) bachelor programmes,
    - b) bachelor and master programmes,
    - c) bachelor, master and doctoral programmes,
    - d) master and doctoral programmes
 in at least two fields of study or disciplines, according to any of the programme structures referred to in points a) to d).
  - A higher education institution may commence operation if
    - a) it has received, upon the maintainer's application, an operating authorisation from the body maintaining the register of higher education institutions (hereinafter referred to as "educational authority"), it has been registered, and
    - b) the Hungarian National Assembly has adopted a decision on its recognition by the state.
- (5) A higher education institution shall be either a university or a college. The name of a higher education institution shall be clearly different from the name of another higher education institution. A higher education institution shall not be named after a living person. The name of the higher education institution shall contain the name of a prominent person in history only with the permission of the Hungarian Academy of Sciences, as well as the name of the higher education institution shall contain a name to which someone else has a legal interest only by the consent of the interestee.

A university is a higher education institution that

- a) may deliver at least eight bachelor programmes and six master programmes, and may deliver doctoral programmes and award doctoral degrees,
- b) ensures that at least sixty percent of the members of its teaching and research staff, employed under employment contracts or on a public service employment basis, hold academic qualifications,
- c) is able to deliver some of its programmes in foreign languages, and
- d) has student research societies.

A university of applied sciences is a higher education institution that

- a) may deliver at least four bachelor programmes and two master programmes,
- b) uses the dual education system in at least two programmes,
- c) ensures that at least forty-five percent of the members of its teaching and research staff, employed under employment contracts or on a public service employment basis, hold academic qualifications,
- d) is able to deliver some of its programmes in foreign languages, and
- e) has student research societies.

A college is a higher education institution that

- a) ensures that at least one third of the members of its teaching and research staff, employed under employment contracts or on a public service employment basis, hold academic qualifications, and
- b) may have student research societies.

(6) The higher education institution's founding charter and its amendments shall be adopted by the maintainer. The minimum information to be included in the founding charter and the operating authorisation is defined in Annex 2 of the Nftv. The founding charter shall be required to contain the following particulars of the higher education institution:

- a) official name,
- b) maintainer's name and address,
- c) addresses of seat and all sites,
- d) addresses of off-site programmes,
- e) faculties and organisational structure (the rules for the appointment of the rector and the chancellor), maintained institutions,
- f) core activities,
- g) upper limit set for business activities,
- h) tasks related to public education, public library services, public culture, health, agriculture and rural development, other tasks,
- i) maximum number of students,
- j) immovable property placed at the disposal of the higher education institution, right to dispose of assets,
- k) the fields of study, disciplines and academic levels where the higher education institution delivers or may deliver programmes.

(7) Higher education institutions may establish and maintain institutions or organisational units for the performance of the tasks defined in their founding charters.

## (8) Transformation of a higher education institution:

Institutions can be transformed to coordinate the activities of higher education institutions.

- Transformation may be a conversion or a divisions.
- A merger may be an acquisition or an amalgamation, a demerger may be a spin-off or a spun-off.
- The decision on the transformation shall be made by the maintainer with the prior opinion of the Senate or Senates.

## (9) Types of merger:

- a) In the event of an acquisition, the higher education institution that is merging, shall cease to exist and the host higher education institution shall perform the functions of the takeovered higher education institution as a legal successor.
- b) As a result of the amalgamation, a new higher education institution will be created, which will be the legal successor of the higher education institutions affected by the merger.

## (10) Types of demergers:

- a) In the event of a spun-off, the original higher education institution will be dissolved and new higher education institutions will be established. The emerging institutions are the legal successors of the discontinuing higher education institution.

b) In the event of a spin-off, the original higher education institution will continue to operate, the organizational unit that is demerging may be established as a new institution or it may merge into another higher education institution.

(11) Termination of a higher education institution:

The Government initiates the withdrawal of state recognition if

- (a) the conditions for the higher education institution's termination have been established by a court,
- (b) its maintainer ceases to exist without a successor or has ceased to exist,
- (c) the maintainer has ceased to have the right to maintain a higher education institution,
- (d) the maintainer ceases to exercise this right, unless the maintenance right is transferred to a new maintainer
- (e) if the maintainer has decided to terminate the higher education institution.



## B) The basic operational framework of the University of Szeged

The second part introduces students to:

- The legal status of the university
- the principles of operation of a higher education institution,
- the management of the higher education institution,
- the organizational structure of the higher education institution.



# I. Legal status of the university

Pursuant to Act XXIII of 2021 on the Foundation for the University of Szeged, the University of Szeged, which previously had the status of a central budgetary body, by 1 August 2021

- is maintained by the Foundation for the University of Szeged,
- and the University is a private higher education institution operating as a state-recognized non-profit organization.

Founder of the University: Foundation for the University of Szeged.

The rights of the maintainer are exercised by the Foundation for the University of Szeged.

## II. Principles of operation of a higher education institution

Higher education institutions shall

- a) define those provisions governing their operation and organisation (hereinafter referred to as “rules for organisation and operation”) and have the option of adopting rules for organisation and operation which are published on their websites ensuring barrier free access and include the parts listed in Annex 2,
- b) maintain an information and counselling system to help the integration and progress of students during their studies in higher education, giving particular attention to students with disabilities, and provide assistance to career planning during and following the completion of studies,
- c) perform tasks relating to nurturing talent and increasing the prestige of science in society,
- d) provide access for those without student status to information on lecture schedules, by ensuring equal opportunities, and to lectures, within the limits specified by the rules for organisation and operation,
- e) ensure in the course of their operation that those involved in the performance of the tasks of the higher education institution observe the requirements of equal treatment and equal access when taking decisions concerning students, lecturers, professors and others who work in higher education.
- f) In a manner corresponding to their core activities, higher education institutions shall ensure health promotion, including the organisation of regular exercise and sports activities, offer library services, the improvement of technical language skills, and the enhancement of foreign language proficiency for professional purpose.

(2) The additional operating principles prescribed in the Organizational and Operational Rules of the institution:

- University citizens and the organizational units are required to act in good faith when exercising their rights and fulfilling their obligations.
- The basic principle in the operation of the University is the board decision-making principle, which is suitable for the integration of different views and aspects.
- The University declares that university citizens should not be disadvantaged by their conscience, worldview or political beliefs.
- The University ensures the objective and multilateral transmission of knowledge and information.
- The institution declares that transparency is a democratic core.
- The University ensures the creation of healthy and safe conditions for the trainings.
- Anyone can request access to documents related to the operation of the University as a non-profit organization.

# II. Management of the higher education institution:

## The Senate

The governing body of the higher education institution is the senate. The senate shall be chaired by the rector.

Acting under the exclusive competence, the Senate adopts:

- the rules of its own operation (see the Rules of Procedure of the Senate),
- the institutional development plan and the employment plan as part of it,
- the yearly implementation tasks, and include a strategy for research, development and innovation,
- educational programme,
- rules for organisation and operation,
- budget, within the framework set by the maintainer, etc.

- (3) With the consent of the maintainer, the Senate decides on:
  - developments
  - the asset management plan of the higher education institution,
  - the establishment of business organisations and the acquisition of shares in business organisations.
- (4) The Senate
  - make proposals as to the content of the call for applications for the position of rector, select candidates for rector, and evaluate the performance of the rector as an executive officer.
- (5) The Senate shall send to the maintainer for approval:
  - The organizational and operational regulations and the regulations annexed thereto,
  - the institutional development plan,
  - the budget of the institution,
  - the annual management report and the public-interest report of the institution.

Composition of the Senate of the University of Szeged: voting members of the Senate: 52 persons

By position:

- the Rector of the University (1 person)
- the Chancellor of the University (1 person)

By election:

- two lecturers and researchers chosen by the faculties (24 people)
- representatives of lecturers who do not hold a senior position, and of researchers (of which 1 is elected from among the members of the Civil Service Council, lecturer / research representative) (2 persons)
- lecturers / researchers from the five disciplines elected by the University Doctoral Council (5 people)
- elected representatives of other - non-teaching or research - employees (of which 1 person elected from the members of the Civil Service Council, other - non-teaching / researching - employed) (2 persons)
- representatives of the trade unions (2 people)
- elected lecturer/researcher of the Clinical Center (1 person)

By delegation:

- one full-time student per faculty delegated by the University Students Union Board (12 people)
- President of the University Students Union (1 person)
- Representative of the University Doctoral Students Union (1 person)

(4) If a committee or council set up by the senate also acts in matters that concern students, it shall be ensured that student representatives have an opportunity to participate in the work of such committee, except for the credit transfer committee. Student participation shall be ensured in committees acting in matters that concern students, with the stipulation that the number of members delegated by students to the permanent committee set up for dealing with the studies, examinations and social affairs of students shall not be less than twenty-five percent of all members of the committee.

### The Consistorium

(5) Public higher education institutions shall have a consistorium for the purpose of giving guidance to strategic decision making, as well as providing professional support and oversight of management activities. The consistorium shall have five members, of whom three shall be delegated by the Minister. The rector and the chancellor shall be ex officio members of the consistorium (§ 13 / B of the Nftv.).

### The Rector

The higher education institution shall be headed and represented by the rector.

The Rector shall be responsible for:

- maintaining domestic and international relations and cooperation in the field of education and research;
- ensuring the compliance of the institution's educational programme with the applicable legal provisions;



- adopting the measures necessary for the amendment of the operating authorisation of the higher education institution, the launch of programmes, the registration of the doctoral school and the higher education admission procedure, as defined by law;
- shall exercise the maintainer's rights over the public education institution maintained by the higher education institution;
- shall keep contact with representative organisations, the students' union and the doctoral students' union regarding matters falling under the competence of the rector;
- shall coordinate cooperation between the higher education institution and other higher education institutions as well as national higher education organisations and bodies in the field of education and research;
- may initiate internal audits to be ordered by the chancellor.

### The Chancellor

(8) At public higher education institutions, the chancellor shall be responsible for ensuring the operation of the institution.

The chancellor shall be in charge of the economic, financial, controlling, internal audit, accounting, labour, legal, administrative, IT and asset management activities of the higher education institution, including technical, facility utilisation, operational, logistical, service provision, procurement and public procurement matters, and shall manage operation in this field (dual management model),

The chancellor grants that the management of the institution ensures the performance of its basic tasks.



### III. Organizational structure of the higher education institution:

- (1) A higher education institution shall determine the provisions concerning its operation and organization, on the basis of which it shall adopt an organizational and operational regulations, which shall be published on its website.
- (2) The Organizational and Operational Regulations consist of THREE PARTS (Annex 2 to the Nftv.):
  - a) The organisational and operational provisions shall provide, in particular, for the following:
    - the organisation, structure and governance of the higher education institution,
    - the rules of procedure for the election of executive officers and senior executive officers,
    - the functions and operation of organisational units, the rules of internal communication.
  - b) The employment requirements shall specify in particular the following:
    - the requirements for filling each position,
    - the rules for the assessment of applications received under the open application procedures,
    - etc.
  - c) The student requirement shall specify in particular the following:
    - the rules governing the admission procedure
    - decision-making on applications submitted in relation to student status and the appeal procedure,
    - the rules governing the study schedules of students and the acquisition and assessment of knowledge, skills and competences (study and examination rules, doctoral rules),
    - the rules for the determination and fulfilment of students' payment obligations, the rules governing the distribution of student allowances (rules on fees and allowances),
    - the rules governing the consideration of disciplinary and damages cases involving students.

(3) The current organizational structure of the University of Szeged:  
 At the University, there are

- a) educational, scientific research units,
- b) a central service provider unit, and
- c) management and administrative units.

The educational and scientific research departments of the University:

- Faculty: an organizational unit carrying out the tasks of professionally linked educational and scientific research activities that are set out in the educational programme in one or more discipline areas.
- Institute (group of departments): an organisational unit integrating or performing the activities of several departments,
- Department: an organisational unit performing educational, academic research and organisational tasks in relation to at least one course unit,
- the research team,
- the Clinic,
- the section (a faculty unit independent of the departments that is responsible for the teaching of a specific set of courses),
- USZ Observatory in Baja,
- the Training Farm,
- the Training Workshop.

## The central service units of the University:

- Doctoral Institute
- USZ Teacher Training Center,
- USZ Adult Education Center,
- Talent point,
- University of Szeged Francophone University Center,
- Career Office,
- Public educational institutions,
- University Life Care Counseling Center,
- Institute for Public Education Leadership and Continuing Education,
- Vocational colleges,
- Center for Interdisciplinary Excellence,
- Interdisciplinary Photonic Coordination Center,
- Interdisciplinary Center for Natural Compounds
- MOL Research Organization Coordination Center,
- Interdisciplinary Knowledge Management Research Center,
- Center for ICT and Societal Challenges,
- József Attila Study and Information Center,
- USZ Klebelsberg Library,
- University Archives,
- Institute of Foreign Language Communication,
- Herb garden,
- Confucius Institute, University of Szeged,
- Civil Service Council Office,
- USU Office,
- Sports center
- Colleges.

## Management and administrative units of the University:

- Directorate-General for Economic Affairs,
- Directorate-General for Legal, Administrative and Human Resources,
- Directorate-General for Quality Development and Strategy
- Procurement Directorate,
- Informatics and Services Directorate,
- Clinical Management Directorate,
- Technical Directorate,
- Directorate for International and Public Relations,
- Directorate for Academic Affairs (a.k.a. Directorate for Education),
- Internal Audit Department.

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# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION***

## ***The University Student's Union***

*Subproject: AP2 Complex development of study  
programmes and services*

*Topic: OKTIG\_1 Administrative background of  
development of study programmes based on learning  
outcomes*

***Dr. Kálmán Gyenes***

**SZÉCHENYI**  2020



MAGYARORSZÁG  
KORMÁNYA

Európai Unió  
Európai Szociális  
Alap



**BEFEKTETÉS A JÖVŐBE**

# The University Student's Union as a student advocacy body

Structure of the lecture:

- Introduction
- The legal framework of the operation of the University Student's Union
- Introduction to the important parts of the Articles of Association of the USZ Student's Union



# I. Introduction

## 1. Levels of student advocacy:

- a) the National Union of Students in Hungary (national level)
- B) University Student's Union at the USZ (hereinafter: USU) (university level)
- c) Faculty Student's Union (hereinafter: FSU) (faculty level)

## 2. The USU

- shall not receive any instructions,
- is entitled to form its opinion independently,
- may consider all cases related to the student's status,
- the USU pursue its activities in the Senate (Rector), the FSU pursues its activities in the Faculty Council (Dean).



- The Student's Union participates in the decision-making processes of the university through its democratically elected representatives.
- When the rules for organisation and operation are adopted and amended, the students' union shall exercise the right of consent in respect of the following:
  - a) rules on fees and allowances,
  - b) rules of student feedback on the performance of the academic teaching staff,
  - c) study and examination rules.
- If a committee or council set up by the senate also acts in matters that concern students, it shall be ensured that student representatives have an opportunity to participate in the work of such committee, except for the credit transfer committee. The senate shall set up a permanent committee for dealing with the studies, examinations and social affairs of students. Student participation shall be ensured in committees acting in matters that concern students, with the stipulation that the number of members delegated by students to the permanent committee set up for dealing with the studies, examinations and social affairs of students shall not be less than twenty-five percent of all members of the committee.
- In the Faculty Study Committee, 50% of the members of the committee are members delegated by the students.

# II. Legal framework of the operation of the USU

Pursuant to the Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), §60 (1) :

At the level of the higher education institution, students' interests shall be represented by the students' union working as part of the higher education institution. All students shall be members of the students' union and shall have the right to vote and to stand as a candidate in elections.

The students' union may exercise its powers, as laid down in this Act, if

- a) it has elected its officers, its statutes have been approved, and
- b) it can be demonstrated that at least twenty-five percent of the full-time students of the higher education institution participated in the students' union elections.



- The rules governing the operation of the students' union shall be laid down in its statutes. The statutes shall be adopted by the delegates' meeting of the students' union and shall take effect upon approval by the senate. The senate shall express an opinion on the approval of the statutes not later than at its first meeting held after the thirtieth day after the submission of the statutes.
- The officers of the students' union
  - shall hold office for a total period of not more than four years, taking into account the terms of all offices held as an officer of the students' union,
  - shall not perform tasks as a senior executive officer, a member of the supervisory board or an auditor of a company which was established by the higher education institution or in which the higher education institution holds a participation.
- The approval of the statutes may be refused only if the proposed statutes are in violation of law or conflict with the higher education institution's rules for organisation and operation. The statutes and any amendments thereto shall be considered as having been approved if the senate has not expressed an opinion within the specified time limit.

- The higher education institution shall ensure the conditions for the operation and functioning of the students' union, and it shall be obliged to control the lawfulness of the use thereof and the legality of the operation of the student's union.
- The student's union may use, free of charge, the premises and equipment of the higher education institution for the performance of its tasks as long as it does not impede the operation of the higher education institution.
- In the event of the infringement of its rights, including the refusal of the approval of its statutes, the students' union may within thirty days of notification take the case to court on the grounds of violation of law or conflict with the rules of the higher education institution.
- The Budapest-Capital Regional Court shall have jurisdiction for the proceedings. The submission of an application shall have suspensory effect on the enforcement of the decision.
- The students' union shall decide on its operation, the use of funds provided to enable its operation, the use of state aid and own revenues, the exercise of its competences, and setting up and maintaining an information system at the higher education institution. The students' union shall not be given instructions concerning its activities of interest representation.

## §61 of the Nftv

- When the rules for organisation and operation are adopted and amended, the students' union shall exercise the right of consent in respect of the following:
  - a) rules on fees and allowances,
  - b) rules of student feedback on the performance of the academic teaching staff,
  - c) study and examination rules.
- The students' union shall contribute to obtaining feedback from students regarding the performance of the academic teaching staff and shall exercise the right of consent in respect of the use of funds for objectives related to youth policy and students.
- The students' union may express opinions and make proposals on all matters relating to students and the operation of the higher education institution. Higher education institutions shall define in their rules for organisation and operation the matters on which the students' union shall be consulted or shall take a decision.
- The students' union shall receive a substantive reply to its proposals from the person or organisation competent to act within thirty days, or at the first meeting of the senate following the expiry of the thirty-day time limit, as appropriate.

## National Conference of Student's Unions

### §62 of the Nftv.

- Students shall be represented at national level by the National Conference of Students' Unions.
- The National Conference of Students' Unions shall be a legal person with statutes adopted by a body comprising the representatives of the students' unions, having its seat in Budapest and represented by its president. The National Conference of Students' Unions shall be entitled to use the coat of arms of Hungary.
- The officers of the National Conference of Students' Unions
  - a) shall hold office for a total period of not more than four years, taking into account the terms of all offices held as an officer of the National Conference of Students' Unions,
  - b) shall not perform tasks as a senior executive officer, a member of the supervisory board or an auditor of a company which was established by the higher education institution or in which the higher education institution holds a participation.
- The National Conference of Students' Unions shall be registered by the educational authority. The legality of the activities of the National Conference of Students' Unions shall be overseen by the Public Prosecutor's Office. The reporting and accounting obligations of the National Conference of Students' Unions shall be governed by the rules applicable to other organisations as laid down in the act on accounting.

## Association of Hungarian PhD and DLA Students

### § 63 of the Nftv.

- At the institutional level, students participating in doctoral programmes shall be represented by the doctoral students' union working as part of the higher education institution. All doctoral students shall be members of the doctoral students' union and shall have the right to vote and to stand as a candidate in elections.
- Otherwise, the provisions of Article 60 (1) to (6) shall apply, as appropriate, to the operation of the doctoral students' union.
- The rights of consent, consultation and proposal set out in Article 61 shall be exercised by the doctoral students' union in respect of doctoral students.
- At national level, students participating in doctoral programmes at higher education institutions shall be represented by the Association of Hungarian PhD and DLA Students. The Association of Hungarian PhD and DLA Students shall be a legal person with statutes adopted by a body comprising the representatives of the doctoral students' unions, having its seat in Budapest and represented by its president. The Association of Hungarian PhD and DLA Students shall be entitled to use the coat of arms of Hungary. The Association of Hungarian PhD and DLA Students shall be registered by the educational authority.



# III. Introduction to the Statutes of the USZ USU

In this regard, the aim of the lecture is to explain the tasks, basic structure and basic operation of the USU.

**Institutional document:** (§ 108, point 12 of the Nftv.) the founding charter and the rules, programmes and plans required under this Act, including the rules for organisation and operation, the educational programme, the institutional development plan, the statutes of the students' union and the internal regulation referred to in the Act on Accounting and its implementing decree.

Pursuant to Article 1 of the Statutes of the USU:

- The Student's Union operates as part of the higher education institution.
- All students are members of the USU, regardless of the form of their studies.
- The scope of power of the USU shall cover all issues affecting students.
- The organization and operation of the USU shall be independent of parties. Officials and representatives of the USU shall not be members of a party or its youth organizations.
- The USU may not receive instructions when pursuing an activity regarding the representation of interests.

§ 2 of the Statutes defines the objectives of the USU. These are:

- ensuring effective student advocacy,
- improving the social conditions of students,
- organizing and operating the services necessary for the life of students,
- supporting students' scientific and artistic achievement,
- organizing the cultural and sports life of students,
- participating in the management of colleges and dormitories,
- collaborating with other organizations.

§ 4 of the Statutes provides that:

All students shall be members of the USU and shall have the right to vote and to stand as a candidate in elections, in accordance with the provisions of the Statutes.

§ 5 of the Statutes defines the name and address of the USU:

- Name of the USU: University Student's Union of the University of Szeged, abbreviation: USZ USU.
- Headquarters: Szeged, Szentháromság street 34.
- Postal address: 6722 Szeged, Szentháromság street 34.

§ 6 of the Statutes defines the officials and structure of the USU. USU officers are:

- the President of the USU,
- Chairman of the Board,
- Chief of Staff of the USU,
- Secretary of the USU,
- Chairman of the Electoral Commission.

Structure of the USU:

- A) the Board of the USZ USU (hereinafter: the Board),
- B) the Presidency of the USZ USU (hereinafter: Presidency of the USU),
- C) the FSUs of the USZ USU,
- D) Student Specialization Representation of the USZ USU.



§ 7 of the Articles of Association defines the tasks of the USU for the purposes specified in § 2. The USU:

- participates in the preparation, adoption and implementation of all decisions affecting students,
- establishes regulations that are affecting the students of the University and that are referred to its competence by laws or other regulations, and submits such regulations to the Senate,
- coordinates the advocacy activities of the FSUs,
- arranges and supervises the election of FSUs,
- exercises the right of consent in relation to the establishment or amendment of regulations specified in laws, as well as in relation to the issues referred to its competence by laws or other regulations,
- makes a proposal to the Minister delegated member of the USZ Consistorium,
- delegates representatives to the Senate and other bodies in which student participation is required by laws or other regulations and participates in the work of these bodies,
- decides on its own operation and the use of the financial resources provided for the performance of its tasks,



- decides on the establishment and operation of the institutional information system,
- assists students in managing their university affairs,
- establishes permanent and periodic scholarships to support students (eg social scholarships),
- decides on matters specified in the rules on remuneration and allowances (permanent or ad hoc and other allowances),
- participates in the arrangement of scientific and professional student groups, and of the publication of dissertations,
- maintains contacts, supports and represents the self-active groups of students and dormitory SUs of the University of Szeged,
- maintains continuous and, where possible, organized contact with other student, youth and higher education organizations,
- contributes to the management of the colleges in accordance with its organization and operation rules,
- collects and organizes information on foreign scholarships and supports students to make the best use of opportunities, liaises with students and cultural and scientific organizations of foreign universities,



- ensures the arrangement of student events that have become traditional in the life of the University of Szeged,
- may make a proposal for elective courses, seminars, invited lecturers,
- takes part in the arrangement of cultural, sporting or other leisure activities and ensures the proper use and protection of the premises and equipment made available for this purpose,
- may express opinion and make suggestions on all issues related to the operation of the University of Szeged and to the students,
- may express opinion on the use of facilities and equipments available to students,
- may express an opinion on the appropriate utilization of the sports facilities of the University of Szeged,
- on behalf of the students, may act in procedures regulated by the Nftv.,
- in order to provide objective information to students and to provide them with appropriate information related to student life, establishes a “USZ USU Media Center” for journalists, managed by the press chief of USZ USU.



The official events of the USU:

- University Days of Szeged - commemoration on March 15 in the Youth Grove (Ópusztaszer),
- University Days of Szeged - Summer greeting,
- University Days of Szeged - Stork Camp,
- University Days of Szeged - Day of University Autonomy and Student Governments,
- University Days of Szeged - Stork Ball,
- University Days of Szeged - Gyula Juhász Days,
- University Days of Szeged - Medical Cup (which is held in Szeged every four years).





# Structure of the USZ USU

## A) The Board

- The Board is the main decision-making body of the USU.
- The number of members of the Board is approx. 40 to 45 persons.

The voting members of the Board:

- the Chairman of the Board,
- the President of the USU,
- the General Vice-President of the USU,
- Vice-President for Economic Affairs of the USU,
- representatives of the FSUs,
- 1 non-full-time student,
- 1 postgraduate student,
- 1 doctoral student,
- 1 student in higher vocational education.

Permanent invited members of the Board with a consultative role:

- members of the Management Board,
- members of the USU Presidency,
- members of the Supervisory Board,
- Head of the USU Office,
- USU rapporteurs.

Electoral representatives delegated by FSUs as defined in these regulations:

- The number of FSUs representatives in the Board is a min. of two and a max. of seven.
- The number of FSU representatives shall be at least two. If the number of the faculty students is over 2,000, additional representatives may be delegated (plus one for every 500 persons).

Responsibilities of the Board:

- creation, adoption and amendment of the Statutes of the USU,
- election, reporting and recall of the President of the USU,
- election, reporting and recall of the members of the USU Presidency,
- reporting of the Head of the USU Office,

- election or recall of student members of the Senate,
- reporting to the chairs of the USU committees,
- election, reporting and recall of the members of the Supervisory Board.

The term of office of an electoral representative shall be one year and shall be renewable.

The term of office of an electoral representative shall expire:

- by the expiry of the appointment (at the end of one year),
- upon termination of the student's employment relationship or by a passive semester,
- by recall,
- by a final decision if it is a prohibition from public affairs,
- by a final condemning university disciplinary decision.

Convening of the Board:

- The Chairman of the Board convenes the Board and prepares the meeting of the Board.
- The Chairman of the Board is elected by the USU Presidency on the proposal of the USU President for one year.
- The members of the Board with the right to vote have the right to speak at the meeting of the Board, to submit a proposal for a resolution and to vote during the decision-making process.

## Convening and rules of procedure of the Board meeting:

- The meeting of the Board is convened by the Chairman of the Board and chaired by the President of the USU.
- The Board meets at least twice during each term-time.
- Invitations shall be sent at least five days before the meeting, and the invitation shall contain the agenda. The agenda of the meetings is drawn up by the Chairman of the Board. The agenda may be proposed by all members of the Board, the President of the USU, or a member of the Presidency.
- A quorum shall exist if more than half of the members entitled to vote are present. (If the Board has no quorum, the meeting shall be adjourned, but the Chairman of the Board shall reconvene it within five working days with the same agenda).
- A simple majority is required for taking a decision. In the event of a tie, the President of the USU shall have the casting vote.
- A secret ballot shall be ordered for personal matters. In other cases, the vote is open.
- The decisions of the Board are included in a formal decision. The decisions of the Board are registered at the Office of the USU in ascending order with the name "Board Decision".



- Minutes shall be taken of the meetings of the Board.
- The minutes of the meetings of the Board may be viewed by any student of the University of Szeged with the prior written permission of the President of the USU.
- The meetings of the Board shall be open to the citizens of the University of Szeged.
- A closed meeting shall be convened if it is requested by the Chairman of the Board, the President of the USU, the Supervisory Board or one-third of the members.



# The structure of the USU

## B) The Presidency of the USZ USU

- The operational decision-making body of the USU is the Presidency. The number of members of the Presidency is 12 + the President of the USU.
- The voting members of the USU Presidency are:
  - the President of the USU,
  - faculty representatives nominated by the FSUs and elected by the Board.
- Members of the USU Presidency shall be nominated by the President of the USU and elected by the Board by a simple majority. Prior to the nomination, the President of the USU shall seek the opinion of the FSUs' Boards.



The term of office of a member of the Presidency of the USU shall be one year and shall be renewable.

The term of office of a member of the Presidency of the USU shall expire:

- at the end of one year,
- upon termination of the student's status or by a passive semester,
- by waiver,
- by recall,
- by the imposition of a penalty of disqualification from public affairs,
- by a final convicting university disciplinary decision,
- by adopting a motion of censure.

Responsibilities of the Presidency of the USU:

- developing the advocacy position of the USU,
- may take a decision, that is binding on the FSUs,
- proposing a member of the Consistorium of the University of Szeged,
- electing the student members of permanent committees of the University of Szeged,
- electing the general and economic vice-presidents of the USU, the chairman of the Board, the chief of staff of the USU,



- proposing the course of the annual work and the distribution of the student allowance,
- setting the financial framework for the USU,
- determining the remuneration of the members of the USU,
- deciding on the use of the funds within the allocated student allowance,
- monitoring the use of student appropriations, managing the activities of USU,
- performing the daily tasks of the USU,
- deciding on joining or cooperating with any other cultural, sporting, artistic professional body or organization,
- in the event of a serious violation of laws, university regulations and the provisions of the Statutes, may deprive the member of FSUs of his/her mandate by a two-thirds decision.

Convening and rules of procedure of the meeting of the Presidency of the USU:

- the meeting of Presidency of the USU is convened and chaired by the President of the USU.
- The Presidency of the USU meets on a weekly basis during each term-time.
- Meetings are invited "by short distance,,, i.e. by telephone or by e-mail, at least 1 day before the meeting.

- The agenda of the meetings is drawn up by the President of the USU. The agenda can be proposed by all members of the Presidency of the USU.
- A quorum shall exist at a meeting if more than half of the members with a right to vote are present.
- A simple majority is required for a decision to be taken. In the event of a tie, the President of the USU shall have the casting vote.
- A secret ballot shall be ordered for personal matters. In other cases, the vote is open.
- The decisions of the Presidency of the USU are included in a formal decision. The decisions of the Presidency of the USU are registered at the Office of the USU, in ascending order, entitled "Presidency Decision".
- Minutes shall be taken of the meetings of the Presidency of the USU.
- The minutes of the meetings of the Presidency of the USU may be examined by any student of the University of Szeged, with the prior written permission of the President of the USU.
- The meetings of the Presidency of the USU are open to members of the Board.
- A closed meeting shall be convened if it is requested by the President of the USU, the Supervisory Board or one third of the members.



Responsibilities of the President of the USU are:

- directing the work of the Board, the Committees, and the Office of the USU and of the FSUs,
- convening the meetings of the Presidency of the USU and setting its agenda,
- announcing the FSUs' elections,
- reporting at each Board meeting on its work during the recent period,
- representing the USU and the students in domestic and international forums,
- implementing the decisions of the Board and the Presidency of the USU.

The President of the USU is entitled to:

- participate in the meetings of the USU and FSUs with the right of deliberation,
- make a proposal to the Rector of the University of Szeged for the appointment and dismissal of the Head of the Office of the USU, and to define the day-to-day tasks for the Head of the Office of the USU,
- appoint and dismiss rapporteurs, coordinators, chairmen of committees of the USU appointed by the Presidency of the USU and the staff of the Office of the USU, and entitled to give tasks the persons hereto and to hold them accountable for the performance of the task given to them,

- propose on the members of the Board, the student members of the Senate, the members of the Board of the USU and the Chairman of the Board.

#### Election of the President of the USU:

- The President of the USU is elected by the Board from among students of the University of Szeged who has a student status.
- 30 days before the expiry of the term of office, the previous President of the USU shall announce a vacancy for the office of the President of the USU on the official website of the USU.
- The term of office of President of the USU is one year.

In order to carry out the work of the USU, the President of the USU shall have a General President and a Vice-President for Economic Affairs.

The President of the USU may establish permanent and ad hoc committees to assist the work of the Presidency of the USU and of the Board.

The Board elects a Supervisory Board consisting of three members.

- The Supervisory Board supervises the efficiency of the operation and management of the USU and of the FSUs.
- The Supervisory Board consists of a Chairman of the Supervisory Board and two members.

- The term of office of a member of the Supervisory Board shall be one year and is renewable.
- The chairman of the Supervisory Board may not be a member of any body of the USU, nor the FSUs.
- The main responsibility of the Supervisory Board is to monitor compliance with the Statutes and to monitor the management of the USU and the FSUs from the point of view of legality, usefulness and expediency.
- In order to succeed, the Supervisory Board may request the assistance of the competent units of the University of Szeged.
- The meeting of the Supervisory Board is convened by the chairman of the Supervisory Board. The Supervisory Board meets at least once a month. A quorum shall exist at a meeting if all members are present and voting. The decisions of the Supervisory Board are made by unanimous decisions.
- The Supervisory Board is obliged to report on its recent work at each meeting of the Board of the USU.
- Minutes shall be taken of the meetings and of the decisions of the Supervisory Board.
- All members of the Supervisory Board have the right to inspect, request or make copies of all documents of the USU and of the FSUs.

# The Structure of the USU

## C.) Faculty Student's Union (FSU)

Structure of the FSU:

- the Board of the FSU,
- the President of the FSU (General Vice President and Economic Vice President),
- representatives of the FSU
- committees of the FSU.



## Responsibilities of the FSU:

- participating in the preparation, adoption and implementation of all faculty decisions affecting faculty students,
- delegating representatives to the Council of the Faculty and to the committees of the Faculty in which student participation is obligatory,
- delegating representatives to the Board of the USU,
- deciding on its own operation and the use of the financial resources provided for the performance of its tasks,
- submit a proposal to the President of the USU on FSU members of the Senate and of the Presidency of the USU
- assisting faculty students in managing their university affairs,
- expressing an opinion on the use of the premises and equipment available to the students of the faculty,
- announcing permanent and periodic scholarships to support the students of the faculty,
- participating in the administration process of study scholarships, social and other support matters for the students of the faculty, as defined in the regulations on remuneration and allowances,
- participating in the organization of faculty scientific and professional student groups,



- maintaining continuous and, where possible, organized contact with other student, youth and higher education organizations,
- maintaining, supporting and representing the self-active groups of students and dormitory Sus, operating in and under the direction of the faculty,
- participating in the management of the colleges, in accordance with the provisions of its organizational and operational rules,
- collecting and organizing information on scholarships abroad and supporting faculty students to make the best use of opportunities,
- exercising exclusive right in organizing and conducting student events that have become traditional in the life of the faculty,
- making a proposal for elective courses, seminars and external lecturers,
- participating in the organization of cultural, sporting or other leisure activities of the faculty,
- expressing opinions on all issues related to the operation of the Faculty and to the students.



The main decision-making body of the FSU shall be the FSU Board (hereinafter: the FSU Board).

The FSU Board exercises the rights and fulfill the obligations specified by laws or university regulations.

The number of representatives of the FSU Board shall be a minimum of five and a maximum of nine. The number of representatives of the FSU Board shall be at least five. However, if the number of faculty students is over 1,500, additional members may be elected (1 extra representative for every 500 persons) (eg TTIK, BTK, JGYPK).

The voting members of the FSU Board shall be the representatives validly elected in the FSU elections. A representative who is not present at a FSU Board meeting, shall not be replaced.

Permanent invited members of the FSU Board with deliberative rights:

- the President of the USU or its representative,
- a representative of the Supervisory Board of USU,
- the head of office of the FSU,
- editor-in-chief or representative of the faculty newspaper.

## Rights and obligations of the FSU representative:

- being present at the meetings of the FSU Board and its committees and taking part in their work,
- speaking at the meetings of the FSU Board and submitting a proposal for a decision and voting during the decision-making process,
- acting within the powers conferred on it by the FSU Board,
- requesting information from the President of the FSU, the committees, the head of the office in connection with the operation of the Office. Such persons shall provide the requested information.
- The member is obliged to perform his work with the care and diligence that is normally expected of him.

The mandate of the representative and the membership of the Faculty Council shall be terminated:

- upon termination of the operation of the FSU Board,
- at the end of one year,
- upon termination of the student's status or by passive semester,
- by waiver,
- by the imposition of a prohibition on public affairs,
- by a final convicting university disciplinary decision,
- by exclusion in case of a serious breach defined by the Articles of Association.

Convening the meeting of the FSU Board, rules of procedure:

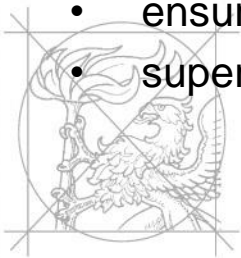
- the meeting of the FSU Board is convened and chaired by the President of the FSU.
- The FSU Board shall meet at least on a weekly basis during each term-time.
- Members shall be invited by telephone or by e-mail, at least 1 day before the meeting.
- The agenda of the meetings is compiled by the President of the FSU. The agenda may be proposed by each board member.
- A quorum shall exist at a sitting if more than half of the members entitled to vote are present.
- A simple majority is required for decision-making; in the event of a tie, the President of the FSU decides on the vote.
- A secret ballot shall be ordered for personal matters, otherwise the vote shall be open. The decisions of the FSU Board shall be included in a formal decision. The decisions of the FSU Board are registered in the office of the FSU with an increasing numbering, entitled "Decision of the FSU Board".
- Minutes shall be taken of the meetings of the FSU Board.



- The minutes of the meetings of the FSU Board may be examined by any student of the faculty with the prior written permission of the President of the FSU.
- The meetings of the FSU Board are open to the citizens of the faculty.
- A closed meeting shall be convened if it is requested by the President of the FSU, the Supervisory Board or one third of the representatives.

#### Responsibilities of the President of the FSU:

- representing the FSU Board,
- organizing and directing the work of the FSU,
- convening and chairing the regular meetings of the FSU Board and proposing their agenda,
- convening an extraordinary meeting as necessary,
- maintaining regular contacts with the management of the Faculty and the University of Szeged, the USU, other FSUs, student self-active groups and national student advocacy bodies,
- ensuring the implementation of the decisions of the FSU Board,
- supervising the management of the FSU Board,



- supervising the operation of the Office of the FSU and the activities of the head of the office,
- monitoring the work of the editor-in-chief of the faculty newspaper,
- providing information for students,
- continuously informing the FSU Board about its activities,
- the FSU Board may object to a procedure or measure that infringes or endangers the interests of the FSU Board.

The President of the FSU is entitled to propose:

- the person of the Vice-President General and Economic Affairs,
- and the members of the Faculty Council,
- the establishment of a committee, its chairman and members, and the dissolution of the committee,
- the responsibilities of any representative,
- the meetings of the Board of the FSU and establish its agenda,



- the editor-in-chief of the faculty newspaper on the basis of the decision of the Board of the FSU,
  - the appointment and dismissal of the office manager of the FSU, and has the right to instruct him/her to perform the daily tasks,
  - to speak and act on issues affecting the Faculty,
  - on the basis of the decision of the FSU Board, it may act independently in the tasks assigned to him/her, as well as take measures.
3. The President of the FSU is an ex-officio member of the Faculty Council.
4. Election of the President of the FSU:
- The presence of a representative of the USU Supervisory Board and the President of the USU is mandatory at the election of the President of the FSU.
  - The President of the USU shall nominate the the President of the FSU from among the representatives with a mandate, by requesting the prior opinion of the Board of the FSU.
  - The candidate must give an oral statement of acceptance of the nomination to the Board of the FSU, after which the Board of the FSU votes by secret ballot.
  - The election of the President of the FSU requires the support of more than half of the representatives.
  - If the candidate does not obtain the support of more than half of the representatives, the President of the USU shall make a new nomination until the term of office of the President is valid.



- In order to continuously perform the work of the President of the FSU, the President has a General and an Economic Vice-President.
- The President of the FSU may establish permanent and ad hoc committees to assist in the work of the FSU Board.



# The structure of the USU

## D.) Student Special Interest Representation

- The aim of the Student Special Interest Representation Meeting is to expand the performance of the student advocacy tasks of the University of Szeged even more widely, to ensure integration between individual student groups, and to facilitate more efficient communication and information flow.
- The activities of the Student Special Interest Representation Meeting cover all faculties of the University of Szeged, with the exception of the Faculty of Agriculture.



- The members and mentors of the regular student representative of the Student Special Interest Representation Meeting are elected directly by the students through a one-round-election, in accordance with §144-178 of the Articles of Association.
- The structure of the Student Special Interest Representation is determined annually by the Presidency of the USU.



EFOP-3.4.3-16-2016-00014

# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION***

## ***Students' right to appeal at the University of Szeged***

***Subproject: AP2 Complex development of study  
programmes and services***

***Topic: OKTIG\_1 Administrative background of  
development of study programmes based on learning  
outcomes***

***Dr. Kálmán Gyenes***

**SZÉCHENYI** 



MAGYARORSZÁG  
KORMÁNYA

Európai Unió  
Európai Szociális  
Alap



**BEFEKTETÉS A JÖVŐBE**

# Students' right to appeal at the University of Szeged

Structure of the lecture:

- I. Introduction
- II. Legislative framework for students' right to appeal
- III. Relevant parts of the USZ regulations on the procedure for submitting and assessing student appeals
- IV. Description and common solution of an anonymous legal case

# I. Introduction

## 1. Purpose of the procedure:

- Remedies for students (legal entities) with a student status at the university.

## 2. The Forum that is dealing with the remedies: College Council for Legal Redress in Student Affairs of the University of Szeged (hereinafter: Council)

- the Council consists of 4 people, of which 2 people are delegated by the USU,
- and the Council acts on behalf of the Rector and is the supreme decision-making forum within the University of Szeged,
- a decision of the Council is a requirement for initiating legal proceedings against the higher education institution.

## 3. The Council shall act in accordance with its rules of procedure,

- the creation of which is an obligation under the act on national law for higher education for the university,
- its framework is determined by the act on national higher education (eg 30-day administrative deadline),
- the Council's procedure is public, that guarantees equal treatment,

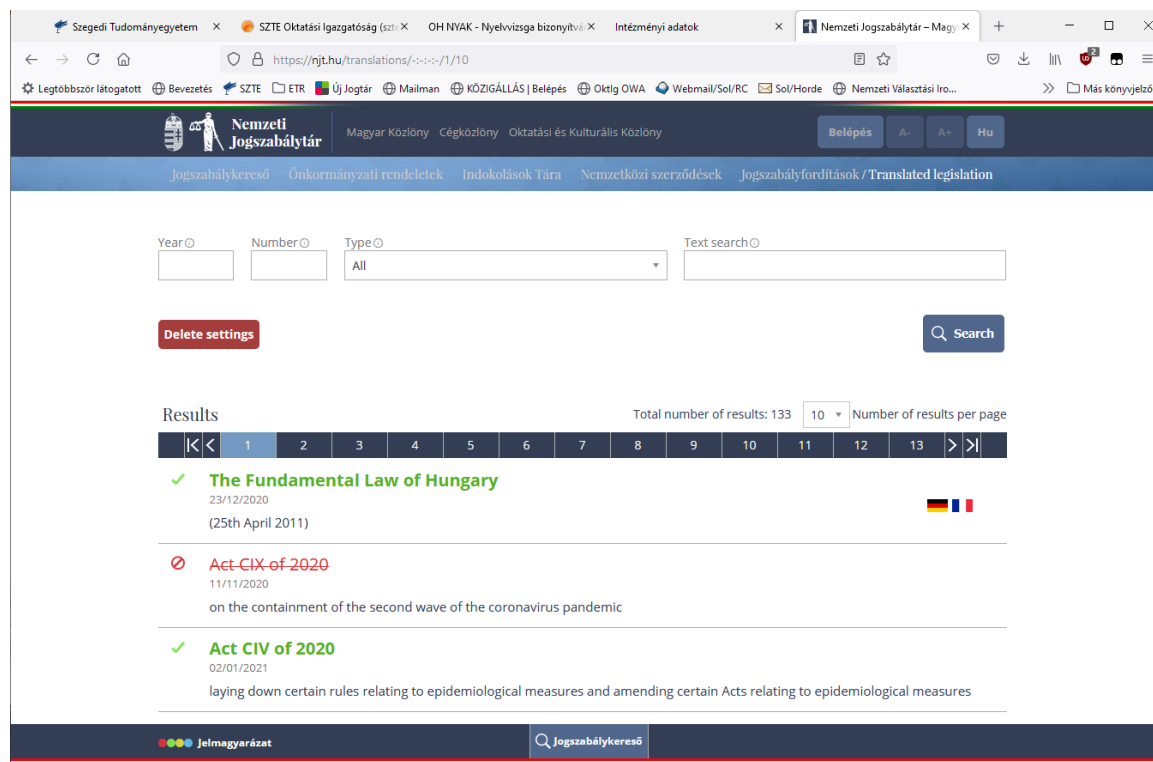
4. The Council shall decide on the appeal, in which it may
  - dismiss the appeal;
  - instruct the defaulting party to take a decision,
  - change the decision,
  - annul the decision and instruct the decision-maker to conduct a new procedure.
5. The student's appeal must be submitted by the student,
  - alleging a violation of his/her rights,
  - the appeal shall contain a precise and clear indication of the violation (eg: violation of the right to information, violation of equal treatment),
  - and shall be substantiated in detail, in which the student presents the circumstances of the damage to his or her interests and rights.
6. Decision of the Council
  - may be challenged in an administrative action
  - before the Regional Court of Szeged (Szegedi Törvényszék),
  - the appeal has suspensory effect to the decision of the Council,
  - the appeal shall be made with reference to a breach of the provisions relating to the student's status.



7. The provisions applicable to student status shall include provisions on the rights and obligations of students laid down in legislation and the institutional documents.

8. The legislation in force at any time is available (free of charge) on the website of the “National Legislation Library” ([www.njt.hu](http://www.njt.hu)).

English version of the main laws are also available by clicking on menu item “Translated legislation” (<https://njt.hu/translations>).





9. English translation of the current university regulations are available (free of charge and online) here: <https://u-szeged.hu/about-us/rules-and-regulations>

The screenshot shows the University of Szeged website. The header includes the university's name and a search bar. The main navigation menu has tabs for ABOUT US, EDUCATION, RESEARCH, ADMISSIONS, and NEWS. The 'ABOUT US' tab is selected, and the 'Rules and Regulations' page is displayed. The page features a sidebar with a list of links including 'RECTOR'S WELCOME', 'FACTS AND FIGURES', 'MISSION', 'WHY THE UNIVERSITY OF SZEGED?', 'LEADERSHIP & ADMINISTRATION', 'RULES AND REGULATIONS', 'CONTACT', 'INTERNATIONAL RELATIONS', and 'EUROPEAN UNIVERSITY ALLIANCE FOR GLOBAL HEALTH (EUGLOH)'. The main content area is titled 'Rules and Regulations' and lists five downloadable PDF documents with green download icons:

- rules\_of\_procedure\_on\_the\_submission\_and\_adjudication\_of\_student\_request\_for\_legal\_redress (263 KB)
- regulations\_governing\_the\_doctoral\_training\_programmes\_and\_the\_awarding\_of\_the\_doctoral\_degree (507 KB)
- academic\_and\_examination\_regulations (180 KB)
- rector\_cancellor\_circular\_6\_2020\_xi.16\_on rules at the University of Szeged during the State of Health Emergency (196 KB)
- rector\_cancellor\_circular\_12\_2020\_xi.17\_on the guidelines for the order of education at the University of Szeged (334 KB)

On the right side of the page, there is a section titled 'SZTE Experience' featuring a photo of a student and a testimonial. The testimonial reads: 'I am a Doctoral Student of Computer Science, and I am From Jordan. SZTE is continuously supporting research and it has an internationally recognized, highly ranked group of professors. It also offers courses and research topics that are strongly related to my research field; Cloud Computing, Fog Computing and Internet of Things. All of this motivated me to apply to the University/Department of Software Engineering. Szeged is a calm city, full of love and peace. The University of Szeged is similar to the city, which provides the perfect environment for creation and development. Studying at the university requires a high level of effort, commitment and seriousness. Applying to the university and having these characteristics are my two pieces of advice to prospective students. It is very early to define my future now, but I am planning to apply to a research position in my field after graduation and if I had the opportunity, I would love to contribute my effort and knowledge.'

## II. Legal framework for students' right to appeal

Pursuant to § 57 and § 58 of the Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.):

- In the event of the infringements of their rights, students may
  - a) seek legal assistance from the students' union,
  - b) lodge an appeal, which shall be examined by the higher education institution as set out in this Act,
  - c) initiate proceedings by the Commissioner for Educational Rights, provided that all remedies available under this Act, except for judicial proceedings, have been exhausted.
- In the cases specified in this Act, the relevant government decrees and its rules for organisation and operation, and if so requested by the student, the higher education institution shall notify the student of decisions that concern him or her in writing.

3. The decision adopted by the higher education institution concerning the student shall be final if the student concerned fails to lodge an appeal within the time limit set or has waived the right to lodge an appeal.
4. With the exception of decisions relating to the assessment of academic achievements, any decision or measure, or failure to act, of the higher education institution (hereinafter referred to jointly as “decision”) shall be subject to appeal within fifteen days after notification or, in the absence of notification, the student’s becoming aware of it.
5. Students may also initiate proceedings against a decision relating to the assessment of academic achievements if it was not based on the requirements adopted by the higher education institution, or conflicts with the higher education institution’s rules for organisation and operation or any provision applicable to the organisation of examinations has been violated.



6. The appeal lodged shall not be examined by
- a) the same person who adopted the contested decision or failed to adopt a decision,
  - b) a person who is a close relative of the person referred to in point a),
  - c) a person who cannot be expected to consider the case objectively.

7. The higher education institution may adopt the following decisions in respect of the appeal:

- a) the appeal is dismissed,
- b) the person who failed to adopt a decision is ordered to adopt a decision,
- c) the decision must be amended,
- d) the decision must be annulled, and the decision-maker is ordered to carry out a new procedure.

8. During the examination of the appeal, the clarification of the facts, the calculation of time limits, failure to meet a deadline without fault on the part of the appellant, the form, content and notification of the decision, and the correction, replacement, supplement, amendment or revocation of the decision upon request shall be governed, as appropriate, by the provisions of the Act on Administrative Procedure.

9. The student may challenge the decision terminating the procedure on the subject of the appeal in an administrative lawsuit. The filing of an application has suspensory effect.

10. The application

- may also be submitted with reference to a breach of the provisions on student status,
- provisions on the student status are provisions laid down in laws as well as in institutional documents that establish rights and obligations for the student.

11. The possibility of lodging an appeal shall apply mutatis mutandis to decisions and failure to act concerning

- applicants to higher education institutions,
- students whose student status no longer exists.

12. Pursuant to § 58 (4) of the Nftv., the higher education institutions shall lay down the rules of appeal procedures in their rules for organisation and operation, provided that the time limit for administration is not more than thirty days.

# III. The relevant parts of the USZ regulations on the procedure for submitting and assessing student appeals.

## § 1 General provisions

- (1) The student may appeal against the decision or measure of the University or in case of the failure to take such a measure, except for the decision related to the evaluation of studies.
- (2) Proceedings may also be initiated against a decision relating to the evaluation of studies if the decision not based on requirements accepted by the University, or the decision is contrary to the organizational and operational regulations of the University, or violated the provisions regarding the organization of the examination.
- (3) The applicant for the University, the doctoral student and the doctoral candidate, as well as to the student who has had the student legal relationship terminated in the meantime shall have the right to initiate legal appeal proceedings.



(4) The application shall be decided by the College Council for Legal Redress in Student Affairs of the University of Szeged. The Council has four members, who are elected from among the members of the College for Legal Redress in Student Affairs of the University of Szeged.

Organizational structure:

- College for Legal Redress in Student Affairs of the University of Szeged (College)
- College Council for Legal Redress in Student Affairs of the University of Szeged Council (Council)

## § 2 College for Legal Redress in Student Affairs of the University of Szeged

(1) The members of College for Legal Redress in Student Affairs of the University of Szeged are appointed by the Rector on the proposal of the deans and the FSUs.

(2) The President of the College: the Rector. Members of the College:

- a) the Secretary General of the University, (1 person)
- b) 2–2 lecturers of the Faculties, (24 people)
- c) 2–2 students of the Faculties (24 people) in total: 51 people
- d) the President of the USU (1 person).

(3) Alternate members of the College:

- a) faculty members 2-2,
- b) 2–2 students of the faculties.

(4) The head of the Faculty shall propose the person of the Faculty member and alternate member of the College, and the President of the FSU shall nominate the student members and alternate members.

(5) The term of office of Faculty members and alternates shall be three years, and the term of office of student members and alternates students shall be one year.

6. The term of office of members shall expire:

- a) at the end of the order,
- b) upon termination of the civil servant's or student's status, as well as in the event of suspension of student's status
- c) by waiver
- d) by recall.

### § 3 College Council for Legal Redress in Student Affairs of the University of Szeged

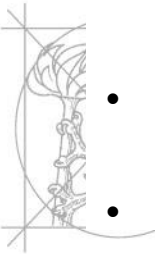
- (1) The College Council for Legal Redress in Student Affairs of the University of Szeged, consisting of the Secretary General of the University, one lecturer and two students, is entitled to consider the applications submitted by the right holder. The Faculty member of the College for Legal Redress in Student Affairs of the University of Szeged is appointed by the President of the College for Legal Redress in Student Affairs of the University of Szeged, and the student members are appointed by the USU from among the members of the College for Legal Redress in Student Affairs of the University of Szeged. The President of the Council is the Secretary General of the University.
- (2) Depending on the number of appeals submitted, the President of the College for Legal Redress in Student Affairs of the University of Szeged may, at the request of the Secretary General of the University, establish additional Council (s) in accordance with paragraph (1).

- (4) The appeal lodged shall not be examined by
  - a) the same person who adopted the contested decision or failed to adopt a decision,
  - b) a person who is a close relative of the person referred to in point a),
  - c) a person who cannot be expected to consider the case objectively.
- (6) If there is a reason for exclusion, the other (three) members of the Council shall decide on the exclusion by unanimity. No appeal shall be submitted against their decision.
- (7) The Council shall have a quorum if all members are present at the hearing, and its decisions shall be taken by open vote and by majority.
- (8) In the event of the establishment of additional council (s), the presidents of the councils shall consult with the Secretary General of the University in order to establish a uniform legal practice (decision-making practice) between the councils.



## § 4 Procedure for the examination of an appeal

1. The claimant may file an appeal
  - within 15 days of the notification, or, in the absence of notification, the student's becoming aware of it,
  - addressed to the Rector,
  - at the university body (person) that made the decision challenged with the appeal or failed to make the decision (hereinafter: the body at first instance).
  
2. The right holder may waive his right of appeal orally or in writing within the time limit open for lodging an appeal. The oral waiver shall be recorded in the minutes. A waiver of the right of appeal may not be withdrawn. On the day the waiver of the right of appeal reaches the body at first instance, the decision at first instance becomes final.
  
3. The body at first instance
  - shall submit all documents in the case to the Secretary General of the University within eight days of receipt of the application,
  - unless it corrects, supplements, amends or revokes the contested decision as set out in the appeal.
  - During the referral, the body at first instance may also state its opinion on the appeal.



4. In appeal proceedings, the right holder may also act through his representative. The power of attorney shall be recorded in writing or shall be recorded in the minutes of the hearing. The representative has all the rights that the right holder has, in particular

- have access to the case file,
- may submit motions,
- may ask questions to the witnesses or to the expert.

5. The Council shall examine the appeal if

- it is submitted on the grounds of infringement of the rights of the right holder and the application clearly indicated the infringement.

6. The Council does not exercise fairness.

7. The claimant may withdraw his application by

- the Council has not taken a decision,
- the withdrawn appeal shall not be re-submitted,
- the decision at first instance shall become effective on the date on which the declaration of withdrawal is received by the Council.

## 8. On the Council meeting

- the right holder or his/her representative shall be notified in writing or in another form, certifying the receipt in a credible manner,
- the notice shall state the name of the right holder, the place, time and subject of the Council hearing. The attention of the right holder or his/her representative shall be drawn to take his/her identity card to the hearing,
- the right holder shall be informed in the notice that he/she has the right to submit his observations in writing and shall be informed of his/her right to be represented by a representative,
- if neither the right holder nor his representative appears at the hearing of the Council despite duly notifying, or has indicated in advance in writing that he/she does not wish to be heard in person, the right holder's personal hearing may be waived,
- in the notification, the right holder or his/her representative shall be informed of the consequences of being absent at the hearing.

## 9. The Council shall be chaired by the President of the Council. The President of the Council shall pay attention to

- complying with the provisions of the Rules of Procedure on the Submission and Adjudication of Student Requests for Legal Redress of the University of Szeged,
- ensuring the order of the trial,
- ensuring that the persons involved in the proceedings are able to exercise their rights.

10. The Council shall clarify the facts necessary for its decision,

- during which the right holder may be heard.

Clarification of the facts means a full and proven disclosure of the act on which the proceedings are based, including:

- the Council may establish an additional evidentiary procedure, under which
- The Council may obtain documents, hear witnesses, conduct inspections, or obtain expert opinions,
- the Council is free to choose the means of proof to be used.

11. Minutes shall be taken of the council hearing. The minutes

- shall be signed by the President of the Council, the Registrar and the student member of the Council.
- The minutes shall be presented to and signed by the persons heard,
- and the person heard has the right to request the minutes to be supplemented or corrected,
- any refusal to sign and the reasons therefor shall be recorded in the minutes.

12. The provisions of the General Public Administration Procedures shall apply to the calculation and certification of time limits. For example:

- The time limit defined in days shall not include the day when the act or circumstance underlying the commencement of the time limit has occurred, or the day of service, delivery, or the day of posting and removal of a notice, and the day of proclamation,
- If the last day of a time limit falls on a day that is declared an official holiday for the authority, the time limit - except for the administrative time limit - shall expire on the next working day.



- The application for justification shall be submitted after the time of becoming aware of the default or from the time the obstruction is eliminated, at the latest inside the time period calculated from the deadline omitted or the last day of the time limit prescribed for the procedural step to which the justification pertains, not exceeding forty-five days.

### 13. The decision of the Council

- shall be taken within 30 days of receipt of the request for appeal,
- the decision shall be set out in a formal decision (resolution),
- and shall be justified (reasoning part of the resolution).

### 14. The Council may adopt the following decisions:

Dismiss the appeal,

- a) if it is not thorough and the contested decision complies with the provisions on student's status,
- b) if it does not submitted by the right holder,
- c) if no appeal shall be lie against the decision (eg the case has been previously decided by the Council, unless the claimant refers to a fact/evidence which the Council has disregarded and did not adjudicate in the proceedings),
- d) if the appeal was not brought on the ground of infringement of the rights of the right holder,
- e) if the appeal is late.

- b) order the defaulting party to take a decision,
  - if it finds that the person entitled to take a decision has failed to take a decision and by its failure, violated the provisions concerning the student status.
- c) modify the decision,
  - if the contested decision infringes a provision on student status and the facts necessary for the decision can be established.
- d) annul the decision and order the body or person at first instance to reopen the proceedings and to take a new decision;
  - if there are insufficient data to make a decision on the merits or further clarification of the facts is required.

#### 15. Mandatory formal elements of a Council decision:

- data necessary to clearly identify the case,
- the operative part, including the substantive decision of the Council on the appeal;
- information on how to seek redress (indicate the time limit and place of the application and indicate that the court may change the Council's decision),

- a detailed statement of reasons (reasoning), including the facts established, the evidence, the reasons for the consideration and the decision, and an indication of the legal bases on which the decision is based.
16. Communication (notification) of the decision at second instance and its effects:
- the Council shall take a decision on the appeal procedure, which shall be communicated in writing to the student submitting the appeal,
  - the Council's decision on the student is final (enforceable).
17. Judicial review of a Council decision:
- the student may challenge the decision terminating the appeal proceedings in an administrative lawsuit,
  - the appeal (to the Court) shall have a suspensory effect on the enforcement of the decision of the Council,
  - the application shall be submitted with reference to a breach of the provisions relating to the student status,
  - within 30 days of notification of the decision sought to be reviewed, the claimant shall lodge the application to the body at first instance, or he/she shall send it by registered post,
  - the body at first instance shall forward the application with all the documents in the case to the Council, which shall forward them to the court within fifteen day with a statement of the contents of the application.

# IV. An anonymous legal case

I. Facts established by the College Council for Legal Redress in Student Affairs of the University of Szeged:

The student submitted an application for permission to the Faculty on ?? February 20??, to take an exam other than the exam period, enclosing an undated home medical certificate stating that the student was “under treatment since 2000 for high blood pressure and diabetes. Recently, RR has fluctuated and changes have become necessary. ” In its decision on ?? May 20??, the Faculty rejected the student's request to take an exam other than the examination period. The decision of the Faculty explains that it does not consider the student's application to be justified in view of prior deletions of university classes, fairness permits and the contents of the medical certificate, and therefore rejects it.



On the basis of the documents sent by the Faculty and the data of Neptun system regarding the fulfillment of the student's study requirement, the Council factually establishes that the student was able to take the ??? course for the last time and failed an exam on this subject during the spring exam period of the semester on 20 ?? . 06. ??.

The student hereby exhausted the possibilities of taking subjects, pursuant to the Section 7.3 of the Study and Examination Regulations of the USZ.

## II. Legislation applied by the College Council for Legal Redress in Student Affairs of the University of Szeged

According to point 7.3 of the USZ central Study and Examination Regulations:

"7.3. One subject (or the corresponding course) may be taken three times during the studies if it is not completed."

According to point 12.1 of the USZ Study and Examination Regulations: "Examinations other than the examination period may exceptionally be authorized by the head of the faculty, on special grounds, on request, on an individual basis." Pursuant to the Regulations on the Rules of Procedure on the Submission and Adjudication of Student Requests for Legal Redress of the University of Szeged, and pursuant to Section 7 (2) of the Regulation herein, the Council is not entitled to exercise fairness.

## III. Legal position adopted by the College Council for Legal Redress in Student Affairs of the University of Szeged:

The Central Study and Examination Regulations of USZ does not define the “conditions and aspects” of examinations other than in the examination period that may fall under the scope of equity, the restriction applies only to the fact that it

- shall be ordered by the head of the faculty,
- exceptionally,
- out of particular fairness,
- on request.

It can be concluded from the above that in the exercise of the right of fairness enshrined in the Study and Examination Regulations of USZ,

- there is an advanced forum system, ie this power can only be exercised by the leader of the faculty - the dean,
- the assessment of applications is considered a professional issue, the exercise of fairness is decided by the faculty leader, whose obligation is to sign a degree certifying the acquisition of a professional qualification,
- the decision is a “grace” type decision, i.e. the exercise of this right is not an obligation of the University, only a right, and the student has no right for fairness.

In view of this, the Council upheld the dean's decision challenged with the appeal and unanimously rejected the student's appeal.

EFOP-3.4.3-16-2016-00014

# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION***

## ***Major student rights and obligations***

*Subproject: AP2 Complex development of study  
programmes and services*

*Topic: OKTIG\_1 Administrative background of  
development of study programmes based on learning  
outcomes*

***Dr. Kálmán Gyenes***

**SZÉCHENYI**  2020



MAGYARORSZÁG  
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**BEFEKTETÉS A JÖVŐBE**



# Major student rights and obligations

Structure of the lecture:

- I. Main rights and obligations of students
- II. Framework of student work
- III. Conditions for training supported by a state scholarship
- IV. Tasks of the Office of the Ministerial Commissioner for Education Rights



# I. Main rights and obligations of students

Pursuant to the Act CCIV of 2011 on National Higher Education:

§ 43 (1) Students shall have the right to receive complete, accurate and accessible information, provided as set out in law and the rules of the institution, for commencing and pursuing their studies, creating their study schedules and using the educational opportunities and resources available at the higher education institution; and to receive services that correspond to their condition, personal abilities and disabilities.

(2) Students shall be obliged to:

- a) Observe the rules of the higher education institution,
- b) respect the traditions of the higher education institution, as well as the human dignity of staff members and other students, or peers whose application for admission or transfer to the higher education institution has been accepted.

(3) In order to enable the fulfilment of their payment obligations toward the higher education institution, students shall be entitled to payment in instalments, deferment and exemption in accordance with the conditions and procedure laid down in the rules for organisation and operation, upon the decision of the rector, of which the maintainer shall be informed.

# Main rights of the students

A) The student has the right to have his or her human dignity be respected, especially in this context

- respect for his or her right to privacy (including the right to freedom of expression, self-determination, freedom of action, right to family life), provided that the exercise of this right does not restrict others or jeopardize the exercise of this right by one's own or his colleagues' or the staff's health, physical integrity,
- freely express opinions on all issues, f.e. on the work of lecturers, the operation of the university and the college, while respecting human dignity,
- be informed of questions concerning him/her and his/her studies,
- make a proposal, ask a question to the leaders and lecturers of the university or the dormitory, and receive a substantive answer to it no later than within thirty days of the request,
- his/her religious, worldview or other beliefs, membership of a national or ethnic minority be respected;
- to his or her right to correspondence and his/her right to reside in a dormitory be respected, provided that the exercise of his or her right does not infringe on the similar rights of others and does not restrict the exercise of his or her peers' right to study.

B) The student shall have the right to receive support for his/her studies, career start, depending on his/her talents, abilities and interests, in particular to:

- continue his/her studies in a safe and healthy environment,
- make use of available equipment, facilities, services (library, laboratory, computer equipment, sports and leisure facilities, health advice, etc.),
- compile his/her study order, choose the subjects as specified in the training program, within the framework of which he/she is free to use the provided training opportunities,
- be able to demonstrate his/her knowledge and repeat a successful or unsuccessful exam to ensure that the repeated exam is conducted and evaluated impartially,
- new or amended study and examination requirements may be introduced in a phasing-out system,
- make use of the training opportunities available at the higher education institution,
- attend lectures and seminars organized by the university,
- receive full and objective information on how to start and continue their studies,
- receive a study service appropriate to his condition, personal aptitude and disability,



- be supported to be integrated the institutional community life, and to maintain their physical condition and to live a healthy life free from harmful passions,
- be a member of the scientific and artistic student body, participate in its work, participate in the research and development activities of the institution,
- receive a student scholarship,
- submit an application for scientific or artistic purposes, publish its scientific and artistic results, choose the topic of their dissertation/diploma/thesis,
- the study and career guidance be arranged to him/her and be able to use their services,
- get acquainted with international practice during their studies, for this purpose he/she can study at a foreign higher education institution without a permit. The Ministry headed by the Minister may provide assistance with a scholarship for training in a state-recognized foreign higher education institution.
- may apply for a student loan, if the student studies in a public higher education institution in an EEA State.

C) The student shall have the right to receive financial and in-kind care in view of his/her property relations, income situation, academic results, in particular

- to provide him/her with dormitory care or housing allowance,
- receive a social or study scholarship,
- receive an exemption, a down payment discount or a deferral in order to fulfill his/her payment obligations,
- a student card be certified to him/her and be able to use the related services and discounts,
- perform work on the basis of a student employment contract as defined by law.



D) The student shall have the right to assert his or her interests and to seek redress, in particular to

- have access to the information necessary to exercise their rights,
- participate personally or through his/her representatives in the decision-making affecting his/her interests, and in the management of the higher education institution and the dormitory,
- if a committee or council set up by the senate also acts in matters that concern students, it shall be ensured that student representatives have an opportunity to participate in the work of such committee, except for the credit transfer committee,
- student participation shall be ensured in committees acting in matters that concern students, with the stipulation that the number of members delegated by students to the permanent committee set up for dealing with the studies, examinations and social affairs of students shall not be less than twenty-five percent of all members of the committee,
- shall have the right to vote and to stand as a candidate in elections of the USU,
- appeal against a decision of the institution which infringes students' rights,
- contact the USU for legal assistance, initiate the proceedings of the Commissioner for Educational Rights,
- may appeal against the second instance decision of the higher education institution in an administrative lawsuit, before the Regional Court of Szeged (Szegedi Törvényszék).



Students shall be obliged to:

- a) observe the rules of the higher education institution and the rules prescribed in the Study and Examination Regulations,
- b) respect the traditions of the higher education institution,
- c) as well as the human dignity of staff members and other students, or peers whose application for admission or transfer to the higher education institution has been accepted.



# II. Framework of the employment contract

What is an employment contract? (§ 42 of Act I of 2012 on the Labor Code)

An employment relationship is deemed established by entering into an employment contract.

Under an employment contract:

- a) the employee is required to work as instructed by the employer;
- b) the employer is required to provide work for the employee and to pay wages.

Mandatory elements of the employment contract:

§ 45. (1) The parties must specify in the employment contract the employee's personal base wage and job function.

(3) The workplace of the employee shall be defined in the employment contract. Failing this, the place where work is normally carried out shall be considered the workplace.

(4) In the absence of an agreement to the contrary, all employment relations are concluded on general principle for full-time daily employment.

Role of job description:

- the specific tasks related to the job are explained here,
- can be modified unilaterally by the employer,
- the employer shall inform the employee in writing within fifteen days at the latest from the date of commencement of the employment relationship..

1. Students may work under a student employment contract:
  - a) at a workplace outside the higher education institution during the completion of a dual study programme, or at the higher education institution or a business organisation established by the higher education institution or a workplace outside the higher education institution during the completion of a practice period or practical training organised in the framework of or as part of the educational programme,
  - b) at the higher education institution or a business organisation established by the higher education institution, in an arrangement that is not related directly to the educational programme.
2. The provisions of the Labour Code shall apply mutatis mutandis to the employment of students working under student employment contracts. When defining the rules applicable to student employment contracts, the Government may lay down conditions that are more favourable to students than those laid down the Labour Code.
3. Students
  - a) may receive remuneration in the cases referred to in point a) of paragraph (1) and shall receive remuneration during the completion of a continuous practice period of at least six weeks and a dual study programme, the weekly amount of which shall not be less than fifteen percent of the mandatory lowest remuneration for work (minimum wage) and, unless otherwise agreed, shall be paid by the workplace,
  - b) shall be entitled to remuneration in accordance with the agreement between the parties in the cases referred to in point b) of paragraph (1), and when the property created by the students under such legal relationships is handed over, all ownership rights and intellectual property rights shall be transferred to the higher education institution or the business organisation established by it, unless otherwise agreed.

4. If a practice period organised in the framework of or as part of the educational programme, as referred to in point a) of paragraph (1), is completed at a budgetary unit, the conclusion of a student employment contract and the payment of remuneration shall not be necessary. In this case as well, students shall be entitled to all the rights granted to employees under the Labour Code.

5. An employment contract shall be concluded with a student participating in professional practice completed during the dual study programme under the conditions specified by the Government:

a) In a student employment contract (prohibitions, discounts):

- extraordinary working hours shall not be ordered,
- the student's daily working time may not exceed eight hours,
- where a working time limit is used, a maximum of one weekly working time limit may be ordered,
- the student must be given a daily rest period of at least twelve hours,
- no probationary period may be stipulated.

(b) the student employment contract must include in particular:

- details of the traineeship,
- the student's personal data, the data of the higher education institution that has established a student status with the student, the title of the qualification and the duration of the training, the student's job,

- the place and duration of the traineeship (start and end dates), if necessary its stages, the student's daily working hours, the amount of remuneration or the absence of remuneration,
  - the person responsible for the higher education institution and the professional manager of the internship place,
  - the indication of the other benefits and discounts provided to the student in addition to the benefits and discounts provided by law, the amount thereof and the conditions for granting them
  - the commitment of the internship to provide the student with an internship suitable for the training programme and the curriculum, that meets the requirements of being safe and healthy.
- c) The employment contract shall include the student's commitment to:
- maintain the training scheme of the traineeship,
  - carry out the traineeship in accordance with the requirements,
  - acquire professional practical knowledge in accordance with their abilities,
  - maintains safety and health standards,
  - does not engage in conduct which would jeopardize the legitimate economic interests of the internship.

# III. Special conditions applying to programmes funded through full or partial Hungarian state scholarships (grants)

Students funded through full or partial Hungarian state scholarships shall be obliged to:

- a) obtain the diploma awarded for the completion of the programme pursued and funded through a full or partial Hungarian state scholarship within the period of studies defined in the programme and outcome requirements of the given programme, but not later than within a period that is one and a half times longer than the duration of the programme, as defined in the related programme and outcome requirements, and
- b) maintain an employment relationship or any other work-related legal relationship established with an employer under the jurisdiction of Hungary or engage in entrepreneurial activities under the jurisdiction of Hungary (hereinafter referred to as “employment in Hungary”) and, as a result, have social security cover, as defined in Article 5 of Act LXXX of 1997 on the eligibility for social security benefits and private pensions and the funding for these services, for a period within the twenty-year period after obtaining the diploma the length of which equals the duration of studies funded through a full or partial state scholarship,
- c) the student shall maintain employment relationship in Hungary for a period equals the duration of studies funded through a full or partial state scholarship within the time limit of 2 years after obtaining the diploma,
- d) in the event of failure to obtain a diploma awarded for the completion of the programme funded through a full or partial Hungarian state scholarship within the time limit set in point a), or

d) the student shall repay to the Hungarian State the amount of the full or partial Hungarian state scholarship disbursed by the Hungarian State, increased annually at a rate equal to the average annual increase in consumer prices, as determined by the Hungarian Central Statistical Office, in the event of failure to comply with the requirement in point *b*) concerning employment in Hungary after obtaining the diploma or pay to the Hungarian State 50% of the amount of state scholarship funding determined for the programme pursued in the event of failure to comply with the requirement in point c).

In relation to the conditions to be fulfilled by students, the Hungarian state shall be obliged to:

- a) pay to higher education institutions the costs of delivering programmes funded through full or partial Hungarian state scholarships awarded to students (hereinafter referred to as “state scholarship”), during the period of funding a given programme, but only up to the termination of student status, in the case of each student funded through a full or partial Hungarian state scholarship,
  - b) endeavour to provide, relying on the employment policy tools available to it, appropriate employment opportunities to students funded through full or partial Hungarian state scholarships following the completion of their programmes funded through full or partial Hungarian state scholarships.
- The obligation of being employed in a Hungarian employer may be fulfilled over several shorter periods.
  - Where a student funded through a full or partial Hungarian state scholarship changes the form of funding during the period of student status and continues a programme funded through a full or partial Hungarian state scholarship in a self-funded form, the obligations of repaying the scholarship shall apply only to the period funded through a full or partial Hungarian state scholarship.
  - Persons falling under the scope of the act on Hungarians living in neighbouring states may fulfil the domestic employment obligation in their country of origin.



- In cases where a student participates in more than one programme simultaneously or obtains several diplomas successively, the domestic employment obligations and the repayment obligations shall apply from the date of obtaining the first diploma and shall be fulfilled in respect of all programmes.

The period of employment in Hungary shall include

- the period of receiving maternity benefit, adoption benefit, childcare assistance and childcare benefit,*
- the period during which a former student funded through a full or partial Hungarian state scholarship received jobseeker's allowance.

A former student funded through a full or partial Hungarian state scholarship shall not be required to fulfil the domestic employment obligations and repayment obligations, if she gives birth to three children.

The obligation to repay all or part of the full or partial Hungarian state scholarship received may be assumed by the employer of the former student funded through a full or partial Hungarian state scholarship, or by any other person, by submitting a statement to the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships.

The repayment obligation shall be an individual debt that is not recoverable from the estate.

Higher education institutions shall ensure that

- the fact that student status has been acquired in relation to a programme funded through a full or partial state scholarship and the date of obtaining the diploma are entered into the academic administrative records,
- the data specified in laws are supplied to the responsible body.

## Educational Authority

The Educational Authority shall record the following in respect of each student funded through a full or partial Hungarian state scholarship:

- data specified in the act on educational register
- after the completion of a programme funded through a full or partial Hungarian scholarship or, if a given programme is not completed by the student funded through a full or partial Hungarian state scholarship, after the date of the termination of student status, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall inform the former student funded through a full or partial Hungarian state scholarship within sixty days of the total amount of the state scholarship received for the given programme,
- the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall keep track of the employment path of former students funded through full or partial Hungarian state scholarships,
- the tasks related to recording the diplomas obtained and the periods of employment in Hungary, as well as imposing obligations to repay state scholarships retrospectively and granting exemptions from payment obligations shall be performed by the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships at first instance and the minister responsible for education at second instance, applying the provisions of the Act on Administrative Procedure.

## Suspension:

Upon the request of a former student funded through a full or partial Hungarian state scholarship, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships may allow the suspension of fulfilment of the obligation regarding the duration of the programme,

- a) for the period of studies at a higher education institution abroad,
- b) for the period of adult learning aimed at obtaining a certificate of foreign language proficiency.

Such suspension may be allowed not more than twice, for a total period of up to two years, provided that the student funded through a full or partial Hungarian state scholarship demonstrates that

- a) the foreign higher education institution and the studies pursued abroad qualify as a higher education institution and tertiary studies, respectively, under the law of the given state,
- b) the course taken to obtain the certificate of foreign language proficiency required for the issue of a diploma qualifies as adult education.

Upon the request of a former student funded through a full or partial Hungarian state scholarship, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall consider fulfilled the condition regarding the duration of the programme, if the student is unable to obtain a diploma due to long-term illness, accident or childbirth, or any other unexpected cause, without any fault on the part of the student.

Upon the request of a former student funded through a full or partial Hungarian state scholarship, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall consider fulfilled some or all of the domestic employment obligations or the repayment obligation, if the student is unable to fulfil obligations due to long-term illness, accident, childbirth, raising two or more children, or any other unexpected cause, without any fault on the part of the student.

Decision:

- Where the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships finds that a former student funded through a full or partial Hungarian state scholarship has a repayment obligation, it shall adopt a decision thereon. The amount of the state scholarship to be recovered shall be repaid within thirty days after the decision has become final (due date).
- In addition to the mandatory information prescribed by the Act on Administrative Procedure, the decision shall contain
  - a) the amount of the state scholarship to be recovered, together with the method of its calculation,
  - b) information on the conditions of payment in instalments and the method of application for division into instalments,
  - c) information on the method of the enforcement of the claim.

Upon the request of a former student funded through a full or partial Hungarian state scholarship, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships may allow payment in instalments over a period of

- a) up to ten years if the amount of the state scholarship to be recovered is below five million forints,
- b) up to fifteen years if the amount of the state scholarship to be recovered exceeds five million forints.

The body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall send its final decision on the amount to be repaid, together with the data necessary for the enforcement of claims payable to the Hungarian state, to the state tax authority to effect recovery, if the repayment obligation imposed in the final decision is not fulfilled *within the specified time limit*.

In its procedure for the enforcement of the repayment obligation, the state tax authority shall have the right of recovery entered into the land and property register in favour of the Hungarian State.

Such payments shall form part of the revenues of the Higher Education Restructuring Fund.

# IV. Responsibilities of the Office of the Commissioner for Educational Rights

## Fundamental Law of Hungary

Article X (1) Hungary shall protect the freedom of scientific research and artistic expression, as well as the freedom of learning and - within the framework defined by law - teaching so as to attain the highest level of knowledge possible.

Article XI (1) Every Hungarian citizen shall have the right to formal and non-formal education.

(2) Hungary shall implement this right through the dissemination of and by providing general access to, community culture, by providing free and compulsory primary schooling, free and universally accessible secondary education, and higher education made available to all on the basis of their ability, as well as by providing financial support as laid down in an act of Parliament to those receiving education.

[Decree no. 40/1999 OM of the Minister of Education on the Tasks and Operation of the Office of the Commissioner for Educational Rights](#)

## I. Legal Status of the Office of the Commissioner for Educational Rights

- The Office of the Commissioner for Educational Rights ("Office") as an independent, internal organisational unit of the Ministry for Education ("Ministry").
- The Office is directed by the Commissioner for Education ("Commissioner"). All licences assigned to the Office are exercised by the Commissioner.
- The Commissioner is appointed and dismissed by the Minister for Education ("Minister"), and the Minister exercises the rights of employer. During his/her mandate within the Ministry, the Commissioner is directly responsible to the Minister.
- The operation of the Office, its organisational structure, and its internal and external relations are stipulated by the Organisational and Operational Statute of the Ministry and by the Procedures of the Office. The Procedures of the Office are prepared by the Commissioner and are approved by the Minister.
- The annual budget of the Office is established separately within the administrative budget of the Ministry.
- Proceedings: Proceedings of the Commissioner Initiated by Petitions or Ex-officio procedures of the Commissioner

## II. Tasks of Office of the Commissioner for Educational Rights

- The subject of the Commissioner's proceedings shall be decrees or measures brought or taken in individual cases, as well as the omission of such decrees or measures, which infringe or present a direct threat of infringement of the rights guaranteed by Arts. 70/F and 70/G of the Constitution, by the Kt., by the Ftv. and by Vocational Education and Training Act No. 65/1993 for children, pupils, parents, educators, students, researchers and teachers (hereafter 'guaranteed rights'). Rights guaranteed by the law for any association of children, pupils, parents, educators, students, researchers and teachers receive equal protection.



## Proceedings of the Commissioner Initiated by Petitions

- Any child, pupil, parent, educator, student, researcher, teacher or their association (hereafter 'claimant') might submit a written petition in individual cases, if in their judgement their guaranteed rights have been infringed or there is a direct threat of such infringement (proceedings initiated by petitions).
- Time restriction: Proceedings can be requested within one year of a decree introduced in administrative proceedings entering force. If the law does not provide for administrative remedies, proceedings may be initiated within one year of delivery of the decree or measure in question. Petitions concerning legal regulations or other legal instruments of state direction may be submitted without time restrictions. Inquests may be initiated without time limit.
- Claimants may submit their petitions to the Commissioner once they have exhausted all available legal remedy apart from court proceedings.
- The Commissioner may return incomplete petitions for completion by an assigned deadline.
- No person shall be put at a disadvantage in connection with his/her petition to the Commissioner. Claimants are entitled to identical protection to claimants of public concern
- The Commissioner shall investigate all petitions.

7. The Commissioner may dismiss a petition without substantive investigation, or may terminate proceedings if:

- a) the petition is not submitted by the claimant;
- b) the petition is submitted after expiry of deadline;
- c) the claimant did not exhaust all available remedies - with the exception of court proceedings;
- d) court proceedings have been initiated or a court decision has entered into force in the case;
- e) the Commissioner has already proceeded in the same case and the petition does not present new facts;
- f) the petition is evidently unfounded.

8. The Commissioner informs the claimant about dismissal of the petition or termination of procedures - including justification - within thirty days of the relevant decision made.





## 8. Conciliation

- Petitions not dismissed by the Commissioner on the basis of Art. 6. § 2 undergo conciliation with the claimant, the institution which brought or omitted the decision (institution), the legal or natural person in question.
- As part of this conciliation, the Commissioner sends the petition to the institution for a declaration - with a specified deadline - and initiates in writing that the claimant and the institution reach a consensus.
- If on the basis of the written opinion or response of both the claimant and the institution the Commissioner seems fit, s/he calls the parties for a personal mediation and suggests possible solutions.
- Should the parties reach an agreement respecting the guaranteed rights, the Commissioner prepares a report and sends it to the parties in question.
- The burden of proof rests with the claimant concerning facts claimed in the petition, and with the institution concerning facts claimed in its declaration.

## 9. Initiation

- If the available facts suggest that the institution has not terminated the infringement of guaranteed rights within its jurisdiction, the Commissioner calls for the director of the institution to terminate the infringement or the direct threat of infringement.

## 10. Recommendation

- If the Commissioner finds that the initiative has not led to consensus or would only achieve this in an unreasonably long time, or if he finds that the conditions are unsuitable for an initiative, in order to terminate the infringement or direct threat of an infringement the Commissioner prepares a recommendation to the institution and to the organ of its legal supervision or control (supervisory organ).
- Within thirty days of the disclosure of the Commissioner's initiative or recommendation, the institution or its supervisory organ submits its declaration, its standpoint on the initiative or recommendation and on the measures taken on the basis of the above.
- The Commissioner may withdraw or amend his/her initiative or recommendation, and s/he may prepare a new initiative or recommendation.

11. The Commissioner shall prepare a report on the outcome/result of the initiative or recommendation.



#### IV. Ex-officio procedures of the Commissioner

- If the Commissioner establishes that the infringement, or the direct threat of infringement of guaranteed rights is due to defects of legal regulations or any other legal instruments of state direction; in order to prevent or terminate legal violations the Commissioner submits a proposal to the Minister for Education concerning legislation, amendment or repeal of legal regulations (or other legal instruments of state direction).
- Ex-officio investigation may be initiated if a legal regulation (or other legal instrument of state direction), or a decision, measure or omission of an institution results in, or presents a direct threat of either a grave violation or infringement of the rights of a group of citizens.

On perceiving perpetration of an infringement, the Commissioner initiates proceedings or files a complaint with the competent authority.



## V. Annual Report of the Commissioner

- The Commissioner shall prepare an Annual Report for the Minister for Education on the details/success of his procedures conducted on the basis of petitions or ex-officio; on the efficiency of his initiatives and recommendations; and on his reports, proposals, conclusions and legal observations.
- The Minister publishes the Annual Report in the Educational Bulletin by the end of the first quarter of the calendar year following the subject year.



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# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION***

## *Student disciplinary proceedings and liability for damages*

*Subproject: AP2 Complex development of study  
programmes and services*

*Topic: OKTIG\_1 Administrative background of  
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**BEFEKTETÉS A JÖVŐBE**

# Student disciplinary proceedings and liability for damages

Structure of the lecture:

- I. Introduction
- II. Related provisions of the National Higher Education Act (Nftv.)
- III. The relevant parts of the Student Disciplinary and Liability Damages Policy of the USZ
- IV. An anonymous legal case (provision of data related to the child of a divorced parent studying in an institution)



# I. Introduction

Pursuant to § 55 of the Nftv.

In the event of culpable and serious breaches of obligations, disciplinary sanctions may be imposed on students by way of a written decision adopted under a disciplinary procedure.

The general obligations of the student are set out in the Nftv. § 43 (2), according to which:

Students shall be obliged to

- a) observe the rules of the higher education institution,
- b) respect the traditions of the higher education institution, as well as the human dignity of staff members and other students, or peers whose application for admission or transfer to the higher education institution has been accepted.



‘Culpa’ summarizes the intentional or negligent perpetrator behavior. Any breach of obligations may be

- committed with intent if the person conceives a plan to achieve a certain result, or acquiesces to the consequences of his conduct
- or committed with negligence where the perpetrator is able to anticipate the possible consequences of his conduct, but carelessly relies on their non-occurrence, or fails to foresee such possible consequences through conduct characterized by carelessness and neglectfulness.

Serious breach

- shall be evaluated individually in each proceedings and the case law of the Disciplinary Board shall be taken into account,
- internal rules of the USZ may classify student's breach of obligations as a disciplinary offense, eg: 13.5. of the study and exam regulation of the USZ classifies as such the use of unauthorized tools and methods in the study assessment (exam),
- in addition, there may be prescribed student obligations, the legal consequence of which is not a disciplinary proceedings, but the termination of the student's status (eg in the case of three courses and their unsuccessful completion).

In general, a significant proportion of the disciplinary proceedings against students is arising from the use of illicit devices during examinations. It should be noted that the fact not proven beyond a reasonable doubt cannot be charged to the student subject to the disciplinary proceeding. (the lecturer/examiner cannot search the student)!



4. A disciplinary sanction shall be imposed only in disciplinary proceedings:
  - the university regulation on the disciplinary procedure shall be public, the student subject to the procedure is entitled to get acquainted with the procedure and its details,
  - a breach of rules of the disciplinary proceedings may lead to the annulment of the disciplinary decision taken, f.e. in a court proceeding.
  
5. The decision of the Disciplinary Board shall be set out in a written and reasoned decision. Mandatory content of the decision
  - the operative part: containing the specific decision of the Disciplinary Board (eg applying a severe reprimand, possibly terminating the disciplinary proceedings for lack of evidence),
  - information part: description of the remedies available against the decision,
  - detailed reasoning part: including the facts established (description of the act committed), the evidence accepted/rejected, the mitigating/aggravating circumstances, the applicable law and the determination of the level of guilt (culpa).
  
6. Only such disciplinary sanctions (legal consequences) that are explicitly listed in the current disciplinary regulations shall be applied, ie no sanction other than the disciplinary sanctions listed in the regulations shall be applied.

7. The disciplinary sanction applied shall be proportionate to the serious breach:

In determining the sentence, the Disciplinary Board shall take into account all the circumstances of the offense, in particular the victim(s), the consequences, the repetition of the offense and the gravity of the offense.

It is important to be aware that: violation of any formal or substantive requirements or conditions listed and presented in the summary (eg breach of disciplinary rules, lack of binding substantive elements of the decision) may result in the annulment of the disciplinary decision taken (eg in the context of a judicial review).



## II. Relevant provisions of the Nftv.

Pursuant to §55 of the Nftv.,

In the event of culpable and serious breaches of obligations, disciplinary sanctions may be imposed on students by way of a written decision adopted under a disciplinary procedure.

The following disciplinary sanction may be imposed:

- a) reprimand,
- b) stern reprimand,
- c) reduction or withdrawal of the benefits and allowances specified in the rules governing fees and allowances, for a period that shall not exceed six months,



- d) temporary prohibition from the continuation of studies, the period of which shall not exceed two semesters,
- e) Expulsion from the higher education institution.

Disciplinary sanctions shall be imposed by taking into account all circumstances of the act, in particular the injured, the consequences, recurrence of the offence, and the gravity of the act committed.

The initiation of a disciplinary procedure and the imposition of a disciplinary sanction shall not be influenced by the academic performance of the student concerned.

No disciplinary procedure shall be initiated if more than one month has passed since the disciplinary offence became known, or more than five months have passed since the offence was committed.

For the purposes of these provisions, an offence shall be deemed to have become known when the party entitled to initiate a disciplinary procedure became aware of the circumstance giving rise to the procedure.



The rules of disciplinary procedures shall be laid down in the higher education institution's rules for organisation and operation, with the stipulation that at least one third of the members of the disciplinary board shall be delegated by the students' union, and the student shall be heard in the course of the procedure, although a disciplinary hearing may be held even if the student has failed to appear despite of due notice.

Pursuant to §56 of the Nftv,

The liability of students causing damage to the higher education institution or the practical training organiser unlawfully, in relation to the fulfilment of their academic obligations, shall be governed by the rules of the Civil Code (hereinafter referred to as "Civil Code"), subject to the derogations laid down in this Act.



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.

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. In the case of damage or loss caused by occurrences beyond the control of the student, exemption from liability shall be granted.

The higher education institution or the practical training organiser 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 or the practical training organiser may be exempted from liability only if it proves that the damage was caused by unavoidable occurrences or the conduct of the injured beyond the control of the higher education institution or the practical training organizer.



# III. Relevant parts of the USZ Student Discipline and Compensation Regulations

General provisions:

1. The disciplinary sanction may be, in accordance with the provisions of the Nftv.:
  - a) reprimand;
  - b) Serious reprimand;
  - c) reduction or withdrawal of the benefits and allowances provided by the policy on benefits, fees and charges;
  - d) prohibition of the continuation of studies for a definite period of time, which shall not exceed two semesters;
  - e) expulsion from the University.
2. The purpose of disciplinary sanction is education and prevention.





Academic warning may be imposed instead of disciplinary sanction - together with the termination of the procedure – if the disciplinary offense committed, in light of all the circumstances – in particular the student concerned, the motive and method of the action – is not so severe, thus imposing even the most lenient form of disciplinary sanction is unnecessary, and a warning can have a sufficient educational impact.

The warning expresses the disapproval of the acting disciplinary body and draws the student's attention to the inappropriate behavior, and to refrain from any further action that may give rise to further disciplinary procedure in the future.

Legal remedies may be sought against the warning.

#### 4. Student Disciplinary Board (24 people):

- The University establishes a Student Disciplinary Board composed of one faculty and one student per faculty.
- The chairman, vice-chairman and the faculty members of the board shall be assigned by the Rector. Student members are delegated by the University Student Union and the mandate is confirmed with assignment by the Rector.

#### 5. Disciplinary Committee (4 persons):

- In a student disciplinary case, the Disciplinary Committee of four members –two faculties and two students – shall proceed.
- Faculty members of the Disciplinary Committee shall be appointed by the Chairman of the Student Disciplinary Board, student members shall be appointed by the University Student Union from the members of the Student Disciplinary Board. The Chairman of the Disciplinary Committee is appointed by the Chairman of the Student Disciplinary Board from the members of the Disciplinary Committee.

## Requirements for disciplinary proceedings:

1. No disciplinary procedure shall be initiated if one month has elapsed since being aware of the disciplinary offense or three months have elapsed since the disciplinary offense was committed. For the purposes of these provisions, being aware shall mean the time when the competent person authorized to initiate a disciplinary procedure is being informed about the circumstances serve as grounds for action for such procedure.
2. If a criminal procedure has been initiated against the student, the deadlines referred to in Section(1) shall be set from the day being aware of the final decision of the criminal procedure or from the date of final decision.
3. The Rector of the University or the Dean of the Faculty may order to initiate a disciplinary procedure.
4. Disciplinary powers are exercised by the Disciplinary Committee (DC) appointed from the member of the Student Disciplinary Board (SDB) at first instance, and by the College of Student Remedies at second instance.



5. Such member of the DC and SDB may not exercise the disciplinary power (exclusion) from who the impartial and objective judgment of the case cannot be expected. The provision regarding exclusion from the exercise of disciplinary power shall also be applied to the recorder of minutes. The Rector of the University shall decide on the question of exclusion, and no separate legal remedy is available against such decision. The student subject to the disciplinary procedure may complain of the refusal of exclusion in the request for legal remedy filed against disciplinary decision.

6. Conducting the disciplinary procedure shall fall into the competence of the faculty where the student subject to the procedure has a student status. If a student has student status at more than one university, the mother institution (the institution where the student established the student status first) is entitled to conduct the disciplinary procedure. In such a case, the disciplinary committee of the acting institution shall inform the other institution about the initiation of the procedure and the final disciplinary decision.

7. Disciplinary procedure shall be initiated upon notice or ex officio. If the student initiated the disciplinary procedure, it shall be initiated and carried out.

8. The measure imposing the disciplinary procedure shall include the name, address, type of study, study program(s) of the student subject to the disciplinary procedure and a short description of the disciplinary offense establishing the disciplinary procedure.



9. The Disciplinary Committee shall finish the disciplinary procedure within 1 month, with the exception of cases when the disciplinary procedure is suspended.

10. If during the disciplinary procedure, a suspicion beyond reasonable doubt of the committal of a crime may arise, the Rector files a report. If against the person subject to disciplinary procedure there is an ongoing criminal procedure in the same case, until its final decision, the disciplinary procedure shall be suspended.

11. Any person or body, who launched the disciplinary procedure may prohibit the student subject to the disciplinary procedure from the presence at the University premises for the duration of the disciplinary procedure. The student prohibited from the presence at the University premises is not allowed to attend lectures and other educational activities and cannot take exams until the final decision has been adopted.

12. The person subject to the disciplinary procedure may also act by his/ her representative in the disciplinary procedure. Authorization shall be set in writing or recorded at the disciplinary hearing.

The authorized person has all the rights as the student subject to the disciplinary procedure, in particular, access to the documents of the case, right to submit motions, right to address questions to witnesses, experts and right to file a request for legal remedy.

13. In the course of the disciplinary procedure, the student shall be interviewed and shall ensure to present his/her standpoint and defense.

14. If the student challenges the alleged violation of obligation during the interview, or the clarification of facts nonetheless requires, a hearing shall be held.

15. Notice of hearing:

- The student subject to the procedure and his/her representative shall be notified about the time and date of the hearing in writing, the witness and the expert shall be summoned orally or in writing (directly or on telephone).
- The notice or summons shall include the name of the student subject to the disciplinary procedure, the place, time and subject of the disciplinary hearing and the title of the addressee as appearing at the disciplinary hearing.
- The addressee's attention shall be drawn up on to bring the identification document to the hearing.
- The fact of oral summons shall be recorded in the case documents.
- The student subject to the disciplinary procedure shall be warned in the notification about the right to submit his/her defense in writing and shall be informed that his/her representative may act in the disciplinary procedure.
- If neither the student subject to the disciplinary procedure nor the representative did not appear at the hearing despite a duly sent notification, the Disciplinary Committee shall set a new deadline and notify the student and the representative.

- If despite the duly sent notification the student or the representative does not appear at the newly scheduled hearing, the disciplinary hearing may be held.
- The student and the representative shall be informed about the consequences of the missed hearing in the notification.

16. If the student subject to the disciplinary procedure cannot be interviewed or is not able to attend the hearing through no fault of his/her own, the disciplinary procedure shall be suspended at the latest until such obstacle ceases to exist.

17. The disciplinary hearing is led by the Chairman of the Disciplinary Committee. The Chairman ensures that the provisions of this Policy are being held, preserves the order of the hearing and guarantees the persons involved in the disciplinary procedure to exercise their rights.

The disciplinary hearing is public, but the Disciplinary Committee may exclude the public from the entire hearing or from a part of it for public interest or for the interest of the student subject to the disciplinary procedure.

If the student subject to the disciplinary procedure acknowledges the disciplinary offense at the hearing, and there is no doubt as to the veracity of the acknowledgment, providing further evidence maybe omitted.

- If further evidence becomes necessary, the Disciplinary Committee shall hear the witnesses and, if necessary, the expert.
- The witness shall be asked whether he/she is interested or biased in the case, shall be warned about the duty of telling the truth and the criminal consequences of perjury.
- During the hearing of the student subject to the disciplinary procedure, other students subject to the same disciplinary procedure, who have not yet been heard, and witnesses may not be present.
- If the testimony given by the witness contradicts with the defense of the student subject to the disciplinary procedure or testimonies of other witnesses, its clarification, if necessary, shall be attempted by confrontation. The result of confrontation shall be included in the record.

18. Record shall be made about the disciplinary hearing. The record shall be signed by the Chairman of the Disciplinary Committee, recorder of minutes and a student member of the Committee.

The corresponding part of the record shall be shared and signed by the persons heard by the Disciplinary Committee.

The person heard may request the supplement or correction of the record. Any refusal to sign and its reason shall be recorded in the record.

The record shall be attached to the disciplinary documents.



19. After the evidentiary procedure is finished, the Disciplinary Committee shall make its decision at a closed meeting with open majority voting. In the event of a tie, the Chairman of the Committee shall have the casting vote. Only the Chairman, the members of the Disciplinary Committee and the recorder of minutes may be present at the closed meeting.

20. The decision may impose a disciplinary sanction or terminates the disciplinary procedure.

21. Basis for the decision of the Disciplinary Board

The Disciplinary Committee shall establish its decision only on the evidence examined directly at the disciplinary hearing. The fact not proven beyond a reasonable doubt cannot be charged to the student subject to the disciplinary proceeding.

22. Disciplinary sanctions shall be imposed by the decision, if the Disciplinary Committee establishes that the student subject to the procedure committed a disciplinary offense, thus imposing disciplinary sanctions considered to be necessary.

The name of the higher education institution which adopted the decision, the name of the student subject to the disciplinary procedure, the place, time and subject of the disciplinary hearing and the fact whether the hearing was public, shall be indicated in the introductory part of the decision.



The operative part of the decision imposing the disciplinary sanction shall include:

- a) name and other personal data of the student held liable for the disciplinary offense (number of national identity document, address, study program, type of study);
- b) name of the disciplinary offense committed;
- c) disciplinary sanctions imposed and other provisions related to this;
- d) reference to the possibility of legal remedy and its deadline of 15 days.

There is no need to refer to the possibility of legal remedy if the entitled ones waived their right to legal remedy.

The reasoning of the decision imposing the disciplinary sanction shall briefly include:

- a) the facts established;
- b) description and evaluation of evidence;
- c) the reason for rejection of the student's request for presenting evidence by the Disciplinary Committee;
- d) the explanation concerning what type of offense is established by the action committed, and to what extent the student is being culpable in such offense;
- e) mitigating and aggravating circumstances considered when imposing the sanction;
- f) references to those provisions which established the disciplinary sanction.

23. The Disciplinary Committee adopts a decision on termination of the procedure,
  - a) if the act committed is not a disciplinary offense, or the act was not committed by the student subject to the procedure;
  - b) if the committal of disciplinary offense cannot be proven;
  - c) if the culpability of the student cannot be established;
  - d) if the disciplinary procedure was initiated after the deadline set forth in Article 5 (1) –(2);
  - e) if the student's student status ceased to exist during the disciplinary procedure;
  - f) if regarding the act subject to the procedure a final disciplinary decision has been made;
  - g) if warning is applied instead of sanction by the Disciplinary Committee.
24. Mandatory elements of the termination decision:
  - a) The name of the higher education institution which adopted the decision, the name of the student subject to the disciplinary procedure, the place, time and subject of the disciplinary hearing and the fact whether the hearing was public, shall be indicated in the introductory part of the decision.
  - b) The operative part of the decision on the termination of the disciplinary procedure shall include:
    - name and other personal data of the student subject to the disciplinary procedure;
    - name of the disciplinary offense establishing the disciplinary procedure;
    - declaration of the termination of the disciplinary procedure;
    - reasons for the termination of procedure;
    - reference to the application of warning in case of such decision;
    - reference to the possibility of legal remedy and its deadline of 15 days.
    - There is no need to refer to the possibility of legal remedy if the entitled ones waived their right to legal remedy.

(c) In the reasoning of the decision on the termination of the disciplinary procedure, the facts and evidence established shall be briefly presented, the reasons why the Disciplinary Committee decided to terminate the procedure shall be mentioned, and the provision of Section (1) which established the termination of disciplinary procedure shall be referred to.

25. Announcement of the decision: The Chairman of the Disciplinary Committee announces the disciplinary decision adopted at a closed meeting.

In the course of announcement, the operative part of the decision – written in the closed meeting – shall be read out loud, and the essence of the reasoning of the decision shall be introduced.

After the announcement of the decision, the Chairman of the Disciplinary Committee shall draw the attention of the entitled persons to the possibility of legal remedy.

The disciplinary decision shall be conveyed to the absent persons concerned by delivery.

The written decision and the appropriate number of copies shall be signed by the Chairman of the Disciplinary Committee.

The decision shall be delivered to the student subject to the procedure and the representative even if the decision was available to them through the announcement.

26. Subsequent rectification of the decision: The Disciplinary Committee may not change its announced decision. However, if the Disciplinary Committee determines that its decision yet not decided by a superior body or court violates the law or it is contrary to the provisions of the Disciplinary and Liability for Damages Policy, the decision may be amended or withdrawn. Errors not linked to the merits of the decision (name, number, calculation error or another clerical mistake) can be corrected within their own discretion. In both cases, the parties interested shall be notified.

27. The student subject to the disciplinary procedure may seek legal remedy against the decision at the first instance. Such request has a suspensory effect on the enforcement of the provisions of the decision. The provisions of the policy on the submission and procedure of student legal remedies shall be applied for the submission and procedure of the request.

28. The decision may be enforced only after it became final. The disciplinary decision becomes final on the day

- (a) when the persons entitled declared that they do not wish to seek legal remedy, or such request for legal remedy was withdrawn;
- (b) when the period of time for submitting a request for legal remedy expired without the submission of any legal remedy.

29. In the final decision, a clause shall be included declaring the decision is final and enforceable, as well as the date when it became final.

30. The final decision shall be registered and a copy of the decision shall be attached to the student's personal files.

31. The Disciplinary Committee shall forward the final decision to the

- a) Secretary-General of the University;
- b) Vice-Rector for Student Affairs;
- c) body authorized to enforce disciplinary sanctions;
- d) Chairman of the University Student Union
- e) Head (designated officer) of the given dormitory in the case of a dormitory disciplinary offense.

### 32. Scope of disciplinary sanction, exemption from disciplinary sanction:

- The student subject to disciplinary sanction is obliged to provide a description of his/her breach of obligations during the time of sanction, and the fact of breach of obligation can be taken into consideration regarding discretionary decisions linked to such student.
- The student shall be exempted from any adverse consequences imposed in the disciplinary sanctions - without request and any relevant decision:
  - a) as from one month following the date the disciplinary sanction specified in Section (1) a) and b) of Article 2. became final
  - b) as from the expiry date of the disciplinary sanction specified in Section (1) c) of Article 2.;
  - c) as from the expiry date of the prohibition specified in Section (1) (d) of Article 2.

In case of exemption, the disciplinary decision shall be deleted from the record. The deletion process is the following:

the fact of exemption shall be noted on the decision attached to the student's personal files, under the measure of the disciplinary body at first instance.



## IV. An anonymous legal case

4:220. § (3) of the Hungarian Civil Code (Ptk.) sets out that:

The parent shall not be obligated to support his/her adult child pursuing further studies if:

- a) the child is unworthy of support;
- b) if the child fails to fulfill the obligation of studies and to take examinations on a regular basis, for reasons within his/her control; or
- c) this would seriously jeopardize the parent's ability to provide for him/herself or for his/her minor child.

Pursuant to § 4:222 of the Ptk.:

The institution providing training and education for the child pursuing further studies shall inform the parent - upon request - required to provide maintenance concerning the child's progress in studies, or if studies are terminated.



The University of Szeged, as a data processor, shall make sure that data processing in case meets the following requirements:

- the requesting person must be identified,
- the legal basis for the transfer of data needs to be clarified (court judgment, order),
- the scope of data to be transferred shall be defined.

The university shall record the fact of data transfer in a data processing register in accordance with § 25/E of Act CXII of 2011 - on the Right of Informational Self-Determination and on Freedom of Information.

A statutory authorization or the voluntary consent of the data subject shall be considered as the legal basis and general condition for data processing.





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# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION***

*Fundamentals of equal opportunities  
and equal treatment for students*

*Subproject: AP2 Complex development of study  
programmes and services*

*Topic: OKTIG\_1 Administrative background of  
development of study programmes based on learning  
outcomes*

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**BEFEKTETÉS A JÖVŐBE**

# Fundamentals of equal opportunities and equal treatment for students

Structure of the lecture:

- I. Description of the basic concepts of equal treatment and equal opportunities
- II. Description of the national higher education legal environment related to equal treatment and equal opportunities
- III. Description and interpretation of the relevant parts of the “USZ Regulations Ensuring Equal Opportunities and Equal Treatment”
- IV. Description of the “Equal Opportunities Plan of USZ - Student Regulations” (scope: 2020/2021)

# I. Description of the basic concepts of equal treatment and equal opportunities

## Introduction:

- The requirement of equal treatment is the legal title of the prohibition of discrimination. In this sense, no distinction shall be made between people or groups of people.
- The regulation of the requirement of equal treatment in Hungary has three levels:
  - the Fundamental Law of Hungary declares the prohibition of discrimination generally,
  - the Law on Equal Treatment and the Promotion of Equal Opportunities provides more detailed provisions on the interpretation of the requirements,
  - finally, a number of sectoral legislations (e.g., the Labor Code, the Public Education Act, the National Higher Education Act, the Health Act, etc.) refer to the Law on Equal Treatment and the Promotion of Equal Opportunities and lay down additional rules that apply only in that area.



Pursuant to Article XV (4) of the Fundamental Law of Hungary:

- Hungary shall promote equal opportunities and social convergence by means of introducing special measures.

Pursuant to Act CXXV of 2003 on Equal Treatment and Promotion of Equal Opportunities:

- The principle of equal treatment shall be observed by institutions of public education and higher education (hereinafter called collectively: educational institutions) in the course of establishing relationships, in their relationships, in the course of their procedures and measures (hereinafter called collectively: relationships).
- The principle of equal treatment extends to any care, education and training
  - a) carried out in accordance with requirements approved or ordered by the State, or
  - b) whose organisation is supported by the State by direct normative budgetary subsidy, or indirectly, especially by releasing or clearing taxes or by tax credit (hereinafter called collectively: education).



The principle of equal treatment shall be enforced in relation to education, particularly in

- a) determining the conditions of joining education and assessing applications,
- b) defining and setting the requirements for education,
- c) performance evaluation,
- d) providing and using services related to education,
- e) access to benefits related to education,
- f) accommodation and provisions in dormitories,
- g) issuing certificates, qualifications and diplomas obtainable in education,
- h) access to vocational guidance and counsel, and
- i) in the termination of the relationship related to participation in education.

Direct negative discrimination, indirect negative discrimination, harassment, unlawful segregation, retribution and any orders issued for those mean a violation of the principle of equal treatment.



- All dispositions as a result of which a person or a group is treated or would be treated less favourably than another person or group in a comparable situation because of his/her sex, racial origin, colour, nationality, origin of national or ethnic minority, mother tongue, disability, state of health, religious or ideological conviction, political or other opinion, family status, motherhood (pregnancy) or fatherhood, sexual orientation, sexual identity, age, social origin, financial status, part-time nature or definite term of the employment relationship or other relationship aimed at work, membership in an organisation representing employees' interests, any other status, characteristic feature or attribute (hereinafter collectively: characteristics) are considered direct discrimination.
- In procedures instigated because of a violation of the principle of equal treatment, the injured party or the party entitled to an actio popularis must render it probable that the injured person or group has suffered a disadvantage, or in the case of an actio popularis, there is a direct danger of such a disadvantage, and the injured party or group - actually or as assumed by the offending party – possessed any of the characteristics defined in Article 8 at the time of the violation of law.
- If the case described hereinabove has been rendered probable, the other party shall prove that the circumstances rendered probable by the injured party or by the entity entitled to an actio popularis did not prevail, or he/she/it did observe the principle of equal treatment, or that he/she/it was not obliged to observe the principle of equal treatment in respect of the relevant relationship.

## II. Description of the national higher education legal environment related to equal treatment and equal opportunities

A) Pursuant to the Act on National Higher Education:

- The higher education institution shall ensure in the course of their operation that those involved in the performance of the tasks of the higher education institution observe the requirements of equal treatment and equal access when taking decisions concerning students, lecturers, professors and others who work in higher education.
- Persons performing educational tasks shall be obliged to transmit knowledge in an objective and multi-perspective manner, teach and evaluate according to the approved curriculum, and respect the human dignity and rights of students; lecturers and professors shall perform their activities by taking into account the individual abilities, talents and disabilities of students.
- Students shall have the right to receive complete, accurate and accessible information, provided as set out in law and the rules of the institution, for commencing and pursuing their studies, creating their study schedules and using the educational opportunities and resources available at the higher education institution; and to receive services that correspond to their condition, personal abilities and disabilities.



The Government shall ensure equal opportunities for

- a) disadvantaged students,
- b) those who are on unpaid leave for childcare purposes, or receive maternity benefit, childcare assistance, child-raising allowance or childcare benefit,
- c) disabled applicants,
- d) minority applicants,

paying special attention to the groups of students referred to in points a) to d) when defining the higher education admission procedure and during their studies in higher education, and to the group referred to in point d) when determining the number of students who may receive full or partial Hungarian state scholarships.

Disadvantaged children are those children or those who have reached the age of majority, and are entitled to a regular childcare allowance if one of the following conditions exists:

- poor education of the parent or the foster carer,
- poor employment of the parent or the foster carer,
- insufficient living environment of the child.

Student (applicant) with disability: a student with motor, sensory or speech disability, or multiple disabilities, autism spectrum disorder or any other disorder of psychological development (serious learning, attention-deficit or behavioural disorder).

Nationality is any ethnic group that is resident in Hungary for at least one century, which is in a numerical minority among the population of the State, distinguished from the rest of the population by their own language, culture and traditions, and it testifies to a sense of belonging, which is aimed at preserving all this, expressing and protecting the interests of their historically established communities.

- Higher education institutions may extend the period of funding by up to four semesters for students with disabilities. Such discount may be used to obtain several degrees (diplomas), provided that the total period of support used in accordance with this paragraph shall not exceed four semesters.
- Students with disabilities shall be given the opportunity to prepare for and take examinations in a manner adapted to their disabilities, and shall receive assistance for meeting the obligations arising from student status. In justified cases, disabled students shall be exempted from learning certain subjects, or parts thereof, or the obligation to give participate in an assessment. Where necessary, exemption shall be granted in respect of a language examination, or a part or level thereof. Disabled students shall be allowed a longer preparation period when taking an examination, the use of aids, such as a typewriter or computer, for written examinations and, where appropriate, the option of taking a written examination instead of an oral one.
- The exemptions referred hereinabove shall be granted only in respect of the grounds thereof and shall not entail exemption from the basic academic requirements to be fulfilled for obtaining the qualification attested by the diploma.
- The expert opinion on which the exemption is based shall be appropriate in terms of content and form.
- A disadvantaged students shall apply for the benefit or exemption to which he or she is entitled on the basis of the expert opinion.

B) Pursuant to Government Decree 87/2015 (IV. 9.) on the implementation of certain provisions of the National Higher Education Act:

1. At the request of a disabled student, the higher education institution shall lay down requirements which differ in whole or in part from the requirements of the curriculum, or shall refrain from fulfilling the requirements, if a discount or exemption may be granted to the student on the basis of the findings of the expert opinion certifying the disability.

2. Discounts applicable to students with mobility impairment:

- (a) partial or total exemption from practical requirements or other forms of exemption,
- (b) replacement of the written examination with an oral one, the oral examination with a written one,
- (c) exemption from the language examination or part or level thereof,
- (d) exemption from tasks requiring manual skills by requiring theoretical knowledge only,
- (e) enabling the use of special tools and equipment necessary for solving written tasks,
- (f) providing a longer preparation time than it is established for non-disabled students,
- (g) providing personal assistance during the student's studies.

3. Discounts applicable to students with hearing impairment (deaf, hard of hearing):
  - (a) partial or total exemption from practical requirements or other forms of exemption,
  - (b) replacing the oral examination with a written one, providing a sign language or oral interpreter during the oral examination - if required so by the student,
  - (c) exemption from the language examination or part or level thereof,
  - (d) simultaneous presentation of what has been said in lectures and exams to the student in terms of comprehensibility and comprehension,
  - (e) providing aids and visual illustration during each examination,
  - (f) providing a longer preparation time than it is established for non-disabled students,
  - (g) providing a personal assistant, note-taking interpreter, sign language interpreter during the student's studies.

4. Discounts applicable to students with visual impairments (blind, visually impaired students):
  - (a) partial or total exemption from practical requirements or other forms of exemption,
  - (b) the use of oral examinations or, in the case of written examinations, the use of special technical means instead of written examinations,
  - (c) exemption from the language examination or part or level thereof,
  - (d) exemption from manual tasks requiring visual skills, provided that theoretical knowledge may be required,

- e) providing the accessibility of questions and items on lectures, exercises and examinations on audio media, digitally, in braille or magnification,
- f) providing a longer preparation time than the one established for non-disabled students,
- g) providing personal assistance during the student's studies.

5. Discounts applicable to students with speech impairments (dysphasia, dyscalia, dysphonia, stuttering, whooping cough, aphasia, nasal speech, dysarthria, mutism, severe speech perception and speech comprehension disorders, central obsession, delayed speech development):

- a) a written examination instead of an oral examination and, in the case of examinations, the use of special technical means,
- b) exemption from the language examination or part or level thereof,
- c) providing a longer preparation time than established for non-disabled students,
- d) providing personal assistance during the student's studies.

6. Discounts applicable to a student with a mental disorder:

- a) dyslexia/reading-dysgraphia/writing-dysorthographia/spelling disorder:
  - oral examination instead of written examination or written examination instead of oral examination,
  - in the case of a written examination, a longer preparation period than that laid down for non-disabled students,
  - providing the necessary aids for the examination (in particular computer, typewriter, spelling dictionary, interpretive dictionary, synonym dictionary),
  - exemption from all or part of the language test or level.

b) in the case of a student with dyscalculia:

- exemption from calculation tasks, but theoretical knowledge may be required,
- during the examinations, the use of all the aids by which the student has previously worked during his/her studies (especially spreadsheets, calculator, configuration, mechanical and manipulative tools),
- and providing longer preparation time.

c) in the case of a hyperactive student or a student with attention deficit disorder:

- oral examination instead of written examination or written examination instead of oral examination,
- providing a longer preparation time than for non-disabled students,
- minimizing student waiting times for examinations,
- use of special tools and equipment necessary for solving written tasks,
- holding the longer examination in several installments, or allowing breaks without leaving the examination room, or allowing physical activity, tolerating emotional expressions,
- a separate examination from the other students,
- providing personal assistance during the student's studies.

d) behavioral dysregulation (disorders of socio-adaptive processes, emotional control, aggression towards self or others, anxiety, weakness of self-regulation, adaptability, purposeful behavior, self-organization, and metacognition) development):

- replacement of the written examination with an oral one, the oral examination with a written one,
- taking a longer examination in several installments or allowing breaks, tolerating individual urges and emotional expressions,
- a separate examination from the other students,
- during the oral examination - in case of a request of the the student - description of the questions, clarification of expectations and questions, simplification and clarification of the wording of the questions and instructions asked,
- a longer preparation period than that laid down for non-disabled students,
- providing personal assistance during the student's studies.

7. Discounts applicable to a student with autism (a disorder of the qualitative development of social and communication cognitive skills of autism, which may result in a lifelong disability):

- a) adapting the circumstances of the examination to the special needs of the student, an oral examination instead of a written examination or a written examination instead of an oral examination,
- b) assistance in clarifying expectations and questions during the examination, presenting the questions and instructions in writing during the oral examination, simplifying their wording,
- c) a longer preparation time than established for non-disabled students,
- d) using special tools (mainly sound recording device, computer, interpretive dictionary, other support, infocommunication technologies) during both the courses and the examination,



- e) exemption from the language examination or part or level thereof,
- (f) exemption from certain practical requirements due to difficulties arising from the disability or the replacement of certain practical requirements by non-practical tasks,
- g) providing personal assistance during the student's studies.

### Summary of Chapter II.:

1. The longer preparation period shall be set at least 30% longer than that laid down for non-disabled students.
2. In the case of cumulative disability, any of the preferences set out in points 2 to 7 may be granted, taking into account the individual needs of the student.
3. In justified cases, at the request of the student, on the basis of the expert opinion, the higher education institution may provide the student with additional or different discounts other than those regulated in points 2 - 7.
4. During the admission procedure, the disadvantaged situation, disability and, in the case of childcare, students are awarded with 40-40-40 extra points in basic education, undivided training and higher education vocational training. The certificate title shall exist in the interval between the publication of the Admission Information and the deadline for replacement of documents. Eligibility shall be proven by a document issued by a Hungarian authority.

5. The type of disability of a student (candidate) with a disability shall be proved by a certificate issued by the following bodies:
  - a) If the student's (candidate's) disability or special educational needs already existed during the secondary studies, the disability or special educational needs shall be justified by the expert opinion issued by the county (capital) pedagogical professional institutions and their member institutions acting as county or national expert committees.
  - b) If the student's (applicant's) disability and special educational needs did not exist during the secondary education, the disability shall be justified by the expert opinion issued by the National Pedagogical Service of Eötvös Loránd University.
6. As defined in the regulations of the higher education institution,
  - (a) the HEI assess the request for assistance, exemption and benefits from a student with a disability, and
  - (b) is assigned and performs the task of assisting students with disabilities by a higher education institution coordinator, and
  - (c) a student with a disability may use the personal and technical assistance and services provided by the higher education institution or otherwise available to the student with a disability, depending on the type and extent of the disability,
  - (d) a student with a disability may use technical means to replace the special note or other means of preparation.

### III. Description and interpretation of the relevant parts of the “USZ Regulations Ensuring Equal Opportunities and Equal Treatment”

1. The scope of the regulations extends to
  - lecturers, scientific researchers, employees of the USZ participating in the tasks of SZTE,
  - students applying to the USZ, and persons with a student status at the USZ.
2. The purpose of the regulations:
  - Enforcing the requirement of equal treatment and equal opportunities in higher educations.
  - In order to promote equal opportunities, the higher education institution shall contribute with its services to ensuring students' housing conditions, living a healthy, harmful and passion-free life, assisting the student's integration during higher education and his/her professional development after graduation.
  - The University of Szeged respects human dignity, uniqueness and human values of university citizens in connection with employment and training.
3. The Senate shall establish an “Employee Equal Opportunity Committee” and a “Student Equal Opportunity Committee.”



4. Voting members of the Student Equal Opportunities Insurance Committee of the University of Szeged:

- 1 medical expert (Faculty of Medicine),
- 1 legal expert (Faculty of Law),
- 1 special education teacher (Juhász Gyula Faculty of Education),
- 1 social policy expert (Faculty of Health Sciences and Social Studies),
- 1 person (Head) of the USZ USU's of Legal Aid Service,
- 1 person (Head) of the USZ USU's Study Advisory Service,
- 1 secretary (Student Counseling Centre),
- 1 student equal opportunities coordinator (chairman of the committee).

5. The task of the Student Equal Opportunities Committee:

- monitoring, evaluating and making recommendations on the full implementation of the principles of equal opportunities,
- examining applications for equal opportunities,
- the committee shall decide on the application within 8 days on the basis of a proposal from the faculty concerned and, if necessary, of a medical opinion,
- applicants may appeal against the decision of the committee within 15 days of receipt in accordance with the procedure for the submission and assessment of student appeals, laid down in the USZ Regulation,
- the validation of the decisions of the committee regarding students is carried out by the student equal opportunities coordinator and the deputy dean of education of the Faculty concerned, as well as by a designated employee of the Department of Studies,

- the division and control of the use of the priority student norm of students with disabilities;
- creation of service tasks and control of their efficiency;
- Priority is given to informing students through newsletters and Neptun.

6. The task of the student equal opportunities coordinator:

- managing the work of the USZ Student Equal Opportunities Committee,
- coordinating equal opportunities issues,
- participating in the work of the committee dealing with requests for exemption submitted in order to ensure equal opportunities,
- liaising with students with disabilities, their personal assistants and students in higher education,
- providing opportunities for assistance during the studies and examinations of students with disabilities, and organizing the consultation opportunities required by students with disabilities during the term-time,
- proposing the use of normative support to support the studies of students with disabilities and the acquisition of material resources necessary for the assistance,
- keeping a continuous record of the number of students with disabilities and complying with data protection provisions, and ensuring that the data are used for statistical purposes,
- reporting the statistics of students with disabilities to the Department of Studies within 60 days after enrollment. (There is an ongoing consultation between the Student Equal Opportunities Coordinator and the staff of the Faculty Studies Department in the field of statistical data.)



## 7. USZ's principles related to the studies of students with disabilities:

### a) Principle of conditionality of the application:

Students with disabilities shall submit their requests for assistance, exemptions and benefits to the Study Department of the Faculty responsible for the training of the student, which forwards the documents to the Equal Opportunities Committee of the USZ for consideration.

### b) Principle of providing support:

Students with disabilities are supported by professionals and personal assistants working within the USZ Equal Opportunities Committee, personal assistants are all those who, with a view to a self-determined philosophy of life, support students with disabilities in solving the various obstacles during their studies. The USZ Equal Opportunities Committee ensures their professional training and the necessary conditions for their work.

### c) Principle of preference requirements:

A student with a disability may, depending on the type and extent of his or her disability, use personal and technical assistance and services provided by the institution (eg personal assistant, sign language interpreter, special note), may be exempted from study requirements in accordance with the legal framework, and study benefits may be available (eg longer preparation time, written exam instead of oral).

## IV. Introduction to the “USZ Equal Opportunities Plan - regulations for students” (effective: 01/12/2020 / 30/06/2021)

1. In order to ensure the continuous operation of the Student Equal Opportunities Committee, a meeting shall be held twice a year, and minutes must be prepared.
2. It shall be granted that the full implementation of the principles of equal opportunities for students is monitored, evaluated and, if necessary, proposals are made.
3. It shall be granted that provision are made for the preparation of a plan for the next period (prior consultation with the USU as a student advocacy organization).
4. It shall be ensured that the work of the Student Equal Opportunities Committee is properly coordinated and monitored at the institutional level (eg: annual report of the Student Equal Opportunities Coordinator).
5. Proposing the use of normative support to support students with disabilities. Priority should be given to the acquisition of the most important high-value tangible assets, supporting disadvantaged students.



6. It shall be granted about the division and control of the use of special student norms for students with disabilities.
7. The cost of transport to the place of education for students with mobility impairments or visual impairments shall be supported.
8. Informing students with disabilities and keeping in touch with them (newsletters, electronic student registration system, personal consultations, etc.) shall be a priority.
9. It shall be ensured that the submitted waiver requests are processed in a pre-determined order (eg adherence to the administrative deadline).
10. Transparent, continuous availability and publication of basic information on the website: <http://www.sansz.hu/index/lang:en> (also in English)
11. Informing persons with disabilities about the events, trainings, courses organized by the Student Counseling Center of the USZ (newsletters, electronic student registration system, [www.sansz.hu](http://www.sansz.hu)).
12. It shall be ensured that the number of students with disabilities is recorded continuously and in compliance with data protection provisions, and that the use of data for statistical purposes is ensured.

13. Informing the lecturers about the rights and obligations of students with disabilities (newsletters, electronic student information system, group consultations, organized trainings) shall be a priority.
14. The employees in the Department of Studies shall pay constant attention to
  - manage the affairs of the students concerned,
  - mediate between the lecturers and the Student Equal Opportunities Committee,
  - inform students who are not registered during enrollment and make them join the support system as soon as possible,
  - the professional training of the faculty's equal opportunities staff is the task of the Student Equal Opportunities Committee.
15. Informing the student organizations within the university (especially the USU) about the rights and obligations of students with disabilities (newsletters, student electronic information system, group consultations, organized trainings, trainings) shall be a priority.
16. In order to make the work of the Student Equal Opportunities Committee more efficient, the USU shall play an important role in providing adequate information and informing about the events of the Students Counseling Center of the USZ.

17. In addition to disability issues, the University shall examine the programs and services open to groups affected by equal opportunities in the field of equal opportunities for students (eg: students from disadvantaged or ethnic groups).

The student equal opportunities coordinator shall be responsible for the implementation of the tasks described above in the Equal Opportunities Plan of the USZ.

Contact information and office of the Students Counseling Center of the USZ: 6722 Szeged, Vitéz u. 17. (Office 11)

Barrier-free on-call place: Study and Information Centre of the USZ, Student Centrum, Information Point (Szeged, Ady square 10.)

Phone: (+36) 62 544 029

E-mail:

[eselyiroda@rekt.szte.hu](mailto:eselyiroda@rekt.szte.hu)

[szte.eselyiroda@gmail.com](mailto:szte.eselyiroda@gmail.com)



EFOP-3.4.3-16-2016-00014

# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION***

## ***Student data management***

*Subproject: AP2 Complex development of study  
programmes and services*

*Topic: OKTIG\_1 Administrative background of  
development of study programmes based on learning  
outcomes*

***Tamás Racskó***

**SZÉCHENYI** 



MAGYARORSZÁG  
KORMÁNYA

Európai Unió  
Európai Szociális  
Alap



**BEFEKTETÉS A JÖVŐBE**

# Hierarchy of the legal system of the higher education

Act on (National) Higher Education  
2011 (NHEA, Nftv.) — previously: 2005 (HEA, Ftv.) — **1993**

## Implementing regulations (IR) and other decrees

Government decrees: e.g. **87/2015** (No. 87 of 2015, main IR)  
Ministerial decrees: e.g. **18/2016 EMMI** (PRLOs, Sep. 2016 – Dec. 2021)

## Ministerial communiqués

Study requirements & learning outcomes (PRLOs, from Jan. 2022)

## University regulations

Academic regulation, Student Fees & Benefits, ..., **Data Protection Reg.**, ...

## Internal procedures and schedules

## Practices and routines

## Other acts connected with the data management

- The Fundamental Law of Hungary (Articles VI and IX)
- **Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information (“Privacy Act”)**  
[https://www.naih.hu/files/Privacy\\_Act-CXII-of-2011\\_EN\\_201310.pdf](https://www.naih.hu/files/Privacy_Act-CXII-of-2011_EN_201310.pdf)
- Act CXIX of 1995 on the Use of Name and Address Information Serving the Purposes of Research and Direct Marketing
- Act VI of 1996 on proclamation of the Treaty on the Protection of Individuals with regard to Automatic Processing of Personal Data signed in Strasbourg on 28/01/1980
- Act CVIII of 2001 on Certain Issues of Electronic Commerce Services and Information Society Services
- Act C of 2003 on Electronic Communications
- Act XLVIII of 2008 on Essential Conditions of and Certain Limitations to Business Advertising. Activity
- Act V of 2013 on the Civil Code of Hungary (e.g. Section 4:222)
- Act C of 2012 on the Criminal Code  
<https://njt.hu/translations>
- **GDPR: General Data Protection Regulation (European Union)**  
Regulation (EU) 2016/679 of the European Parliament and of the Council  
<https://eur-lex.europa.eu/eli/reg/2016/679/oj>

# The Fundamental Law of Hungary

## Article VI

„(3) Everyone shall have the right to the **protection of his or her personal data**, as well as to access and disseminate data of public interest.

(4) The application of the right to the protection of personal data and to access data of public interest shall be supervised by an independent authority established by a cardinal Act.”

## Article X

„(3) ... Higher education institutions shall be autonomous in terms of the content and the methods of research and teaching; their organisation shall be regulated by an Act. The Government shall, within the framework of the Acts, lay down the rules governing the management of public institutes of higher education and shall supervise their management.”



## GDPR

- Obligation of a clear affirmative consent to data processing\*
- Obligation of the data portability
- Obligation to give information in case of personal data breaches
- Right to prior information (in a concise and clear way)
- Right to access
- Right to rectification
- Right to restrict data processing\*
- Right to erasure\*
- Right to lodge a complaint  
BUT
- The above can be in contraction with the Act on National Higher Education (NHEA), e.g. „*Duration of data processing: the data may be retained for eighty years from the notification of the termination of student status.*” – Acts may limit obligations and rights indicated by an asterisk (\*).

# NHEA and ERA — the legal base of the data processing

- Annex 3 of NHEA

- I. Personal and sensitive data recorded and processed by the higher education institutions
  - I/A. Employee data
  - I/B. Student data
- II. Personal and sensitive data recorded and processed in the Higher Education Information System (HEIS)\*
  - II/A. Master data of the higher education institutions
  - II/B. Personal master data of employees
  - II/C. Personal master data of students
  - II/D. Master data pertaining to admissions

» The data processed by the HEIS were transferred to the Annex 3 of the Act LXXXIX of 2018 on the Educational Register (i.e. ERA) with effect from 1/1/2019 — Cf. *EPR* on slide 20
- III. Certain issues of data processing and transfer relating to the operation of Higher Education Information System
- ...

- Annex 5 of ERA

- Personal and sensitive data processed by the agency responsible for the control of the conditions of the Hungarian state grant
  - » This annex was also transferred from the NHEA to the ERA.

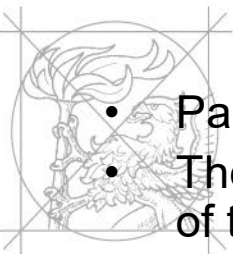
\* For the details about the Higher Education Information System (HEIS), see information from slide 18.

# Most important acts on data transfer in addition to NHEA

- Direct data transfers:
  - Act V of 2013 on Civil Code  
**Section 4:222. [Information obligation regarding studies]**  
 The institution providing training and education for the child engaged in further studies shall be required to inform, at his request, the parent obliged to pay child support on whether his child pursues or has terminated his studies.
  - Act II of 2007 on the Admission and Right of Residence of Third-Country Nationals  
**Section 74/A. § (1)** Educational institutions are required to notify the competent immigration authority within eight working days by supporting the following information in connection with students who are foreign nationals, concerning the taking up, pursuit and suspension of their studies, including those who failed to comply with the obligation of enrolment, and whose student status has been terminated:
    - a) data of the higher education institution (name, address),
    - b) biographical identification data of the third-country national, id number of the residence permit, visa,
    - c) type, date and form of the establishment, interruption and termination of the student status,
    - d) name of the study programme, mode and finance form of the study, registered semesters, time of the interruption of the student status, prospective date of the end of the studies.
- Indirect data transfers (e.g. via the Higher Education Information System):
  - Act LXXX of 1997 on the Eligibility for Social Security Benefits and Private Pensions  
**Section 44/A. § (3)** The bodies listed below shall submit to the health insurance administration agency the notification relating to the commencement and termination of eligibility for health services within ten days following the first and the last day of the period of eligibility [...]
    - e) in connection with the students and scholars referred to in Paragraph i) of Subsection (1) of Section 16 [i.e. *Hungarian citizens of legal age attending institutions of higher education governed under the Higher Education Act, pursuing a full-time course of study, as well as foreign nationals under scholarship or student relationship under a scholarship provided on the basis of an international agreement or by the minister in charge of education*], the head of the body operating the public education information system or the higher education information system.

## IR No. 87/2015 — the details of the data processing

- Part 14 — Electronic system of educational records, documents processed by the higher educational institutions (HEIs)
  - Section 34–49. Compulsory documents processed by HEIs and their data contents
    - Section 41. § (1) The higher education institution shall keep a physical grade book, if the following conditions cannot be simultaneously complied with:
      - a) the student is notified of the registered and cancelled subjects as defined in the regulations of the HEI;
      - b) the HEI provides a course record sheet (fulfilment sheet) for the student with the content specified in subsection (2) in case of oral examinations – the form and time of the availability has to be defined in the regulations of the HEI;
      - c) in case of examinations different from the one in Item b), the HEI informs the student about the results in form and time defined in the regulations of the HEI; and
      - d) the Student Information System operated by the HEI allows the student to print the data of the academic records defined in the Subsection (12) of Section 36, and issues a certified copy of data in Item 7 of Subsection (2) of Section 36 free of charge upon request once a semester („semester transcript of records”).
    - (2) The course record sheet (fulfilment sheet) contains the semester of the given academic year, the name and ID number of the student, the name of the registered subject or curriculum item, the date and time of the examination, the result of the examination, the name, ID number and signature of the examiner.
  - Annex 9: Standard texts of the compulsory official documents
- Annex 6: Data processed by the Higher Education Information System in addition to the ones specified in the Act on the Educational Register (ERA)
  - This annex is empty now. Previously it enumerated the email address and the phone number, but these were also transferred to ERA (phone number is mandatory only in case of students with a state grant).
- Part 17 — Section 53. Principles of publication of study information
- The legal phrase “... *regulated in the HEI’s rules* ...” gives the background of the extent of the academic regulations and other rules of the university.



# Privacy Policy of the University of Szeged

**Principle of purpose limitation:** necessary and sufficient extent of the data processing is important even in the context of a legal obligation

- **Section 16 (4)** The University shall record in its study system personal and special data which are indispensable for the exercise of the rights and fulfilment of the obligations of applicants and students, the organisation of training and research, the exercise of the rights of employers, the exercise of the rights and fulfilment of the obligations of teachers, researchers and employees, as well as indispensable for keeping the records required by law, for establishing, assessing and certifying entitlement to the benefits provided for by law and by the organisational and operational rules of the higher education institution, and for the purpose of tracking graduates.

## Who has access to the recorded data:

- Data transmission within the University's organisational system: Sections 64 - 67
- Data transfer outside the University's organisational system: Sections 68 - 77
  - Data transfer to the Higher Education Information System: Section 71
  - Data transfer to the Public Education Information System: Section 72
  - Data transfer to the Adult Education Data System: Section 73
  - Data transfer abroad: Section 74
  - Data transfer for statistical purposes: Section 75
  - Processing of personal data for scientific research: Section 76
- Use of a data processor: Section 50
  - The use of a data processor does not involve data transfer because although the processor may have access to the personal data, but they are not allowed to decide what to do with them, and they may only carry out the instructions of the University as the data controller. This is the case, for example, of the study system developer when dealing with errors.
- **Right to legal redress:**
  - Data protection complaint to the head of the department responsible for the processing: § 44
  - Contacting the Data Protection Officer: Section 45
  - Public interest reporting on data protection (anonymously!): Section 46
  - Right to apply to the Data Protection Authority and to the courts: Section 48

# Academic and Examination Regulations (AER)

- Annex 6: The rules of keeping and management of the electronic grade book (academic records)
  - 1. Legal background
  - 2. Rules of access to the electronic grade book [rights of students, instructors, academic offices and SIS management]
  - 3. Rules of authorization processes during management of the electronic grade book
- 8.3. The educational plans and the study plans must be made publicly available to the students.
- 8.4. The faculty or the teacher responsible for the teaching of the subject announces the subject requirements, the subject syllabus, and the form of the examination on the “annotation” section of the ETR [i.e. the Student Information System, SIS] the latest by the end of the second week of the study period.
- 13.5. The student’s identity must be verified at the examinations. [...]
- 13.6 With the aid of the electronic study system (ETR), the university employs electronic record-keeping of its students’ studies (electronic grade book).
  - As a part of its use, in regards to informing the student about the results of examinations, the examiner must do so by entering the grades into the ETR according to 13.3. In the case of oral examinations, the results must be available on the ETR by noon on the day subsequent to the examination.
  - The examiner must record — and certify with his or her signature — the student’s grade either in the grade book or on a course and mark registration sheet printed from the ETR.
  - Subsequent verification of the evaluation of written examinations is possible by means of the student’s written test, which must bear the grade, the name and the signature of the examiner.
  - The student may dispute the genuineness of the evaluation on the ETR within 14 days after the end of the examination period at the department responsible for the subject. If found to be legitimate, the contested evaluation must be corrected based on the evidence of the grade book/course and mark registration sheet and the grade written on the test. The correction is made by the department/lecturer. In case the student’s complaint is disputed, the final decision on the case rests with the academic board. In case of an offense, legal redress can be sought in compliance with the student redress regulations procedure.
  - Upon request, once per semester and free of charge, the student is provided with a certified copy of the closed registry sheet for the semester, which also contains the grade book data (the certified printout of the registry sheet data for the semester in the ETR).



## Internal procedures and schedules

More ways of publication:

- According to actors
  - For students
  - For instructors
  - For the academic administration
- According to place:
  - Webpage of the Directorate for Academic Affairs  
<https://u-szeged.hu/oktig/documents>
  - On-line schedule of SIS
  - News on the login page of SIS (Neptun)
  - Circular emails, Neptun messages
  - Webpages of the Faculties and Departments

### 2021-2022 call for applications for a National Higher Education Scholarship

#### *Scope of applicants*

As per the amendment of Act CCIV of 2011 On National Higher Education (hereinafter referred to as ANHE) in force from July 10, 2016, the **scholarship is to be named** the ‘**National Higher Education Scholarship**’.

The regulations pertaining to awarding the National Higher Education Scholarship —based on the ANHE and Government Decree 51/2007. (III. 26.) on the benefits of, and certain fees payable by students partaking in higher education — remain unchanged in the 2021-2022 academic year.

The National Higher Education Scholarship is for a full academic year, i.e. for 10 months, and amounts to HUF 40,000 per month pursuant to Section 114/D (1) c) of the ANHE.

*Students taking part in a state-funded (including scholarship and part-scholarship) or fee-paying full-time undergraduate, master's or undivided training program who have been, or were - during earlier studies - enrolled for at least two semesters and have earned at least 55 credits, may **apply** for a National Higher Education Scholarship.*

*In accordance with the provisions of the ANHE, students who pursue their master's degree after undergraduate education, provided that they meet the other conditions for obtaining a*



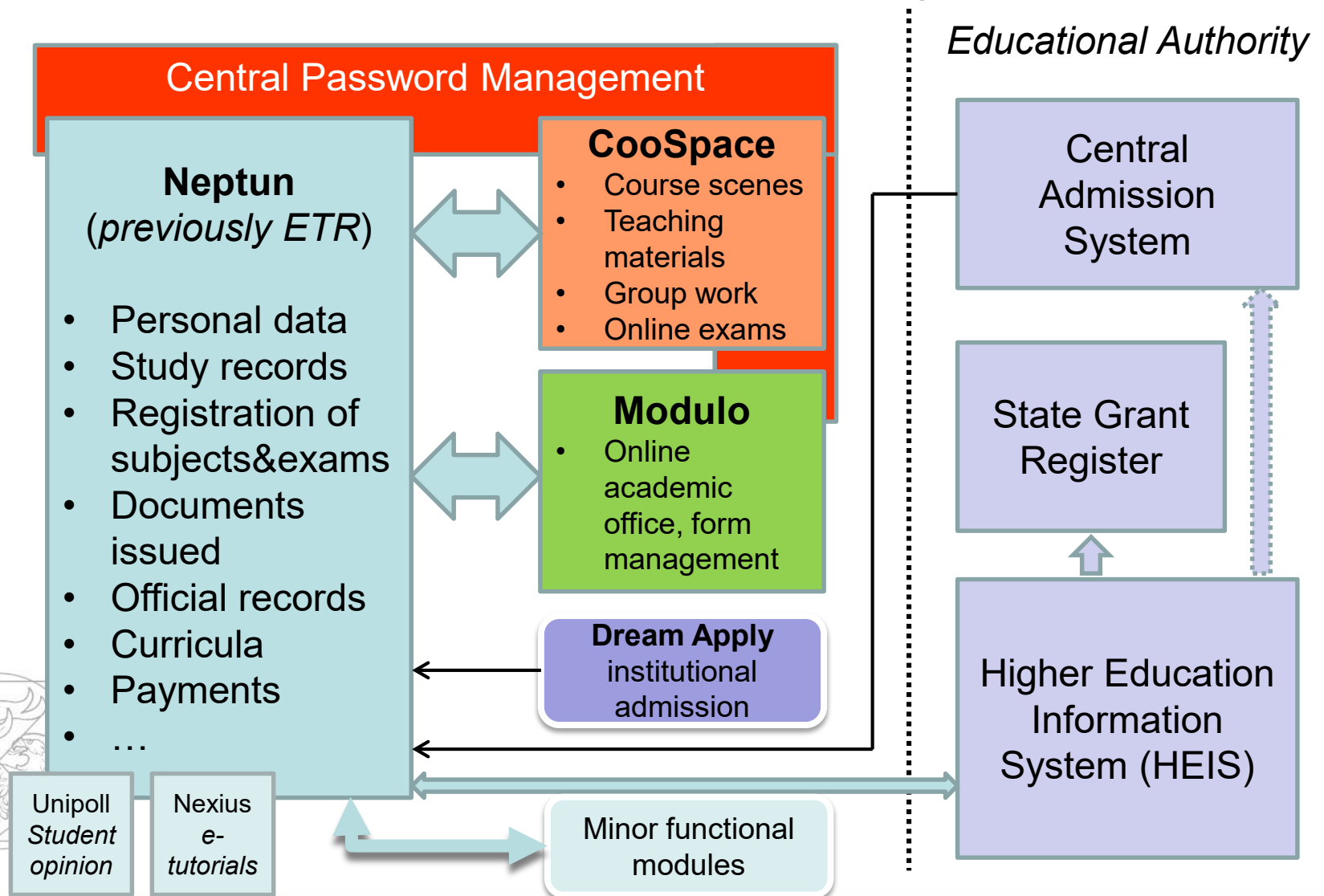
## On-line Schedule of SIS

<http://web5.etr.u-szeged.hu:8080/naptar/index.jsp?lang=english>

- List of tasks derived from the AER and internal procedures according to their dependencies within the time frame of the academic year – it is published before the next academic year (cf. GDPR: right to prior information)
- The schedule displays the periods for complaint and appeal (cf. GDPR: right to rectification and to lodge a complaint), e.g.

Code	Activity	Description	Starts	Ends
1.KIV. 20.50	Unsettled student fees: electronic reminder	tuition fee, procedural fees etc.	09.11. 2021	09.11. 2021
1.KIV. 20.55	Unsettled student fees: written reminder	tuition fee, procedural fees etc.	15.11. 2021	15.11. 2021
1.SZG. 50.40	Complaint against specialization result	to the Academic Office	22.11. 2021	24.11. 2021
1.VZS. 20.50	Complaint period	in connection with course completion and exam results	31.01. 2022	17.02. 2022

# The structure of the Student Information System at USZ



# Data processors and operators of the Student Information System

## Faculties and Central Departments

- Academic Offices / Dean's Offices
  - Admission
  - Processing of personal data
  - Processing of study data
  - Evaluation of curriculum
  - Issuing documents
  - Processing applications, requests
  - General front office
  - Back office (for the departments)
  - CooSpace scenes for programs
- Faculty & Central Departments, Institutes
  - Announcing courses
  - Publication of course topics and requirements
  - Announcing exams
  - Registration of grades
  - Judgment of certain requests
  - CooSpace scenes for courses

## Student's Service Office (SSO)

- Front office (central enrolment, student card, financial issues)
- Back office: implementation of financial operations (fees, allowances, scholarships etc.)
- Management of Modulo system

## Directorate of Acad. Affairs

- Management of Neptun, CooSpace systems and minor IT components
  - Coordination of educational procedures
  - Professional support for the Faculties and SSO
  - Back office (for the central departments)
    - ↑ *supervised by the*
- Vice-Dean for Academic Affairs**

## Other processors

- **Directorate for International Affairs**
- Doctoral Council
- Dormitories
- Student Union

**Directorate for Information Technology and Services:** hardware and system software operation

Former **Computer Centre:** servers (Neptun, CooSpace), password mgt.

**SSO:** Modulo, BBB

# Scope of educational data stored in the SIS

The scope of data sets is limited to the one described in Annex 3 of NHEA supplemented with Annex 6 of IR

I/B. Student data

1. The data recorded pursuant to this Act are the following:

**a) data pertaining to admission:**

- aa) the applicant's name, gender, name at birth, mother's name, place and date of birth, nationality, place of residence, place of stay, address for service, telephone number and, in the case of non-Hungarian nationals, the purpose of stay in the territory of Hungary and the name and number of the document entitling to stay or, in the case of persons having the right of free movement and residence pursuant to a specific law, the document certifying the right of residence,
- ab) data on the secondary school leaving examination,
- ac) secondary school data,
- ad) data necessary for the assessment of the application for admission,
- ae) the data of the admission procedure, the application identification number,
- af) the identification number of the declaration made under Article 48/D(2);

**b) data pertaining to student status:**

- ba) the student's name, gender, name at birth, mother's name, place and date of birth, nationality, place of residence, place of stay, address for service, telephone number, email address and, in the case of non-Hungarian nationals, the purpose of stay in the territory of Hungary and the name and number of the document entitling to stay or, in the case of persons having the right of free movement and residence pursuant to a specific law, the document certifying the right of residence,
- bb) type of student (guest student) status, when and how student status was acquired and terminated, name of programme pursued, any state funding received for the programme, mode of study, expected date of completion, assessment of student performance, data on examinations, semesters commenced, period of funding used, periods of suspension of student status,
- bc) places and dates of courses taken at other higher education institutions abroad,
- bd) credits collected and recognised in the course of the programme, validated studies,

- be) data on student allowances, data necessary for the assessment of eligibility (social situation, data on parents, data on maintenance),
- bf) data on student employment,
- bg) data on disciplinary and damages cases involving the student,
- bh) data necessary for the assessment of eligibility for special treatment as a disabled student,
- bi) data on accidents involving the student,
- bj) serial number of student identity card, identification number of master data sheet,
- bk) student identification number, social security number,
- bl) data on the completion of the practice period, the final certificate, the final examination (doctoral defence), the language examination, and the diploma and diploma supplement,
- bm) data necessary for the exercise of rights and fulfilment of obligations arising from student status;

**[other data]**

- c) graduate tracking data;
- d) tax identification number;
- e) data serving to identify the documents supporting the data;
- f) data on fees and costs paid by the student, and any payment in instalments, deferment or exemption related to payment obligations;
- g) if the student receives student assistance, childcare assistance, childcare benefit, regular child protection allowance or housing assistance, data on these;
- h) in the case of scholarships established by the Government by way of a decree pursuant to Article 85(1) an (2), data on the scholarship provided in support of the studies pursued by the student and disbursed on the basis of student status;
- i) data on student competence assessments and the results thereof.

**3. Duration of data processing:** the data may be retained for eighty years from the notification of the termination of student status..

**Annex 6 of IR no. 87/2015**

(No further personal data are required at present.)

# Data publication on the student web interface of Neptun

The screenshot displays the Neptun student web interface. At the top, there is a navigation bar with a 'Menu' dropdown and a 'Menu search' field. The user's profile is shown as 'Law OSZKJOG N - Integrated master...' with a green '1247' badge. The main content area is titled 'Personal information > General data'. It features a circular profile picture of a flower and a blurred rectangular area. Below this is a tabbed interface with 'General data' selected, and other tabs include 'Previous qualifications', 'Studies', 'Certificates', 'Declarations', and 'Change history'. The 'Details' section contains a table with personal data: Title, Family name (Teszt), Given name (Elek), Sex, Login name, Mother's print name, and Mother's name title. A 'Show more' link and an 'Edit data' button are also present. The 'Contact information' section includes a note: 'To record a new availability, click the Add a new contact button'. It contains three rows of input fields for 'Email address', 'Address (Permanent address)', 'Address (Work address)', 'Phone number', 'Phone number (Default)', and 'Phone number', each with a right-pointing arrow.

- » Personal information
  - General data
  - Contact information (email and mailing address can be changed)
  - Data modifications: disabled, via Academic office or a Modulo form (controlled data may be stored only)
  - Previous qualifications, studies
  - Certificates, preferences
- « Studies / Advancement
  - Curriculums
  - Averages (calculated only after finishing a semester)
  - **Registry record**
    - » Terms data
    - » Official notes
    - » Training data
- « Finances
  - “To be paid”, invoices
  - Scholarships and payments
- « Information
  - Inquiries/Information
    - » My exams with ...
    - » My subjects with ...
  - FIR details
  - Subject and course list

Make sure that your name and other personal details are correct in Neptun, as they will be printed on your degree certificate. Otherwise you may have problems when using the diploma.

## View of the administrator interface of Neptun

V2021.1.34 (2021.06.24.) : Students (54000)

File Eszközök Szerepkörváltás Kedvencek Help Videók

**NEPTUN**  
Egységes Tanulmányi Rendszer

Saját menü Általános menü

- My data (2000)
- Administration (954000)
- Students (54000)**
- Employee data (148000)
- Organization units (280000)
- Sites (558000)
- Manage subjects (704000)
- Lecture notes (784000)
- Trainings (1156000)
- Final examination module (406000)
- Diploma supplement (2660000)
- Student card management (104000)
- Finances (786000)
- Student loan applications (2760000)
- Dormitory administration (756500)
- Classroom management (834000)
- Create class schedule (904000)
- Calendar entries (828000)
- Class register (896000)
- FIR Data supply (629500)
- Erasmus (672500)
- Request usage (934500)
- Neptun Meet Street (517500)
- TaViSz (1030500)
- PPP Operation (364000)
- EVOP inventory (382000)

Kijelölés Kijelöléseket töröl Frissítés

	a1701154_Code	NeptunCode	EHA code	PrintName	MotherName	BomDate	BomName
<input type="checkbox"/>	ÁJTK			Teszt	Teszt	/1990	Teszt

PrintName  Keresés

**Személyes adatok** Állampolgárságok Hivatalos adatok Okmányok Elérhetőségek Munkahelyi adatok Képzettségek Joqviszony adatok

Neptunkód:  Oktatási azonosító:  Login név:  Jelszó módosítás Web<-

**Viselt neve**

Előtag Vezetéknév Utónév Nyomtatási név ☒

Teszt    EN

**Anyja neve**

Előtag Vezetéknév Utónév Nyomtatási név ☒

Teszt    EN

**Születési neve**

Előtag Vezetéknév Utónév Nyomtatási név ☒

Teszt    EN

Születési ország:  Születési megye:

Születési város:  Születés dátuma:   precise ☐ Archived

Neme:  AD státusz:  ☐ ToFIR

Képzés összerendelés Hallgató hozzárendelése Hallgatók összevonása Nyomtatás Hozzáad Szerkeszt Töröl Mentés Mégsem

☒ Archiváltak is Jelszógenerálás Tanulmányok Duplikáció ellenőrzés Konténerbe rakható HSTR ADLE

Letöltve 1 / 1 rekord.



# Higher Education Information System (HEIS)

**NHEA Section 2** (6) Higher education institutions shall maintain the records required by law and report the data specified in the national statistical data collection programme and the higher education information system.

**19. §** (1) A central register (hereinafter referred to as “higher education information system”) **shall contain all data that are necessary for exercising the state powers related to higher education, national economic planning, and the exercise of rights and fulfilment of obligations by those who participate in higher education.** All references in this Act to a central register shall apply to the higher education information system.

**ERA Section 1** (1) A central register (hereinafter referred to as “educational register”) shall contain all data that are necessary to implement the public service duties connected with the public education, vocational training, higher education, life long learning, the related tracking and the language certification, to support the exercise of rights and fulfilment of obligations by those who participate in these services, to establish the national economic planning and to ensure the data security.

(2) The educational register shall be an electronic **public register containing authentic data** [...]

**Section 4** (1) The educational register comprises the following subsystems or applications:

- a) information system of the public education,
- b) information system of the vocational training,
- c) higher education information system [HEIS],
- d) information system of the life long learning programs,
- e) integrated tracking system of the teacher service agencies,
- f) information system of the educational cards (students cards etc.) [EDUCARD],
- g) Hungarian state grant register [HSGR],
- h) register of the state accredited language certifications,
- i) educational tracking system,
- j) graduate tracking system [GTS].

- (3) The following subsystems of the system in Item c) of Subsection (1) [HEIS] manage personal data:
- a) register of higher education institutions;
  - b) personal records of employees;
  - c) higher education admission system;
  - d) personal records of students.

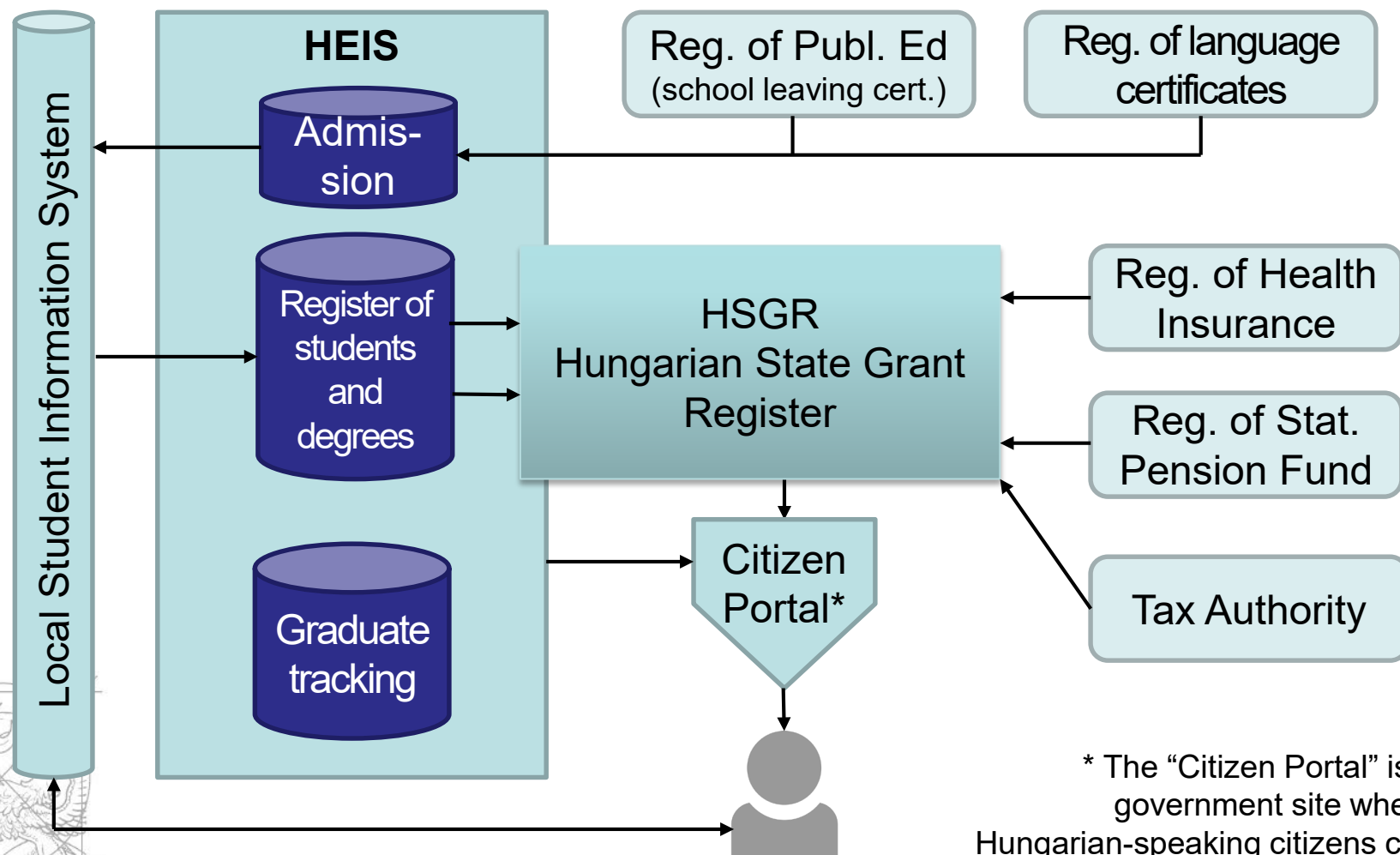
**Section 5** (1) The data controllers specified in this Act or in other laws **shall supply data** into the educational register as it is specified in this Act or in other laws.

(3) The data controller **is responsible for the accuracy of the supplied data.**

**IR No. 87/2015** Section 28 (1) The higher education institution [...] transfers the personal data of the students, doctoral candidates, the data of the student statuses, doctoral candidate statuses into the HEIS **within 15 days** [...]

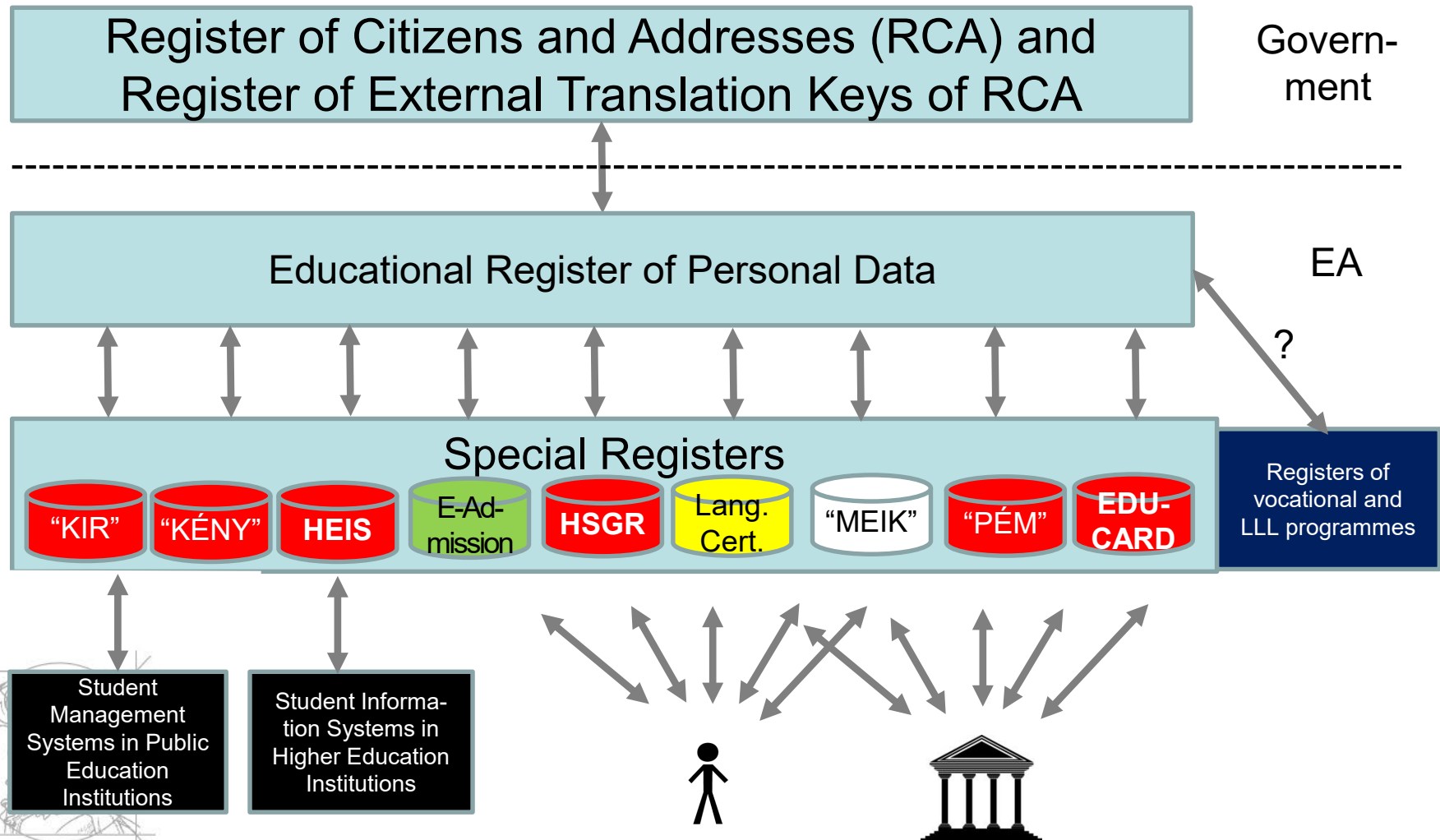


## Data connections of the Higher Education Information System (HEIS)



\* The "Citizen Portal" is a government site where Hungarian-speaking citizens can arrange e-government issues.

# Subsystems and applications of the Educational Authority (EA)



Educational Authority (30/06/2018)

## Scope of data of the Higher Education Information System

- According to Part IV of Annex 3 of ERA (previously: Part II/C of Annex 3 of NHEA)
- Similar as the scope of educational data stored in the SIS (see [slide 15](#)) with the following main exceptions. HEIS does not contain:
  - Data connected with admissions (these are anonymized in the central register after one year)
  - Individual educational facts (registered subject, exams, grades), but earned and transferred credits per semester are processed for every student
  - Data regarding student employment
  - Data connected with disciplinary and damages cases
- ERA and NHEA do not fix the duration of data processing of HEIS (law must be harmonized with GDPR!). In the case of the other components the data may be processed:
  - State grant register: for a period of 5 years after the fulfilment of the conditions set for the student (the latter can take even 20 years!)
  - E-Admission: for 1 year (the admission data of enrolled students are transferred to the Student Information System and to HEIS)
  - Other: for 5 years



## You can check your data in HEIS ...

- Limited view is available only for the data submitted by the given HEI:

- Neptun: Information / FIR data  
(If no data is displayed, contact the Neptun support for extra retrieval of your HEIS data)
- Neptun: other screens related to the given scope of information

- Full view available:

- In Hungarian after logging in to the “Citizen Portal” ([www.mo.hu](http://www.mo.hu)) at Education, Research / Higher and Adult Education / Hungarian Higher Education System

Address	Notifications	Preference	Documents	Language knowledge	Training data
Training site	Faculty name	Training language	Mode		
ed	Szegedi Tudományegyetem	Hungarian	Part-time		
Type of training period	Initial	Date of registration	Registration type		
Semester	Szegedi	02/02/2022	-		
Method of origin	Expected	End of the training	Training termination mode		
Admittance	31/0	31/01/2023	Successful final examination		
Date of pre degree certificate	Date of exam	Language exam presentation date	Scholarship contract number		
09/01/2023	23/0	-	-		
Completion date of practicum					
-					
Training periods taken up					
Institution	Status	Total earned credits	Total credit accredited		
Szegedi Tudományegyetem	Active	28	0		

# HEIS viewer of personal data for higher educational institutions

- Available on the web site of the Educational Authority
- Mainly for checking the usage of the state grant quotas.
  - EEC citizens also can get a state grant if they are admitted via the central admission system.
  - Stipendium Hungaricum is legally different from the state grant. Its quota is controlled by the Tempus Public Foundation and not by EA.
- Study programs, semesters and grade certifications submitted by other HEIs are also displayed.
  - This is an extra information in addition of the view in Neptun
- A similar but full view is available for the students on the „Citizen Portal”.

## Támogatási idő keret

Képzési időszak *	Keret típusa	Keret nagysága	Keret felhasználás Hozott dokumentum alapján	Keret felhasználás Képzési időszak alapján	Felhasználási kedvezmény	Egyenleg
2020/21 tavasz	doktoranduszi	8	0	-6	0	2
2017/18 tavasz	hallgatói	12	0	-12	0	0

\* Az itt megjelölt félév mutatja, hogy melyik az utolsó olyan félév, melynek adatait a számításnál a FIR figyelembe vette. Amennyiben az intézmény már előre bejelentett ennél a félévnél későbbi adatokat, ezeket a számításnál nem vettük figyelembe. Az itt látható támogatási idő felhasználások tehát a megjelölt félév végén érvényes számokat mutatják.

## Hozott dokumentumok alapján meghatározott támogatási idő felhasználás

Nincs támogatási idő szempontjából releváns adat.

## 2006 előtt megkezdett képzéseken felhasznált képzési időszakok száma (Hallgatói)

Nincs támogatási idő szempontjából releváns adat.

## Teljesített képzési időszakok alapján meghatározott támogatási idő felhasználás (Hallgatói)

Jelleg	Képzési időszak	fizika alapképzés (BA/BSc) nappali Saját intézményi bejelentés		fizikus mesterképzés (MA/MSc) nappali Saját intézményi bejelentés		Félévek száma
†	2012/13 őszi	állami ösztöndíjas / aktív	SZTE	-		-1
†	2012/13 tavasz	állami ösztöndíjas / aktív	SZTE	-		-1
†	2013/14 őszi	állami ösztöndíjas / aktív	SZTE	-		-1
†	2013/14 tavasz	állami ösztöndíjas / aktív	SZTE	-		-1
†	2014/15 őszi	állami ösztöndíjas / aktív	SZTE	-		-1
†	2014/15 tavasz	állami ösztöndíjas / aktív	SZTE	-		-1
†	2015/16 őszi	állami ösztöndíjas / aktív	SZTE	-		-1
†	2015/16 tavasz	állami ösztöndíjas / aktív	SZTE	-		-1
†	2016/17 őszi	-		állami ösztöndíjas / aktív	SZTE	-1
†	2016/17 tavasz	-		állami ösztöndíjas / aktív	SZTE	-1
†	2017/18 őszi	-		állami ösztöndíjas / aktív	SZTE	-1
†	2017/18 tavasz	-		állami ösztöndíjas / aktív	SZTE	-1

EFOP-3.4.3-16-2016-00014

# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION Hungarian State Scholarship***

*Subproject: AP2 Complex development of study  
programmes and services*

*Topic: OKTIG\_1 Administrative background of  
development of study programmes based on learning  
outcomes*

***Tamás Racskó***

**SZÉCHENYI**  2020



MAGYARORSZÁG  
KORMÁNYA

Európai Unió  
Európai Szociális  
Alap



**BEFEKTETÉS A JÖVŐBE**

## Hungarian State Scholarship (HSS)

- Article 39 (1) of the Act No. CCIC of 2011 on National Higher Education (NHEA):  
*“All Hungarian nationals shall have the right to study at higher education institutions under the conditions set out in this Act, participating in programmes funded fully or partially through Hungarian state scholarships [...]”*
- HSS covers tuition fees, but not other costs (e.g. living expenses, accommodation).
- However, being a HSS student gives you the opportunity to apply for additional scholarships at your university, especially:
  - Study scholarship: half-yearly grant based on your academic performance in the previous semester
  - Regular and exceptional social scholarship: if the family income does not reach a certain level
- HSS is awarded by applying for a scholarship place in the national central admission procedure (see later for details) except doctoral studies. — The universities themselves cannot grant such status for (under)graduate programs.
- HSS should not be confused with other scholarships awarded by the Hungarian state to international students, such as the Stipendium Hungaricum scholarship. Such other scholarship students are considered to be self-funded students for the purposes of NHEA (e.g. they cannot receive study and social scholarship).



## HSS and international students / 1

Article 39 (1) of NHEA continues: “[...] *This right [i.e. eligibility for HSS] shall further extend to:*”

- a) persons having the right of free movement and residence pursuant to a specific law — *i.e. citizens of the European Union (EU) and the European Economic Area (EEA) states*
- b) those persons with stateless, refugee subsidiary protection, asylum, tolerated, immigrant or permanent resident status who live in the territory of Hungary and are not covered by point a) — *these legal situations are certified by the Aliens Office, cf. <http://www.bmbah.hu/index.php?lang=en>*
- c) foreigners to be treated in the same way as Hungarian nationals pursuant to an international agreement — *contact the embassy or consulate to see if such an agreement exists*
- d) the nationals of those countries where, on the basis of the principle of reciprocity, Hungarian nationals may use the higher education services provided by the given state — *this usually means the families of members of the diplomatic service living in Hungary*

[...]

## HSS and international students / 2

Article 39 (1) of NHEA continues: “[...] *This right [i.e. eligibility for HSS] shall further extend to:*”

- e) those persons falling under the scope of the act on Hungarians living in neighbouring countries (hereinafter referred to as “Act on Preferential Treatment”) who are not Hungarian nationals and do not have the right of free movement and residence — *see point f)*
- f) those third-country nationals claiming to be Hungarians who comply with the definition in the act on the entry and residence of third-country nationals, unless they are covered by the Act on Preferential Treatment or they are Hungarian nationals — *members of Hungarian ethnic groups (points e and f). To prove your Hungarian ethnicity, you must apply for a ‘magyar igazolvány’ (‘Hungarian ethnicity card’) at the designated Hungarian diplomatic and consular mission in your country, or in the metropolitan and county government offices in Hungary.*
- g) third-country nationals holding a permit issued for the purposes of highly qualified employment and residence (EU Blue Card) — *EU Blue Card is a special permit for residence for highly qualified workers*
- h) third-country nationals holding a single permit for work and residence



## What does HSS offer?

- You have 12 semesters of personal quota to complete any undergraduate and graduate study program, when your tuition fees are paid by the Hungarian state to the university.
- This quota covers (6 semesters of) one bachelor's and (4 semesters of) one master's degree with a 2-semester delay. But it can also be used in other ways.
- The personal quota can be increased by:
  - 2 semesters automatically if the normative length of the study program exceeds 10 semesters (e.g. for integrated master's program in medicine);
  - up to 4 semesters on request if you have a disability recognized by NHEA;
  - 2 semesters automatically in the case of teacher training following or in parallel with an appropriate non-teacher master's program.
  - The two-semester preparatory studies (a.k.a. foundation year) do not count towards the quota.
- 'Program limitation' of the personal quota:
  - You will no longer be eligible for HSS on a given study program if you have not successfully completed it within the normative length of study plus 2 semesters. The remainder of your quota can be used on another program.
- In addition to the above personal graduate quota, there is also an 8-semester postgraduate HSS quota for doctoral studies.

## What does HSS expect from the students?

1. The studies must be successfully completed with a degree certificate within one and a half times the normative program length.
  - For an average 6-semester bachelor's degree, the maximum duration of study is 9 (i.e.  $6 \times 1.5$ ) semesters.
  - Due to the 'program limitation' (cf. [previous slide](#)), only 8 (i.e.  $6+2$ ) semesters of HSS are available in the above case, so the 9th semester can only be (has to be) completed on a self-funded basis.
2. Within 20 years of successful completion, you will have worked in Hungary for the same amount of time as HSS you have spent.
  - Passive semesters do not count as HSS time spent.
  - One active semester means 150 days of work.
  - All kinds of work count, not just job linked to your degree.
  - A day's work in Hungary means that social security contributions have been paid into the Hungarian Treasury for that day.
  - This means that the foreign workplace of an employer resident in Hungary and paying tax here is also eligible.
  - As the body responsible for HSS, the Educational Authority collects employment data ex officio from the Hungarian authorities.
  - Hungarians living neighbouring countries can also work in their home country.



## What if the conditions of HSS are not met? – 1

- In case of failure to obtain a diploma within the deadline:
  - Immediately, but after a grace period of no more than two years, the number of subsidized semesters must be worked off.
  - For an average bachelor's degree of 6 semesters, if you have been a HSS holder for 8 semesters but have not completed your studies within nine semesters, you will have to work  $8 \times 150$  days within 2 years + 8 semesters (i.e. 6 calendar years) of the decision by the Educational Authority to exceed the deadline. This is known as '*short-time working obligation*'.
  - It is also considered a breach of the rules if a study program is unsuccessfully terminated within the 'one and a half times' deadline.
  - It is not a breach of the rules:
    - If you change your training program to another one, but your studies continue. (In this case, the length of the new program determines the deadline.)
    - You drop out after one semester of normal studies, or after two semesters in case of integrated programs.
- If you fail to meet the short-time working obligation, the tax authorities will recover the proportionate part of the tuition fees paid by the state from you.

## What if the conditions of HSS are not met? – 2

- If you have not been able to work in Hungary within 20 years of the successful completion for the same length of time as HSS you have spent (i.e. to fulfil the so-called '*long-term working obligation*'):
  - At the end of the 20 years, the Educational Authority (EA) will determine the total number of days worked and what proportion of the total working obligation this represents.
  - The EA will then issue a payment order for the proportionate part of the tuition fees paid to the university, indexed for inflation.
  - If the payment is not made by the due date, the EA will entrust the tax authorities with the collection.
  - You can apply to the EA for an instalment payment before recovery.
- **You can be exempted** either from obtaining a diploma or from working obligations with a request to EA made before the obligation is established if:
  - you have a long-term illness,
  - an accident affecting performance has occurred,
  - impaired ability to work has occurred,
  - raising three (in some cases two) or more children,
  - childbirth affects performance,
  - an unexpected cause beyond your control has occurred.

## The 'working obligation' may be suspended

- If you want to continue your studies and you have already been obliged by the EA to work, but have not yet been ordered to repay the tuition fee, you can apply to the EA for a suspension of the 'working obligation' during the new studies in Hungary or abroad.
  - Register for the new training first, then submit the relevant request to the EA.
  - You must have a Citizens Mailbox (Client Gateway ID, 'ügyfélkapu-azonosító') on the e-government administration portal to submit your request.
  - Ask a friend who speaks Hungarian for help, as the functions are only available in Hungarian.
- This option can also be used if you have interrupted your HSS-funded studies and wish to continue them after re-admission.
  - With the suspension, you can fulfil the 'short-term working obligation' together with the 'long-term obligation' following the hopefully successful completion of the continuing studies.
  - It is recommended that you have a job between the time you leave your old training and the start of your new studies.



## Important

- The Hungarian State Scholarship comes with a work requirement after both successful and unsuccessful studies, so only apply for it if you have the opportunity to obtain a long-term work visa, or you are sure that you will be employed abroad by an employer residing in Hungary.
- Otherwise, a financial repayment plus inflation will have to be made. Advance repayments are not possible.

## The monetary value of the HSS

- The monetary value of the HSS is determined for the specific admission procedure by the universities within the limits set by a government decree.
- The indicative value of these limits for the year 2023 in HUF / semester:

Field of study	Bachelor's degree		Master's degree	
	Lower limit	Upper limit	Lower limit	Upper limit
General	230.000	700.000	450.000	1.000.000
Science	350.000	1.000.000	610.000	1.400.000
Art studies	600.000	1.600.000	700.000	1.900.000
Health & medicine	500.000	600.000	1.500.000	3.000.000

## Reclassification

- Reclassification means that the form of funding for studies is changed through a formal procedure.
  1. At the end of each semester, universities are required to review the status of students on HSS and reclassify as self-funded those who do not meet the conditions for retaining a state scholarship.
  2. If they agree, the best-performing self-funded students from the same study program may be reclassified as HSS holders up to the number of HSS places vacant under the previous point.
- HSS status is for a full semester and will also be valid for the next semester if you are not reclassified.
- In the case of missing or concealed data, the university may reclassify students also during the term (by 15 October or 15 March) in an individual procedure with effect from the beginning of the semester if they are not or no longer eligible for the HSS according to the corrected data.
- The reclassification can be appealed against in accordance with the relevant rules (see lecture on students' right to appeal) in case of infringement or miscalculation, but no equitable decision is possible.
- If the data supplied by the Higher Education Information System or the authorities are inaccurate, you must first have the data corrected at the source, as the university is obliged to accept the public administrative data over other claims.

## Reclassification as Self-Funded

The students have to be reclassified as self-funded if

1. they have used up their personal HSS quota
  - for 12+ semesters at (under)gradual level, or
  - for 8 semesters at doctoral level.

and/or

2. they have run out of the 'program limitation', i.e. have studied on their given study program for longer than the normative length of study plus two semesters
  - Note that in this case the calculation of the semesters spent includes both semesters with both HSS and self-financing.

and/or

3. they have not achieved the required minimum academic results (see details later).

- Criteria 1 ('quota-based reclassification') and 2 ('limitation-based reclassification') are centrally assessed by the FIR on a national basis, the university only implements them.
- Criterion 3 ('academic reclassification') is assessed by the university on the basis of the local study regulations.

## Academic Reclassification as Self-Funded

- Unlike the other criteria, the academic reclassification is carried out only once per academic year at the end of the spring semester, by 31 June at the latest.
- It is then necessary to assess whether the expected academic progress has been made in the completed academic year.
  - In particular, the academic records of the last two active semesters should be taken into account. Passive semesters and semesters of Erasmus studies in the EU are excluded.
- The two conditions that must be met simultaneously to keep the HSS are:
  1. A total of at least 36 credits must have been earned in the last two active semesters. — Credits obtained through credit transfer are also included in this number.
  2. The cumulative (weighted) grade point average (GPA) for the last two active semesters must meet the minimum for the field of study. Threshold values for the academic year 2022/23 based on Annex 6 of the AER are as follows:

Field of the study program	Threshold (weighted) GPA
'Science' programs: agriculture, computer science, engineering, medicine-health, natural sciences	2.75
'Humanities' programs: humanities, economics, law, art, art education, teacher education, sports science, social science	3.00

# Where to find the relevant study data in the study system?

Neptun  
system /  
Studies  
menu /  
Grade  
average  
screen

1 Page size 20 v								
Year, term	Student's status	Financial status	Obtained Credits	Registered Credits	Total Credits	Total Registered Credits	Grade-Point Average (GPA)	Total GPA
+ 2021/22/2	Active	Self supporting student	28	28	28	28	5	5
- 2022/23/1	Active	Self supporting student	32	32	60	60	5	5
More term averages			Other cumulative averages			More extra average		
Regular Average: 5 Credit Index (Normalized GPA): 5.33 Corrected Credit Index (CCI): 5.33 Transferred Credits: 0 Completed Credits: 32			Total CCI: 5 Total Transferred Credits: 0 Total Completed Credits: 60			Total Rel. Outcome%: 100 2-sem. obtained credits: 60 2-semester GPA: 5 2-semester CCI: 5 Financial Student Group: Academic Student Group:		

- Obtained Credits: Number of credits earned in a given semester, including transferred credits. (The values of the two semesters can be added together to get the cumulative credit number.)
  - 2-sem[ester] obtained credits: sum of the obtained credits for the current and previous term.
- Grade-Point Average (GPA): The weighted grade-point average of the grades (marks) of the given semester. (Two GPAs cannot be added together, but if they are both better than expected, their cumulative value will be OK, too.)
  - 2-semester GPA: Cumulative weighted GPA of grades for the current and previous semester.
- The grade averages are not updated automatically, they are calculated after the week of the complaint after the exam period.
- The 2-semester figures are indicative only. If the studies are not typical in terms of passive and Erasmus semesters, the values given here may differ from the ones taken into account for reclassification.

## Reclassification as HSS holder

- The reclassified HSS places and those who have resigned or been dismissed without successfully completing their studies can be “filled up”, i.e. as many self-funded students can be reclassified as new HSS holders.
- According to the rule of thumb, only those who have been admitted through the central admission procedure can be awarded a scholarship in this way.
- New HSS holders must declare their acceptance of the legal conditions.
- A vacant HSS place on a given study program can only be filled by students of the same program who are self-funded.
- Contradiction in § 48 (3) of NHEA: the student must apply for such reclassification, but at the same time the place must be offered to the students with the best academic results.
  - USZ’s solution: to offer the place to the students “at the top of the list”
- Point 6.10 of AER: *“For a vacant state-funded headcount place, a student who has fulfilled the reclassification threshold criteria set out in the previous points during the last two active semesters [i.e. he/she should not be immediately reclassified as self-funded again] and who is at the top of the ranking list based on the aggregated adjusted credit index may enroll.”*
- NB: The weighted grade point average (GPA) is used for reclassification as self-funded and the corrected (adjusted) credit index (CCI) for reclassification as HSS holder.

# Calculation of averages known by Hungarian legislation

[Weighted] Grade-Point Average (GPA)	Credit Index (CI)	Corrected/Adjusted Credit Index (CCI)
The grades ( $g_s$ ) of the subjects successfully completed in the given semester are multiplied by the credits ( $c_s$ ) of the subjects, and the sum of these is divided by ...		
... the total number of credits earned ( $c_s$ ) in the same semester	... 30	... 30 and then multiplied by the ratio of credits completed ( $c_s$ ) to credits registered ( $c_r$ ) during the same semester
$GPA = \frac{\sum_{s=1}^n g_s \times c_s}{\sum_{s=1}^n c_s}$	$CI = \frac{\sum_{s=1}^n g_s \times c_s}{30}$	$CCI = CI \times \frac{\sum_{s=1}^n c_s}{\sum_{r=1}^m c_r}$
Scale: 2.00 .. 5.00	Its value is higher than the GPA (it may be even higher than 5) if the student performs beyond the recommended curriculum. The value will be lower than the GPA if fewer credits than the recommended curriculum are achieved.	The value is equal to the CI if all the registered credits have been completed. It will be less than the CI if there are subjects not completed. (The extent of the reduction depends on the number of credits not completed.)
For cumulative calculations over several semesters, the algorithm is the same as above, but for CI, instead of once 30, you have to divide by 30 as many times as the number of semesters you are considering together.		

The Hungarian GPA is always weighted and it can be brought to the Anglo-Saxon weighted GPA scale (0 .. 4; A = 4, B = 3, C = 2, D = 1, E = 0) by subtracting 2 and multiplying by 4/3.





## Reclassification in case of doctoral programs

- Basically, the same rules apply as in the lower training cycles.
- The main differences:
  - There is no academic reclassification, only semesters spent count.
  - The 'program limitation' does not apply, so only basic rule for the 8 semesters of the personal doctoral quota have to be calculated.
  - There are no special rules that increase the personal quota (e.g. for people with disabilities).
  - The Academic and Examination Regulation of the University does not apply to students of doctoral programs, so its rules on reclassification do not apply either. Instead, in addition to the laws (NHEA and IR), the Doctoral Regulations of the University must be taken into account (but there are no additional substantive provisions).
  - Within the University of Szeged, the tasks of reclassification of doctoral students are coordinated by the Doctoral Institute, not the Directorate for Educational Affairs.
- The data registered in the Higher Education Information System and the local study system is as important as for lower training cycles.

## Disability categories by NHEA

- You may be granted academic benefits (e.g. extended exam time), including a 4-semester quota increase on request, if you have one of the following diagnoses:

Autism spectrum disorder	Speech disabilities
Other disorders of psychological development:	
• Hyperactivity, attention deficit	Sensory disabilities:
• Behavioural control disorder	• Hearing loss
Learning disabilities:	• Deafness
• Dysgraphia	• Low vision
• Dyscalculia	• Visual impairment
• Dyslexia	• Blindness
• Dysorthography	Motor disabilities:
Multiple disabilities	• Reduced mobility

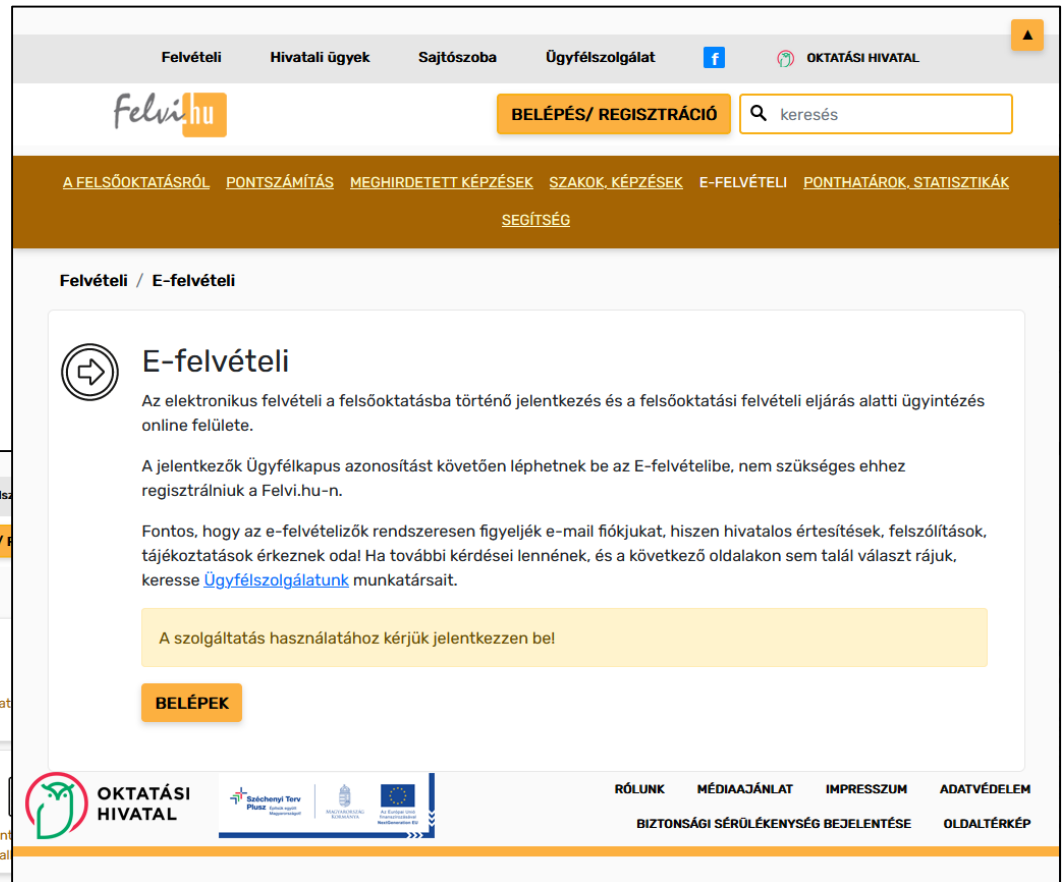
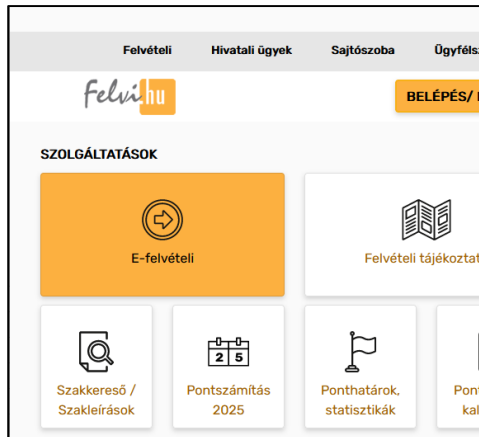
- For other diagnoses (e.g. chronic illness), only university support programs and counselling services are available.

## Recognition of disability

- According to Article 63 of the implementation regulation of NHEA, a specific authority must investigate the student's condition and establish the existence of a disability. In the 2024 legal status, this body is:
  - National Pedagogical Assistance Service of Eötvös Loránd University
    - For further information see (in Hungarian): <https://gyopsz.elte.hu/kerelem>
  - Students who are not Hungarian citizens and who have neither residence nor domicile in Hungary may also prove their disability by providing a certified translation of an expert opinion issued abroad.
- Once you have a positive opinion by the above authority or foreign expert, you must register with the Student Counselling Centre of the University of Szeged.
  - Their web address is [www.eletv.u-szeged.hu/for-foreign-students-140218](http://www.eletv.u-szeged.hu/for-foreign-students-140218)
  - They can help you get the above official opinion if you contact them before.
  - Student Counselling Centre may also have other names in English in various sources such as: Advisory Centre for Conduct of Life
- The Student Counselling Centre will support you in accessing services and facilities for people with disabilities.
- If you want to apply for a HSS quota extension of up to 4 semesters, you must submit a separate request to the Equal Opportunities Committee for Students through the Student Counselling Centre or the Faculty Academic Office.
  - You can use your increased HSS quota for disability at any university in Hungary, but the combined increase cannot exceed 4 semesters.
  - Claim your quota increase in good time, not just when you have used up all your HSS funding.

# National central application procedure (Felvi)

- The online admission application is at the following link: <https://www.felvi.hu>
  - The entry point here is under the tile marked “E-felvételi” (E-Admission).
- You need to ask a Hungarian-speaking friend for help, because there is a new application interface from 2024 and no foreign-language help is yet available.
- You must have also a Citizens Mailbox (Client Gateway ID, ‘ügyfélkapu-azonosító’) on the e-government administration portal [mo.hu](https://mo.hu) – visit the [nearest local government office](#) to do this



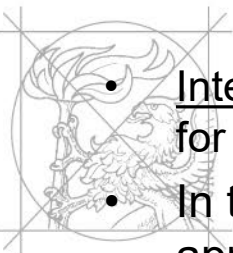
# Types and timing of the national admission procedure

Application period	Description	Application deadline	Deadline for submitting documents
General	For study programs starting in September. Applications are open for almost all available programs.	From the end of December of the previous year to mid-February of the current year	Until the beginning of July of the current year
Additional	For the remaining places available in the general period if you did not apply or failed during the general period. As a general rule, only possible in self-funded form.	From the end of the general period until the beginning of August, in about a week and a half	
Mid-year	For study programs starting in February. Fewer programs available, typically of odd semester length.	From mid-October to mid-November of the previous year	Until mid-January of the current year

- The above applies to bachelor and master programs, and to vocational higher education programs as well (the latter are trainings below bachelor level)
- Note that you have to apply at least 5 months in advance for programs starting in September. No exceptions are possible.
- For doctoral programs (as an exception), there is institutional admission even in the case of HSS. For details, contact your chosen doctoral school.

## Rules for the admission decision

- Applicants are given a score during the admission procedure and the one with the most points will be admitted to the study program applied for in the form (type of attendance, type of funding) applied for.
- The scores for undergraduate (bachelor) programs are distributed on a scale of 0 – 500 points, as follows:
  - For end-of-year study results in secondary education: 0 – 200 points
  - For the school-leaving certificate results: 0 – 200 points
  - Extra bonus score can be awarded by the institution: 0 – 100 points
- Admission to bachelor programs does not usually include an exam, and only previous studies, results and significant activities count. The exceptions are:
  - In case of art and arts mediation programs, coach education, physical education teaching, vocational teaching, etc., the total of 400 points is given by a practical exam (and no institutional bonus score in this case).
  - For medical and dental trainings (and other programs set by the institutions), there may be oral and practical examinations, the marks of which form part of the institutional bonus score.
- Integrated master programs are considered undergraduate trainings (see above) for application purposes.
- In the case of master programs, there is an entrance exam, for which the applicant scores between 0 and 100 points.





# What documents are required to apply? / 1

- All documents must be submitted in electronic format and accompanied by a certified Hungarian translation.
  - You only need to present the original document and the certified translation at the time of enrolment.
  - When applying for a Bachelor's degree:
    - all pages of the secondary school-leaving certificate;
    - the annex with the original school-leaving certificate subjects and results (secondary school);
    - for the calculation of study points, the pages of the original annual results containing all the end-of-year results, which provide credible evidence of the duration of study and successful completion of the study requirements for the baccalaureate;
    - for foreign documents issued in an other language than English, German or French, a copy of the certified translation into Hungarian must be submitted;
    - any document proving the bonus points;
    - any other documents necessary for a proper assessment of the application (e.g. a document proving a change of name, proof of payment of the admission fee);
    - any specific document required by the higher education institution for the selected program(s) – can be checked in the institution's call (e.g. occupational health certificate').
- The universities may allow 400 points to be calculated on the basis of a (specified) higher education diploma instead of end-of-year results in secondary education and school-leaving examination results. In this case you have to submit your degree certificate, too.





## What documents are required to apply? / 2

- When applying for a Master's degree:
  - a copy of the original diploma;
  - the original official certificate of higher education attesting the applicant's higher education qualification if the applicants graduate in the year of the procedure (headed, signed, stamped and dated), if it is the same as the diploma;
  - a copy of the original document issued by the foreign higher education institution (e.g. transcript of records, diploma supplement) certifying the duration of studies and successful completion of the requirements for the degree;
  - for higher education documents issued in a foreign language other than English, German or French, a copy of the certified translation into Hungarian must be submitted;
  - additional documents required by the institution for scoring or admission – can be checked in the institution's call.
- It is considered to be an authentic translation:
  - a certified translation by the Hungarian National Translation and Translation Certification Bureau (OFFI); a translation certified by a Hungarian diplomatic mission or a Hungarian notary; a translation certified as authentic under the internal law of a Member State of the European Union; for documents in Ukrainian and Serbian, a local notary is also eligible.
- The recognition of secondary school results and higher education qualifications is only guaranteed if they were obtained in an EU or EEA country.
  - Otherwise the Hungarian member organization of ENIC/NARIC, the Hungarian Equivalence and Information Centre, will decide on the recognition, cf. [https://www.oktatas.hu/kepesitesek\\_elismertetese/english/contact\\_information](https://www.oktatas.hu/kepesitesek_elismertetese/english/contact_information)
- Before applying, check the rules and information in force with the help of a Hungarian-speaking supporter on the [felvi.hu](http://felvi.hu) website.



## The levels of school-leaving certificate

- There are two levels of school-leaving certificate exams in Hungary:
  - intermediate
  - advanced
- The level of the exam can be decided separately for each subject.
- As a general rule (with a few exceptions), a school-leaving certificate exam taken abroad is considered intermediate level.
- The national admission procedure gives preference to advanced school leaving certificate:
  - The intermediate school-leaving certificate scores only 2/3 of the marks of the equivalent advanced level. – This means that the maximum number of points for the appropriate score available at intermediate level is 133 instead of 200.
  - In the case of an advanced level, universities may also award extra bonus points as part of the 100 points of the institutional score.
- From 2024, foreigners who do not speak Hungarian will also have the opportunity to take a differential test as part of the admission procedure, which will be considered an advanced school-leaving certificate in the given subject.
  - The name of this differential test is '*felsőoktatási felvételi szakmai vizsga*', abbreviated FFSZV. If you want a high score, it is recommended to take this test and therefore make sure you select this option when you apply.
  - During the differential test, you will have to solve questions selected from previous advanced school-leaving certificate exams in the given subject.

EFOP-3.4.3-16-2016-00014

# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION Dropping-out, factors of early leaving***

*Subproject: AP2 Complex development of study  
programmes and services*

*Topic: OKTIG\_1 Administrative background of  
development of study programmes based on learning  
outcomes*

***Tamás Racskó***

**SZÉCHENYI**  2020



MAGYARORSZÁG  
KORMÁNYA

Európai Unió  
Európai Szociális  
Alap



**BEFEKTETÉS A JÖVŐBE**

## Definition of dropping-out

- Generally in the literature, the dropping-out is the situation when a student leaves the education without a degree.
- It can be analysed at multiple levels:
  - During a given study programme
  - In terms of the financing (e. g. due to losing a scholarship)
  - Finishing of the started study cycle (bachelor's, master's, doctoral degree)
  - Continuation in the next study cycle
- Regarding the actors:
  - Student (did he or she obtain a degree that meets his or her individual goals)
  - Higher education institutions (HEIs):
    - not all admitted students start their studies
    - transfer into another HEI
    - the student terminates his or her studies
    - the HEI discharges the student

(The latter events do not necessarily mean dropping out from the student's point of view, because he or she can continue his or her studies in a new HEI or on a new study programme after a new admission procedure.)

## Factors of the dropping-out

- Studies on the dropping-out (from the 1970's): risk factors
- There can be several factors behind the dropping-out, e.g.:
  - background / environmental variables (e.g. parental support, incomes, high schools results, preliminary studies, friendly and intercultural relations);
  - organizational variables (e.g. financial support, information, rules, regulations, the attitude of the staff);
  - academic factors (e.g. instructor-student relation, consultancy services, learning skills, university resources, e.g. sports facilities, library);
  - social factors (e.g. friends, professional culture, social inclusion);
  - attitudes, intentions, psychological processes (e.g. student efficacy, self-development, self-confidence, motivation, stress, alienation, perseverance).
- Studies revealed that there is a less chance for dropping-out if the student successfully overcomes the initial obstacles encountered in the first year.
  - assessment of learning aptitude (competency assessment) after admission in case of Hungarian students
  - development programmes based on this (↔ low student prestige)
  - studies at USZ show that this “watershed” may be later (see [slide 13](#))
- Financial programmes
  - payment of tuition fees in instalments
  - special scholarships (in addition to social benefits), etc.

After Mónika Rajcsányi-Molnár (2016)

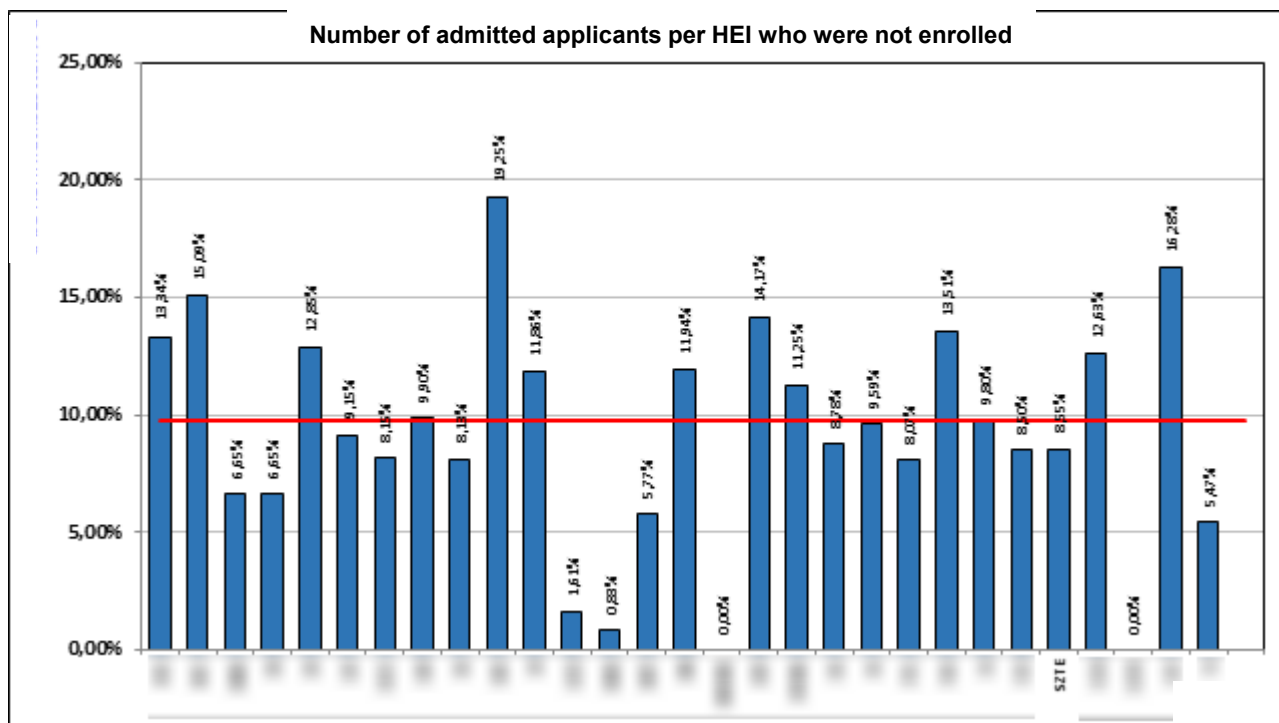
## Measurement of dropping-out

- Mainly by evaluating numbers of students at different milestones, i.e. number of students who ...
  - submitted application
  - were admitted
  - were enrolled
  - obtained end-study certificate
  - passed the final exam
  - obtained degree
  - submitted application to the next study cycle ...
- Measurement methodology:
  - synchronic / static: comparison of the number of students in different time periods (according to the milestones)
  - diachronic / dynamic: follow-up of the “life path” of the individual students, parametrisation (i.e. assigning measurable parameters to the “life path”), statistical etc. analysis



## Static study on dropping-out: non-enrolment / 1

- “During the 2015 general and supplementary admission procedures for Hungarian higher education, 52,494 applicants were admitted. Of these, 47,376 enrolled in the institution for the programme for which they were admitted in the 2015 admission procedures. The remaining 5,118 cases did not appear in the HEIS [country-wide students database], i.e. they did not enrol in the higher education institution for programme for which they were admitted in the relevant procedure. This means that **9.75% of the admitted applicants** involved in the study **did not enrol for the relevant programme.**”



Hungarian  
Educational  
Authority  
(25/05/2017)



## Static study on dropping-out: non-enrolment / 2

- The previous figure shows that:
  - In order to protect their reputation, the names of all higher education institutions except USZ (SZTE) have been blanked out.
  - The red line represents the national average.
  - In specialized higher education institutions, where applicants are highly committed to the courses taught, drop-out rates are low.
  - In the case of rural colleges, where students only apply as a second choice, drop-out rates are high because many think they would rather try again later to get into a more prestigious university.
  - Large universities with many subjects perform around average.
  - USZ is slightly better than average. This reflects the fact that – as a large, diverse university – we have courses that committed applicants want to get into, but also courses that are second-choice.
  - At the same time, it is necessary to monitor the reasons of the absence and motivate specifically the enrolment of the hesitant applicants.
- For international students, there are additional considerations, primarily visa problems.

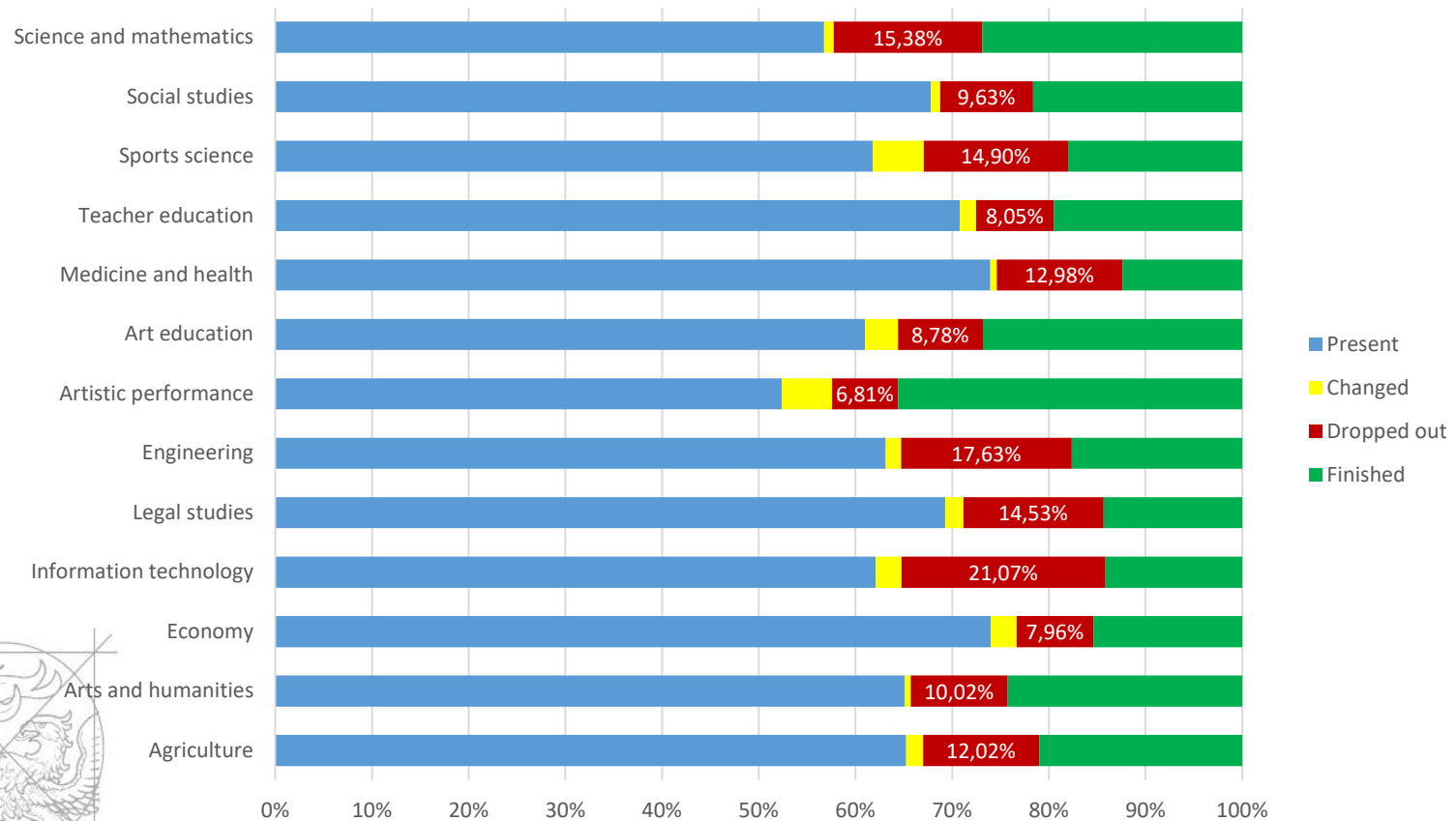
## Dynamic study on dropping-out: “study status”

Category	Colour code	Definition
Finished	Green	The student successfully finished his/her studies: <ul style="list-style-type: none"> <li>• obtained an end-study certificate, or</li> <li>• successfully passed the final exam, or</li> <li>• obtained a degree</li> </ul>
Present	Blue	The student still continues (wants to continue) his/her original study programme (either in active or passive status)
Changed	Yellow	The student has changed his/her original study programme but wants to continue another one: <ul style="list-style-type: none"> <li>• within the USZ (change of programme)</li> <li>• in another HEI (student transfer)</li> <li>• NB. deceased students are counted here, too</li> </ul>
Dropped out	Red	The original study programme is terminated and there is no information on the continuation

Methodology: Every student of a homogenous group is classified by the above categories at the end of a semester. The number of students having the same category (the same study status) is calculated and visualized by the relevant colour code. Visualization can be done for a given semester, or for a series of successive semesters. The homogenous group can be the students of a study field, students who were admitted for the same program in the same time, etc.

# Dynamic study on dropping-out

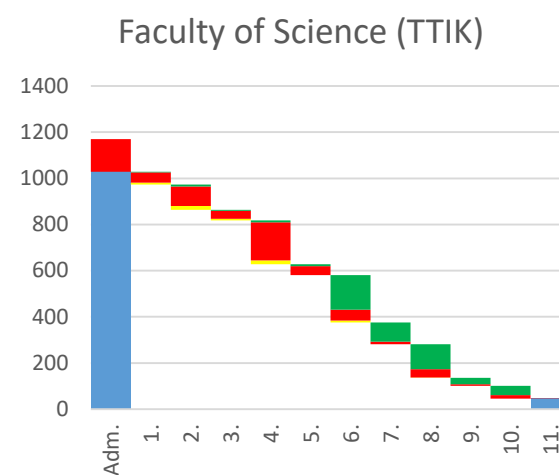
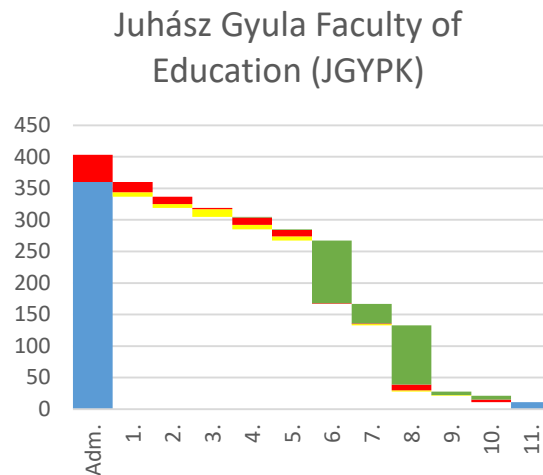
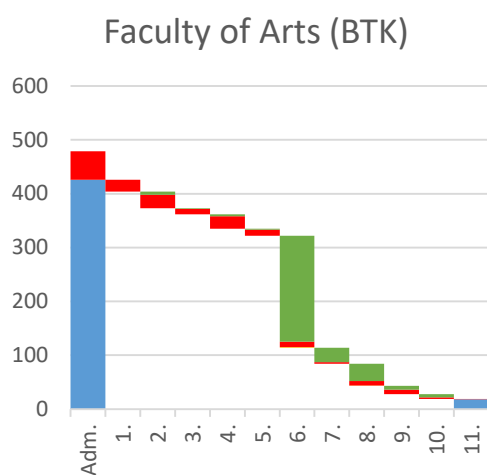
Distribution of students' study status by study fields for the academic year 2021/2022 (the change of the status during the year)



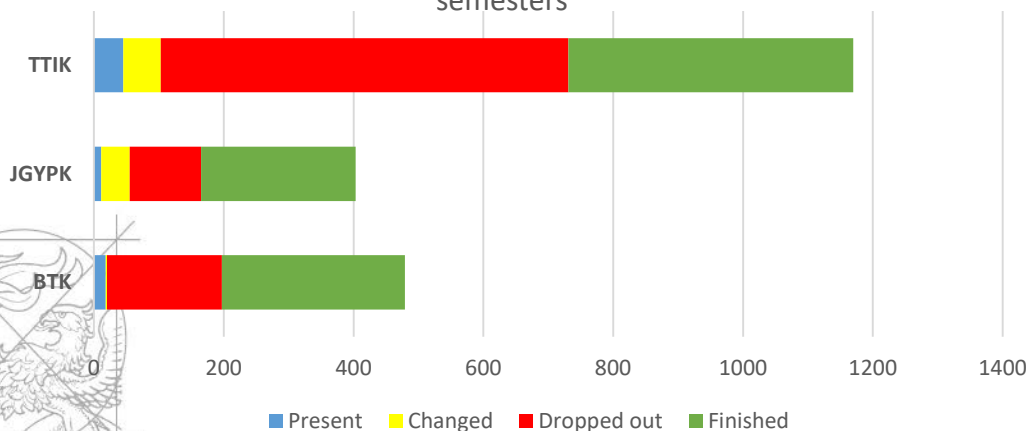
The larger the red bar, the higher the drop-out (i.e. the more difficult the area)

USZ (September 2022)

# Dynamic study on dropping-out: Drop-out patterns of the large faculties for students started their grade in 1st term of 2017/2018



Full-time bachelor's degree programmes started in the academic year 2017/2018, cumulative distribution after 11 semesters



Times-series evolution of student head-counts in the full-time bachelor's degree programmes by student status. These programs have typically 6 semesters.

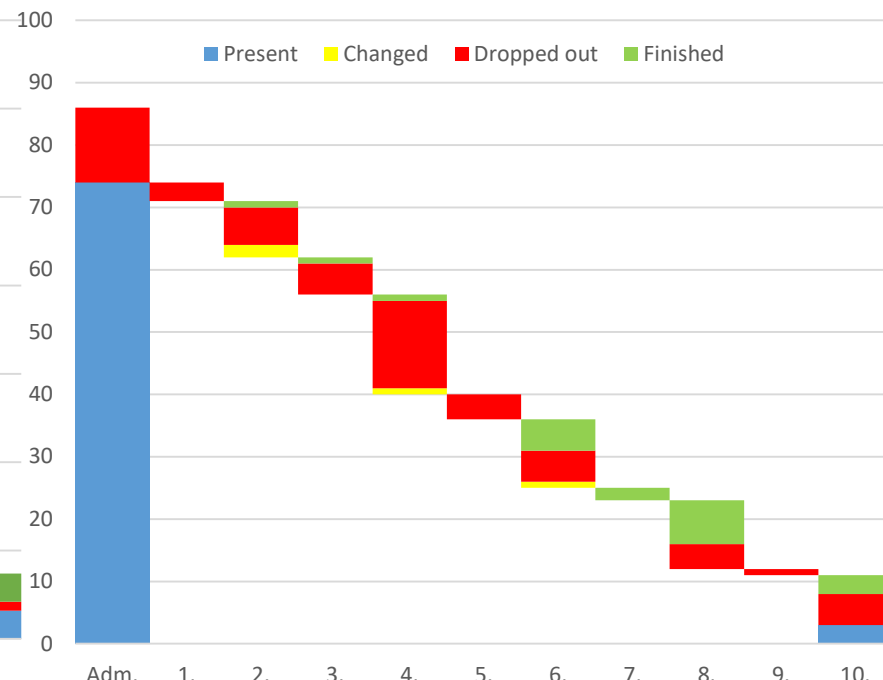
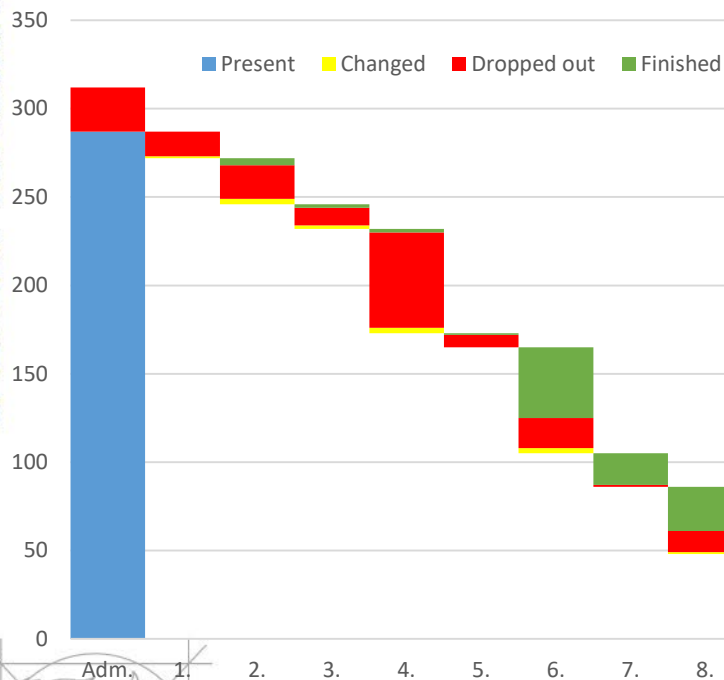
Horizontal axis: "Adm." = head-counts on admission; numbers = the relative semester within the programme

Vertical axis: Number of students

# Dynamic study on dropping-out: Time-series analysis of selected study programs / 1

Computer Science BSc, full-time,  
started in the 1st term of 2017/2018

Computer Science BSc, part-time,  
started in the 1st term of 2017/2018

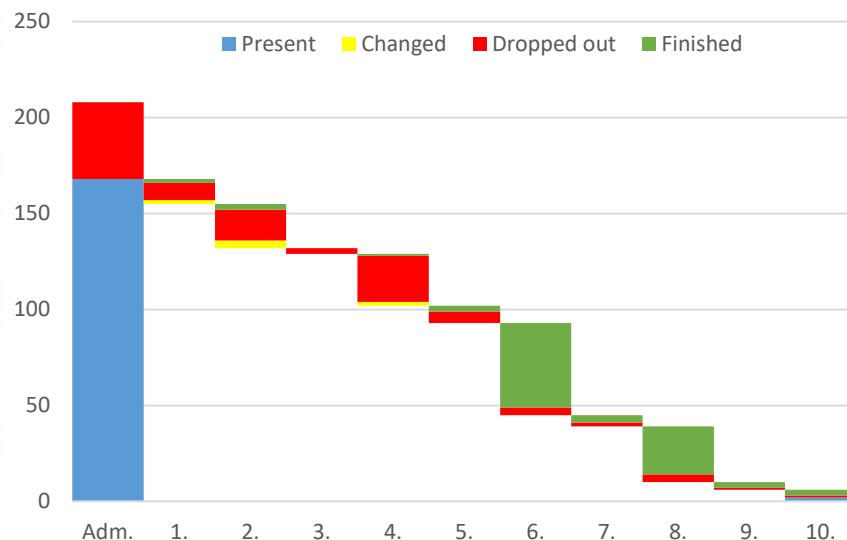


Slide 8 showed that the IT field has the worst drop-out rate. Computer Science BSc is a difficult degree program: only 17% of full-time students graduate on time, in the 6th semester. After the 10th semester, 49% dropped out and 41% graduated. The data of the part-time version is even worse: only 27% was able to graduate after the 10th semester and by then 63.5% dropped out. (It is very difficult to complete this major while working.) — The high drop-out rate indicates that the academic content of the program may be greater than the students' expectations.

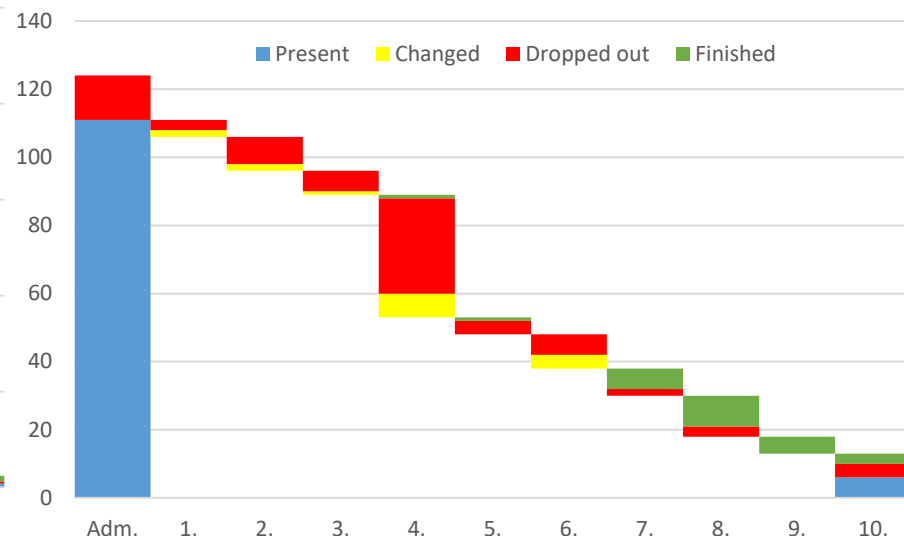
USZ (September 2022)

# Dynamic study on dropping-out: Time-series analysis of selected study programs / 2

Biology BSc, full-time,  
started in the 1st term of 2017/2018



Business Informatics BSc, full-time,  
started in the 1st term of 2017/2018



The drop-out rates of the 7-semester Business Informatics BSc are even worse than those of Computer Science BSc (7.5% finish on time and 22.5% at the end of the 10th semester, when the drop-out rate is 58%), although it should have more practice-oriented content (e.g. the plus 7th semester is a practical semester). It seems that less prepared students apply for this program, and the academic requirements are too high for them.

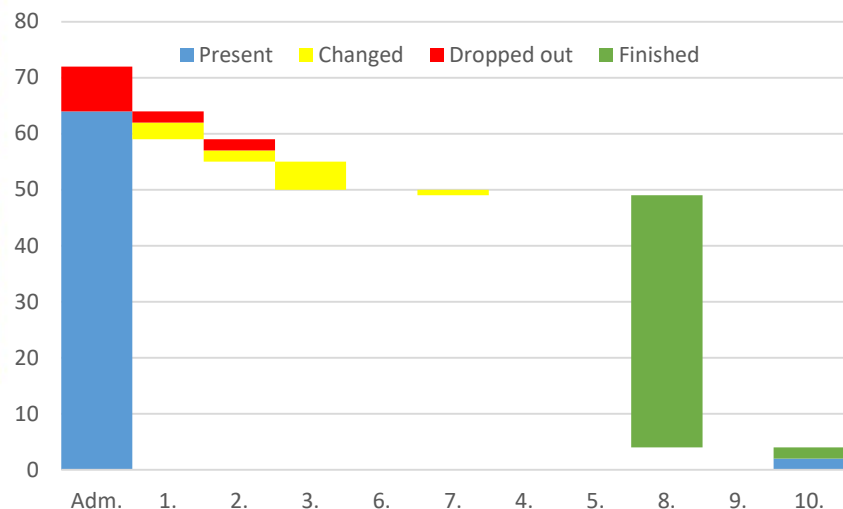
Biology BSc is an additional science program that is as difficult as the IT field (32.5% finish on time and 52% at the end of the 10th semester with a drop-out rate of 42%). A general problem with bachelor's programs seems to be that they prepare you for an academic career rather than providing practical knowledge. And this is in contrast to the fact that higher education no longer plays a role exclusively in elite education, but is already part of mass education.

Furthermore, it is a disadvantage that these majors have a very large number of students, so personalized education is difficult.

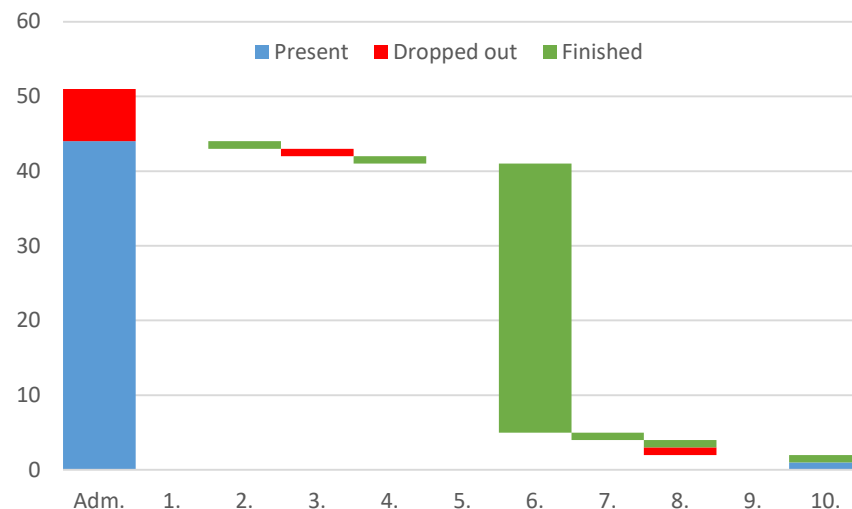
USZ (September 2022)

# Dynamic study on dropping-out: Time-series analysis of selected study programs / 3

**Special Needs Education BA, full-time,  
started in the 1st term of 2017/2018**  
Programme length: 8 semesters



**Psychology BA, full-time,  
started in the 1st term of 2017/2018**  
Programme length: 6 semesters



Almost ideal drop-out graphs: the drop-out rate is low and the vast majority of students graduate on time (i.e. the green bar in the position of the length of the program is almost as large as the blue bar for admission).

The students of Special Needs Education BA are very committed (after all, those who choose this program are those who have a sense of vocation), and the instructors support the students accordingly with personal attention.

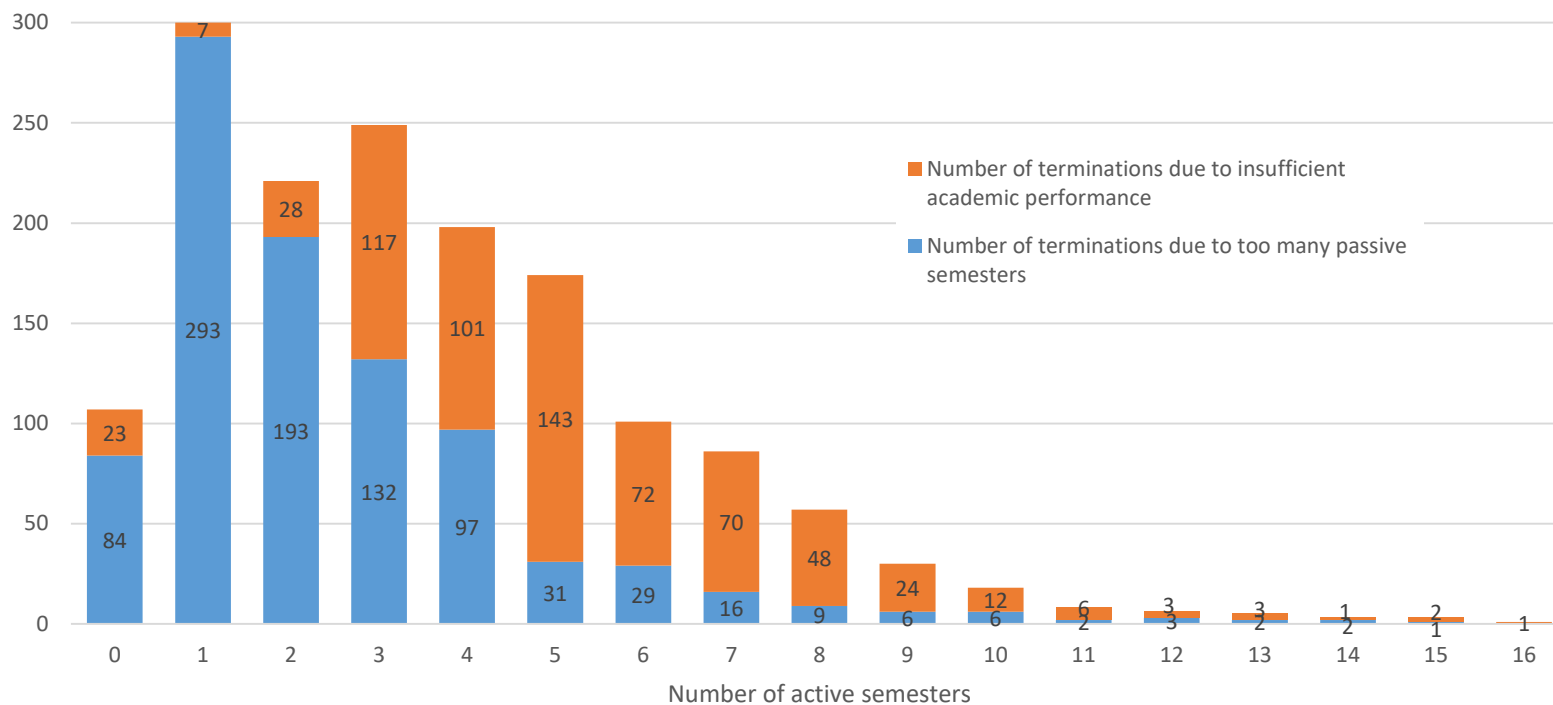
Psychology BA is a very popular program, but there are fewer places than applicants. For this reason, already selected students are admitted (similar to the old elite education), who are therefore better able to fulfill the requirements than students of mass majors.

USZ (September 2022)



# Distribution of student dismissals during the studies

Number of terminations by university decision in the academic year 2021/2022



Although studies revealed that there is a less chance for dropping-out if the student successfully overcomes the initial obstacles encountered in the first year (see [slide 3](#)), in practice a delayed effect must be taken into account. Learning deficiencies and mistakes made in the first semesters can accumulate latently, and only in later years can the situation lead to dismissal. That is why the red columns are the largest in the 3th to 5th semester.

Unsuccessful exam attempts have such a lingering effect. If you register for the re-take exams many times at the beginning of your studies without having learned the material again, you may run out of opportunities to repeat later.

USZ (September 2022)

# Dropping-out immediately after admission / 1

## 1. Failure to enrol

- Not a classic „dropping-out”
- Often the reason is that they were admitted only to the “second-choice place”:
  - They do not want to start this program / in this university / by this attendance mode / with this form of finance
  - They managed to get in to the “first-choice place”, e.g. by lodging an appeal
  - Life situation has changed since they applied for admission
- NHEA § 39 (7): *„Admitted applicants may acquire student status in the semester for which they were admitted during the admission procedure.”*
  - The right to enrol expires after the semester of the admission
  - Enrolment period: you can enrol after the enrolment period, but you cannot start the studies in that semester, conf. failure to register for the first term

## 2. Reclassification

After admission and enrolment, the institution must reclassify as self-financing the students who has been admitted as a Hungarian state scholarship holder but has run out of their personal quota (see lecture B/4, slide 12)

If these reclassified students do not accept the conditions of self-funding, their student status will be terminated. [NHEA § 59 (1) c)].

...

## Dropping-out immediately after admission / 2

### 3. Failure to register for the first semester

- The relevant legal references:
  - NHEA § 42 (5): *„Students are required to register for academic terms, before the start thereof, in accordance with the rules of the higher education institution.”*
  - NHEA § 45 (1): *„Student status shall be suspended when a student [...] fails to register for the next academic term.”*
  - IR NHEA § 51: *„... the student [...] may withdraw his/her registration pursuant to Section 42 (5) of the NHEA within one month of the beginning of the semester, but no later than 14 October or 14 March, or may request a suspension of his/her studies until the same dates after enrolment. [...] If a student discontinues his/her studies or does not enroll and this does not result in the termination of his/her student status, the semester in question shall be registered as a passive semester.”*
  - NHEA § 45 (2) b): *„The higher education institution may allow the suspension of student status upon the student's request [...] before the completion of the first semester, unless it is already allowed under the rules of the higher education institution [...] provided that the student is unable to meet obligations arising from student status due to childbirth, accident, illness or any other unexpected cause, without any fault on the part of the student.”*
- In other words, failure to register for the semester means that the semester is suspended (it will be passive), but after admission this can only be done on request, failing which **the student's status will be terminated** (dismissed). ...

## Dropping-out immediately after admission / 3

### 4. Suspension (request for passive semester) immediately after enrolment

- The relevant legal references:
  - NHEA § 45 (2) b): *„The higher education institution may allow the suspension of student status upon the student’s request [...] before the completion of the first semester, unless it is already allowed under the rules of the higher education institution [...] provided that the student is unable to meet obligations arising from student status due to childbirth, accident, illness or any other unexpected cause, without any fault on the part of the student [beyond his/her control].”*
  - AER 6.4.: *„A student may request a passive semester in the first semester of their studies on justifiable grounds (childbirth, illness, accident or other unexpected cause beyond the control of the student), which may be granted by the Faculty Study Committee upon application submitted by the end of the course registration period.”* — The course enrolment period at USZ is the first two weeks of the academic term (and the two weeks before).
- Visa problems are considered as a reason beyond your control, but in this case you must explicitly request a passive semester.
- In the case of a rejected request, you must consider what is more worthwhile: taking the active semester or losing your status.
  - After one active semester (see [slide 20](#)), you can automatically have two passive semesters, but you lose the fee of one self-funded semester (or one semester from your personal state scholarship quota).
  - After the termination of your student status, you can reapply for the next academic year: this is equivalent with two “passive” semesters, although the successful re-enrolment is not guaranteed.



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## Dropping-out immediately after admission / 4

The definition of '**completion of the first semester**' in relation to failing to register for the first semester or suspension immediately after enrolment:

- Based on the resolution of the Education Authority to USZ:  
„*The first enrolment is the enrolment for the first active semester of the given training level.*”
- Integrated study programs (according to the EQF levels defined on the basis of the qualification obtained) are considered to be at master's level.
- Therefore, a student who has already completed an active semester at a given level of education, even at another institution, does not have to formally request for the suspension of the student status before the first semester of the new program, according to § 45 (2) b) of the NHEA.
- In practice, you must submit a request for passive status in Modulo and attach proof of previous studies to inform the university of your situation.
- If you have failed to do so and are dismissed at the end of the term registration period, you can make up the documentation of previous studies by lodging a student appeal.
- Your previous studies must meet the specifications of EQF ([European Qualifications Framework](#)) or the [Qualifications Framework for the European Higher Education Area](#).

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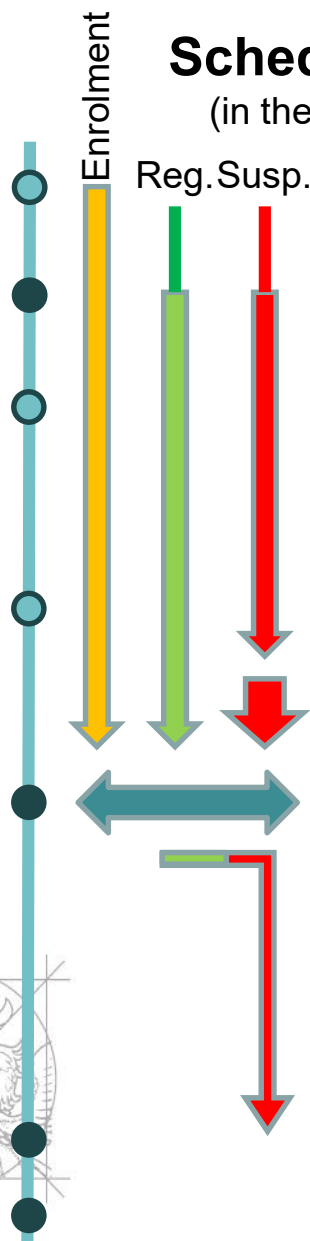
## Dropping-out immediately after admission — Summary

- If you want to be legally admitted to the university after a successful admission process, **be sure to enroll** during the enrolment week, but no later than the end of the enrolment period.
- **You do not have student status without enrolment** and therefore cannot submit any applications, even if you can register for a course in advance, you cannot attend it, and **you will lose your right to enroll at the end of the semester.**
- At USZ, there is no defined enrolment period beyond the enrolment week preceding the semester, but the end of the term registration period (week 5 of the semester) actually marks the end of its possibility.
- Do not wait any longer than the 2nd week of semester to enroll, otherwise you will lose the practical opportunities that would be available to you, as you will no longer be able to actively participate in the semester. At the USZ, the registered courses of students not enrolled will be automatically deregistered (cancelled) by the end of the term registration period.
- After enrolment, **you do not need to explicitly register for the semester** at USZ, you only need to register for at least one course and pay the initial fees in accordance with the rules of the AER 6.2 and the rules of automatic term activation set out in the [online academic schedule](#).
- If you want to **start with a suspension**, you should submit your request for a passive term in Modulo in good time and prepare to start the semester by taking your courses according to the curriculum.
  - If the request for the passive semester immediately after enrolment would be rejected, decide whether to continue or terminate the your studies.



# Schedule of enrolment and term registration

(in the case of international programs, differences are possible)



Start of the enrolment period, the week before the start of the semester

Start of the semester, around 1 September / February

End of course reg. period [USZ], week 2 after start of term

- End of term registration of enrolled students via course registration
- Only late payers can then be activated (registered for the term)

End of term registration period [USZ], week 5 after start of term

- Those with undefined study status will be passive (their student status will be suspended for the semester) by the statutory deadline. Those not enrolled for their first semester will be terminated.

Statutory deadline [IR NHEA § 51]: 14 October / March.

- The student status of the next day will determine your financial obligations for the whole semester e.g. when you are a Hungarian state scholarship holder.
- After that, you can only request passive semester for a specific reason.
- Activation (term registration) is also only exceptionally possible (almost half of the semester has passed).

End of study period, week 14 (15) after start of term

End of the semester (exam period), around 30 June / 31 January



# Dismissal due to passive semesters / 1.

## 1. Three consecutive passive semesters:

- NHEA § 59 (3) b) „Higher education institutions may terminate the student status unilaterally if a student fails to [...] register for the next semester for the third consecutive time, [...] provided that the student has been called on to meet this obligation within a specified time limit and has been informed of the legal consequences of the failure to comply.”
- AER 6.7. „The University shall unilaterally terminate the student status of a student who has failed to register for the next academic semester for the third consecutive semester (until the end of the course registration period of the third semester). The student must be requested in writing to take an active semester by the end of the course registration period of the third semester at the latest, in a manner that allows for confirmation, with a warning of the consequences and a deadline, and then the decision to terminate the student status must be sent together with the relevant documents. Warning notices, in accordance with the university rules, are sent via the study system [...].”
- Undeclared passive cases, i.e. all those whose semester has not yet become active (i.e. they have not registered for the semester or they have withdrawn it) will be informed and called by the USZ until the end of the late term registration period (during three weeks after the course registration period).
- When a passive semester is declared in Modulo, a formal rejection of the request will be implied if the approval would cause the allowed passive semesters to be exceeded.
- Article 45 (2) of the NHEA also permits a longer continuous suspension of the student status on request, due to childbirth, accident, illness or other unexpected cause beyond the control of the student. This can therefore be requested in the context of an exceptional request for fairness.

...

## Dismissal due to passive semesters / 2.

### 3. Not allowed suspension before completion of the first semester:

- See earlier on suspension immediately after enrolment (slides [16](#) and following)

## Termination due to reclassification as self-funded

- If you are a scholarship holder and are reclassified as self-funded, you may drop out if you cannot afford the tuition fees.
- In case of Hungarian state scholarship (HSS):
  - Monitor your personal HSS quota
  - Do not run out of the ‘program limitation’
  - Achieve the required minimum academic results (at least 36 credits and 2.75 or 3.00 GPA in the last two semesters)
  - For more details, see slides 11-17 of lecture B/3
- In case of Stipendium Hungaricum scholarship (SH):
  - You are required to fulfil the study, examination obligation and curriculum development by earning at least eighteen credits (i.e., earns a total of 36 credits) on the average of the last two semesters in which the student is not suspended (minimum credit requirement).

## Sixth unsuccessful exam / 1

- Legal background:
  - AER 14.3. „*The total number of retake and repeated retake examinations in the same subject for students commencing their studies in the academic year of 2012/13 and after must not exceed 5*”
  - NHEA § 59 (3) a) „Higher education institutions may terminate the student status unilaterally if a student fails to [...] fulfil the obligations relating to academic progress laid down in the study and examination rules and the curriculum, [...] provided that the student has been called on to meet this obligation within a specified time limit and has been informed of the legal consequences of the failure to comply.”
- Violation of this rule will result in dismissal, and equity cannot be exercised.
- An unauthorized absence from an examination is considered as a used examination event (AER 13.4).
- The subject is understood at the level of the subject in the accreditation documents of the degree program, so in Neptun it can correspond to several subjects, e.g. in case of a change of curriculum or form of attendance.
- The last (i.e. the fifth) retake exam must always be taken in front of a committee.
- You can appeal if you have not received a warning before the sixth examination or if you did not have the possibility to take it in front of a committee.
  - It is your responsibility to monitor your mailbox registered in Neptun, as this is where these warnings are sent.

...

## Sixth unsuccessful exam / 2

- AER 2. examination: „... The midterm mark [grade of a practical] is also counted as an examination for the purposes of the examination occasions used.”
- Attention should also be paid to the number of exams for both elective and repeatable (those that can be taken more than once) subjects.
- The rule 14.2 of AER on a maximum of two re-take exams per semester aims to keep the repetition of exams in sync with course repetition, thus reducing the risk of using up six examination possibility.
  - AER 14.2. „A failed examination in the same subject may be retaken twice in the same examination period, with the addition that a student whose only course taken but not completed in the examination period in question may take a third remedial examination [...]”
- Possible or recommended student strategy:
  - Along with the subject repetitions, track the failed exam attempts, too.
  - Take your preparation especially seriously from the second repeated retake exam onwards and only apply when you are more confident.
  - You should consider repeating the subject (possibly in the form of an exam course), which gives you a chance to prepare – but also means a delay.
  - Do not take advantage of extra examination options such as the third remedial examination (AER 14.2) or the out-of-period examination chance (AER 12.1) early and without any uncertainty.

## Dismissal for disciplinary reasons

- Student Disciplinary and Liability for Damages Policy of USz:
  - „1. § (1) *If the student culpably and severely violates his/her obligations, the student may be punished with disciplinary sanction under disciplinary procedure with a written decision.*”
  - „2. § (1) *Disciplinary sanctions may be: [...] e) expulsion from the University.*”
- AER 13.5. „*The use of tools and methods not allowed in the examination is a disciplinary offence.*”

\*\*\*

- A student used an unauthorised device in one of his/her exams, he/she had a mobile phone with him/her while writing an exam.
  - The student was suspended for two semesters in disciplinary proceedings.
  - The ban was reduced to one semester in legal redress proceedings.
- The same student asked for help with the solution during a Coospace exam in the following semester on Coospace chat.
  - The disciplinary committee expelled the student from the university.
  - The College of Legal Redress upheld the disciplinary decision.
  - The Commissioner for Education Rights also found the decision lawful: *“In my view, the use of an inadmissible instrument by students in an institution of higher education is an act of such gravity that the application of expulsion as a disciplinary sanction is proportionate to it.”*
  - The Regional Court of Szeged also rejected the student’s appeal.

## Strategies to avoid dropping-out

- If the results of the learning success survey justify it, take part in the specific courses and opportunities offered to support your learning, even if it feels a little awkward.
- If you are financially constrained, explore scholarship opportunities, discounts and tuition fee reduction options.
- If you don't yet have the required language proficiency, you can take advantage of the university's free language courses.
- Watch the evolution of your passive semesters, the number of exam repeats as described in the previous slides of the lecture.
- If your academic performance is poor (few credits completed and/or a low grade point average), you may lose your scholarship and if you cannot afford to pay the tuition fees, your status will be terminated (see lectures B/3 and B/4).
- If you have a disability, contact the Student Counselling Centre of the University in good time. Depending on your condition, you may be able to take part in support programs, study facilities as set out in the regulations, e.g. longer time to prepare for exams (see slide 19, lecture B/4).
- From time to time, assess your academic situation and estimate whether you can complete your current training. If you are having difficulties, you may be able to change to another course that is easier to complete, while still allowing you to earn credits for the credits you have already completed.
- Prepare thoroughly and don't cheat in exams.



## New language requirements

- According to the previous regulation, the official specification of the program requirements (PRLO) predetermined which language examination(s) had to be passed in the degree program, and after the final examination the student did not receive the diploma until the language exam certificate was presented.
- Under the new rules applicable from February 2023:
  - Students starting from September 2022 must complete the foreign professional language requirement as part of the curriculum.
  - Students starting before September 2022 will be able to choose between taking the old requirements or the new ones.
- The new foreign language requirements also apply to international programs if the language to be learned (e.g. Hungarian) is different from the language of the instruction.
- Where there were already separate foreign professional language courses, this will not change.
- For some programs where language skills are a basic requirement (e.g. international studies), the PRLO continues to require (one or more) language examinations appropriate to the program.
  - For other programs, the institution may decide to set a specific language examination (instead of taking courses) as a foreign language requirement.
  - Check the faculty announcements or ask the academic office about the detailed language requirements for your program.



# New language requirements and the dropping-out

- Where the new language requirements continue to impose language exams (either on the basis of the PRLO or by the institution's own choice), students are put in worse conditions under the new rules.

*This is a rare situation for international programs, but it can happen.*

- Previously, it was possible to take a final exam without a language exam, and the final exam “was not lost” until the language exam was passed.
- Now the language exam is also part of the curriculum, i.e. a prerequisite for the award of the pre-degree certificate. In other words, you cannot obtain a pre-degree certificate and register for the final exam until you have passed the language exam.
- If you do not pass the language exam on time, but all the necessary subjects and conditions have been fulfilled, you must request a passive semester until you have passed the required language exam.
- However, more than two consecutive passive semesters are only possible on an equitable basis, for some unexpected reason beyond your control (cf. [slide 20](#)), but the absence of a language examination does not constitute such a reason.
- This means that if you fail to pass the language exam in two semesters, you will be dismissed. For this reason, you can only complete your studies by re-admission and having your previous credits recognized.
  - If there is a change of curriculum in the meantime, the credit recognition will not be complete, i.e. one or more semesters of the new program will have to be studied. (There may even be a language examination requirement already!)
- So get your language exam in time, before the end of the last semester.



EFOP-3.4.3-16-2016-00014

# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION Credit system***

*Subproject: AP2 Complex development of study  
programmes and services*

*Topic: OKTIG\_1 Administrative background of  
development of study programmes based on learning  
outcomes*

***Tamás Racskó***

**SZÉCHENYI**  2020



MAGYARORSZÁG  
KORMÁNYA

Európai Unió  
Európai Szociális  
Alap



**BEFEKTETÉS A JÖVŐBE**

# Development of the credit system

- 19th century, USA: measure of the weekly teaching load of a subject in public education
- 20th century, USA: the need for recognition of knowledge acquired in pre-university vocational training (post-secondary education), based on principles developed in public education:
  - 1909: 'Carnegie unit' – a secondary school subject taught five days a week for one academic year, i.e. 120 times 60 minutes of study time - entry requirement
  - 1910: 'student hour' (Morris L. Cooke) – one hour of lecture, laboratory or classroom work per student – measurement of the efficiency and productivity of educational institutions
  - 'Elective system' (free choice of subjects): 1869-1885 Harvard University - 1877 University of Michigan: 24-26 full courses are required for the degree, where a full course is classroom, laboratory work or lectures 5 times a week during the semester.
  - The three factors together have shaped the credit system.
- In Europe, it was first used in the UK, but different systems were set up for each institution, and national harmonization took place in the 1990s
  - 1988, European Credit Transfer System (ECTS) - to solve the mobility problems of the Erasmus program, now used by around 1500 institutions
  - 1999, Bologna Declaration → Bologna Process (48 member states) → 2010, European Higher Education Area (EHEA).

## Introduction of credit system in Hungary

- Institutional initiatives - reducing hours, increasing student mobility
  - Eötvös Loránd University, Budapest, 1991 - similar to US model
  - University of Pécs, 1992 - closer to the credit system, but still based on US model
  - University of Agricultural Sciences, Gödöllő - credits are a measure of mid-year performance, which can be converted into grades
  - Budapest University of Technology, 1993 - the first actual credit system
  - University of Veterinary Medicine - a European model in veterinary medicine
- 107/1995. (XI. 4.) OGY parliamentary resolution on the guidelines for the development of higher education
- 1996: the concept of credit appears in the 1993 Higher Education Act
- 90/1998. (V. 8.) Korm. Government Decree on the introduction of the higher education study points system (i.e. the credit system) and on the uniform registration of institutional study points systems
- September 2002: the “early bird” institutions introduce in full-time programs
- September 2003: the remaining HEIs also introduce in full-time programs
- September 2004: full introduction (non full-time programs, specialized post-gradual trainings and doctoral programs)

## Definition of credit

- ANHE § 108 „24. credit: *a unit for measuring students' academic work which expresses in respect of a course or curriculum unit the time estimated to be necessary for acquiring the defined learning outcomes and meeting the requirements; one credit represents thirty academic hours on average, and the value of a credit does not depend on the assessment of the learning outcome acquired by the student, provided that the student's performance was accepted*”
  - IR ANHE § 54 (1) „*In the curriculum offered by the higher education institution [...] the number of credits for each semester [...] may not differ by more than three credits from the thirty credits*”
- ECTS: „*ECTS credits express the volume of learning based on the defined learning outcomes and their associated workload. 60 ECTS credits are allocated to the learning outcomes and associated workload of a full-time academic year or its equivalent, which normally comprises a number of educational components to which credits (on the basis of the learning outcomes and workload) are allocated. ECTS credits are generally expressed in whole numbers..*”
- The Hungarian credit system is, by definition, equivalent to ECTS. In practice, however, there are external and internal distribution imbalances.

# Credit as a measure of student work / 1

Study time equals	Study hours	Working time equals	Working hours
Credit	30	Day	8
		Week	40
		Month	180
Semester	900	5 months	900
Academic year	1800	10 months	1800
Bachelor's degree	5400	30 months	5400

The Student rights in higher education course has 2 credits, i.e.

- 60 study hours (student hours) of workload, of which:
- 28 hours of lectures (2 contact hours over 14 weeks) - in case of Hungarian version
- 2 hours of exam
- 30 hours of non-lecture learning (individual study, consultation, exam preparation, etc.)

In Hungary only whole credits can be awarded (→ possible rounding problems)



## Credit as a measure of student work / 2

- The Hungarian and ECTS credit systems therefore measure student workload, not the one of teaching.
- A course with a large number of hours may have the same credit value if it requires less workload outside of class, and a course with a smaller number of hours per week may have the same credit value if it requires more preparation outside of class (e.g. many assignments).
- That is why the courses have the same credit value regardless of the mode of attendance (full-time, part-time, distance learning).
  - Part-time (correspondence, evening) training: the number of contact hours is 30-50% of full-time training → 50-70% independent student work
  - Distance learning: the number of contact hours is max 30% of the full-time training → min. 70% independent student work
  - In the ECTS system, the credit value of part-time training may be different from full-time credits.
- This is different from the US system based on Cook's 'student hour'.
- The measure of teaching is the "time spent on teaching", i.e. contact hours; the normative weekly rate of this is according to § 26 of ANHE: professor 8 hours, associate professor 10 hours, other instructor 12 hours, teacher 20 hours (in case of 40 hours full-time work per week).





## Some features of the Hungarian credit system / 1

- The “extent” of the study programs (length and number of credits) is legally bound, but the subject structure has not been adapted everywhere, so credits are fragmented compared to international practice.
- „Credits shall not be awarded for a given learning outcome more than once.” [ANHE § 49 (5)] – This is a general feature, which also provides a basis for criticism of the credit system\*. →
  - Criterion subject: „a criterion-required subject, or another study requirement, to which no credit is assigned as a general rule.”, Criterion requirement: „a condition enclosed to the commencement of a period of study, the registration for a subject, the taking of a final examination, or the awarding of a diploma, which is of significance or prevents excessive delays in studies.” (AER 2.)
  - Criterion requirements break up the pure credit system, but provides an opportunity for a comprehensive check of knowledge.
  - \* „Once a credit was earned, it was as safe as anything in the world. It would be deposited and indelibly recorded in the registrar’s savings bank, while the substance of the course could be, if one wished, happily forgotten.” (Norman Foerster, 1937)

## Some features of the Hungarian credit system / 2

- Elective system: it is the student's right and responsibility to choose from the range of courses on offer those which together meet the requirements of the qualification they wish to obtain.
- ↕
- Standard curriculum: it is the right and responsibility of the institution to set the curricula, from which the student may deviate only to a very limited extent or not at all.
- ↓
- In the credit system, the latter is not feasible, and the former cannot be implemented in practice due to the specificity of the Hungarian degree structure\* (degree programs give specific qualifications) →
- ANHE § 49 (4) „*Higher education institutions shall provide recommended curricula in order to help students create their own study schedules.*”
- AER USZ 2. „recommended curriculum: the curriculum offered to the student to enable him/her to obtain the qualification within the prescribed period of study”
- Non-conflict timetable: an implementation of the recommended curriculum that allows all lessons to be attended.
- \* At Oxford University, on the other hand, it is possible to study a Bachelor's degree in Philosophy, Politics and Economics (PPE) - in fact, it is the degree that “runs Britain” (The Guardian, 23.02.2017). — At the USZ, this is taught by three different faculties.

## Some special rules for credits

- ANHE § 49 (7) “...the number of credits required under the study and examination rules for obtaining a final certificate (absolutorium or pre-degree certificate), but at least two thirds of the credit value of the programme, shall be collected during the given studies at the given higher education institution, even where previous studies at the institution or elsewhere or prior learning are recognised as having credit values.”
  - It is therefore not possible to change institution/training and then graduate immediately with credit. Thus, in the case of a bachelor's degree, two semesters must be re-taken after a change: these courses cannot (should not) be transferred from the previous studies.
  - Exceptions: doctoral studies, Erasmus+ joint program, admission to the same program, change due to the closure of an institution.
- AER USZ 7.3. „Students may register up to 45 credits of subjects in their degree programme per semester.” (Dean’s chance allowed from Sep. 2022.)
  - Annex 4 of the USZ Doctoral Regulations “3. At least 20 credits, but no more than 45 credits must be completed in each assessment period.”
- Where a related lecture and practical (seminar) are accredited as a common subject, the program supervisor has the right to determine whether the theoretical and practical parts can be completed separately and, if so, whether (and how much) credit is awarded for completing each part separately:
  - e.g. 4 credit subject: lecture 1 credit, practical 3, can be taken separately;
  - the same, but the lecture has 4 credits, the tutorial has 0, the examination condition for the lecture is the completion of the tutorial with signature.

# Erasmus program and ECTS

- Erasmus program:
  - The background to the name is twofold: named after *Erasmus of Rotterdam* (1466–1536, a humanist scholar, philosopher, theologian of the Netherlands), and as an acronym for *EuRopean Community Action Scheme for the Mobility of University Students*
  - 1981-1986: pilot student exchange programs
  - 1987: The European Committee / Council of Ministers adopts as official program from the 1987/88 academic year
  - 1988-89: Adoption of ECTS (European Credit Transfer and Accumulation System) to facilitate credit mobility for program participants
  - 1999: Bologna Declaration, the commitment of 29 (now 48) European governments to develop national qualifications frameworks that will be compatible with the qualifications framework of the future European Higher Education Area and will define learning outcomes in each of the three cycles (bachelor, master and doctoral).
  - 2007: Lifelong Learning Programme (LLP) — merged with similar EU programs (Leonardo da Vinci, Comenius, Gruntvig)
  - 2010: The European Higher Education Area (EHEA) is formally established → the European Qualifications Framework (EQF) is formulated
  - 2014: Erasmus+ program, integration with the Youth in Action, Erasmus Mundus, Tempus, Alfa, Edulink programs



## Erasmus program and the Bologna Process in Hungarian higher education legislation

- Act CXXXIX of 2005 on Higher Education: Revision of the basic legislation on higher education in the light of the Hungary's accession to the EU in 2004 and the Bologna Process
- Government Decree 1004/2011. (I. 14.) Korm. on the establishment and introduction of the National Qualifications Framework
- Government Decree No. 1229/2012. (VII. 6.) Korm. on tasks related to the introduction of the Hungarian Qualifications Framework [HQF]
- Government Decree No. 139/2015. (VI. 9.) Korm. on the list of qualifications and the inclusion of new qualifications in higher education
  - the application of the HQF and the EQF to the Hungarian system of degree programs
- IR ANHE No. 87/2015. (IV. 9.) Korm.:
  - Annex 5: „... *there shall be a period of international student mobility built into the curriculum for exchange study abroad during the course of the training (hereafter: mobility window)*”
- Ministerial Decree No. 18/2016. (VIII. 5.) EMMI on the training and outcome requirements for higher education programs:
  - new learning outcomes-based training and outcome requirements

## Erasmus program and credit recognition in practice

- Bilateral agreements between partner institutions, declaring the courses that can be mutually recognized.
- The details should be set out in the Learning Agreement annexed to the Erasmus(+) grant contract: this is the basis on which the student can expect the recognition of credits completed during the mobility study.
  - Otherwise (but sometimes even then), Erasmus studies can lead to an extension of the training period
- From September 2024, a mobility window should be provided in all training programs to minimize the lengthening of the studies. (Previously this was only mandatory for programs accredited from the 2016/17 academic year.)
- AER USZ, Annex 3 (Operational Rules of Credit Transfer Committees)
  - 2.2. „... Erasmus+ students may submit their [credit transfer] application out of the above periods, which may be determined by the Faculty and must be published in the Faculty schedule.”
  - 3.4. „Credit recognition for Erasmus+ studies may only be requested upon presentation of the Learning Agreement and Transcript of Records.”
  - 7.1. „The credits of the accepted subject do not count towards the semester's completion and the semester's credit number, and therefore do not contribute to the average on which the scholarship is based. Exceptions to this rule are made if the student applies for a credit recognition, where the subject was completed as [...] an Erasmus+ student.”





# Erasmus program and reclassification of HSS holders

- IR ANHE § 61 (8) „... If, pursuant to Article 56 (1), the credit for the given semester is completed after 31 July and the higher education institution has a Hungarian state scholarship place available, the reclassification decision shall be reviewed and, if necessary, amended accordingly.” — For Erasmus courses not yet completed at the time of summer reclassification, the reclassification has to be reviewed after the subsequent credit recognitions for Erasmus studies.
- AER USZ 6.9. b) „For the purposes of reclassification, a semester shall be considered as non-registered or intermitted if the student has, with the consent of the institution, pursued mobility studies in an EEA State during the given semester, the studies of which can be credited towards the educational programmes of the student's institution. Students on [...] other Erasmus and study abroad courses [...] will be conditionally reclassified if they take their examination after the reclassification period. Among those conditionally reclassified, those who meet the conditions for retaining a state scholarship according to the changed educational data will be reinstated as a state scholarship holder after the index is closed.
- If you choose the wrong Erasmus course, your training time may increase because of this:
  - A low number of recognizable credits or a low grade point average can lead to a loss of state scholarship status (student status is active during the semesters of Erasmus studies.)
  - Lengthening of studies could result in running out of personal quota or reaching the 'program limitation', which could also result in a reclassification for the HSS holders.
  - If the studies thus extend beyond one and a half times the program length, you will even have a 'short-time working obligation'.
  - As stated in previous presentations, "damage can be minimized". E.g. a passive semester after returning if there are no courses announced for continuation in that semester.





## ECTS equivalence rules

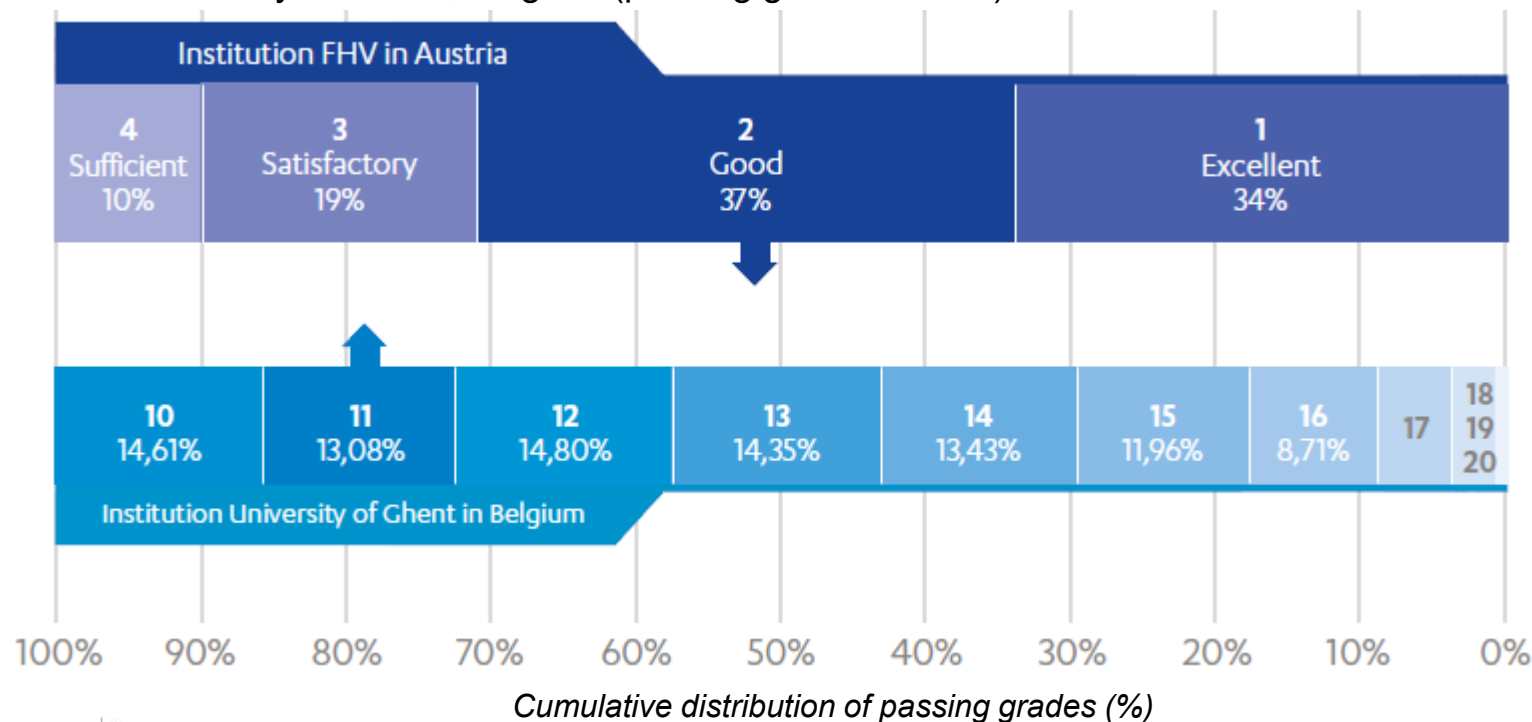
- Credit equivalence:
  - One academic year comprises 60 credits, one credit = 25-30 study hours.
  - Exception: the United Kingdom, where
    - one academic year comprises 120 credits
    - one credit is 10 study hours
  - The value of study hours may differ because there is no uniformity in measuring student or teaching workload, or in the latter case, how long an hour is (45', 50', 60').
  - Some EHEA member states (outside the UK) also award ½ credit
- Grade equivalence:
  - Before 2009: A (excellent), B (very good), C, D, E (pass), FX (fail), F
  - Comparison of cumulative grade distributions (by fields) since 2009:

Local passing grade	No. of students	No. of students (%)	Cum. grade distribution
5	30	30%	30%
4	35	35%	65%
3	20	20%	85%
2	15	15%	100%
Total:	100	100%	

In practice, the faculty credit transfer committee decides individually on the recognized local subjects (and this determines the credit, not the “taken” course) and the grade - taking into account bilateral partner agreements.

## Conversion of ECTS grades

1. Fachhochschule Vorarlberg (FHV), Austria (passing grades: 1-4)
2. University of Ghent, Belgium (passing grades: 10-20)



- A grade of '2' (good) at the FHV is equivalent to a grade of '12' to '14' at the University of Ghent. It is an institutional decision whether to take the minimum (12), the maximum (14) or the mean (13) during the conversion.
- A grade of '11' at the University of Ghent is clearly equivalent to a grade of '3' (satisfactory) at the FHV.

ECTS Users' Guide (2015), Annex 2, page 81

## Comparison of old and new ECTS grading

- ECTS grades before 2009 corresponded to fixed values of the cumulative grade distribution according to the new system.
- This is difficult to match in Hungarian practice, since the 1-5 grades do not express the relative extent of students' knowledge compared to a reference group, but an absolute assessment judgement against the course requirements.

Grade before 2009	Cumulative grade distribution in %	Description
A	10%	Excellent, flawless performance
B	35%	Above average result with minor errors
C	65%	Mostly good work with some errors
D	90%	Adequate, but with important shortcomings
E	100%	Performance at minimum level
FX	—	Insufficient, some work still needed to award credit
F	—	Insufficient, significant extra work needed



## Credit recognition at the University of Szeged / 1

- The basic document: Annex 3 of the AER “*Operational Rules of Credit Transfer Committees*”
- One Credit Transfer Committee (CTC) per faculty, with at least three lecturers.
- For group teaching practices, the Teacher Training Centre is responsible.
- A student may request a recognition of credit for - a not completed - curriculum unit (subject unit, subject, module or milestone) of the program. The unit to be replaced must have a credit.
- In the case of a curriculum unit not having a credit, the acceptance of previous completion is subject to an exemption (physical education, practice), which is at the discretion of the competent professional committee.
- No transfer of credits may be requested:
  - from previous credit recognition (always based on original performance)
  - for a thesis seminar and for a completed thesis
  - in a continuous program on the basis of the completion of the lower level pre-program, since the entire previous training as a prerequisite for the program has already been counted by the degree; an exception to this are the higher educational vocational trainings
  - for an elective subject that is part of the training.
- In the case of credit recognition, the CTC must award a grade in addition to the credit. If the performance is the result of several previous performances or cannot be placed to a five-grade scale, the CTC shall determine the grade.

## Credit recognition at the University of Szeged / 2

- The credits of the accepted subject do not count towards the semester's completion and the semester's credit number, and therefore do not contribute to the grade point average. Except if the subject was completed as:
  - a guest student at another higher education institution, or
  - in partial training, or
  - as an Erasmus+ student.
- The credits credited count towards the student's total credits and thus contribute to the fulfilment of the curricular requirements.
- Other professional aspects may be considered during the decision:
  - certain learning achievements have a statute of limitations
  - The practice of applying the knowledge is also part of the knowledge.
- The CTC takes a formal decision on the credit transfer application:
  - It is required to provide professional reasons.
  - An application which is identical in all respects shall be treated in the same way, irrespectively of the identity of the applicant.
  - The student may not challenge the professional reasons for rejecting the application. (The remedy can only concern the legal, formal elements.)
  - Credit Transfer Decisions - except for the personal data of the student - are public to the students and faculty members of the USZ.
- The student may repeat the credit transfer application for the rejected unit if he/she can remove the reason for the rejection in the new request.



## Credit recognition at the University of Szeged / 3

- The CTC may not refuse to accept the credit,
  - if the topics correspondence between the subjects to be replaced and the subjects completed reaches 75%,
  - in the case of validation, if the proportion of competences acquired (or corresponding learning outcomes) is at least equal to the learning outcomes established for the curricular unit to be replaced;
  - if it is required by a valid Credit Recognition Agreement concluded by the university or a faculty;
  - in cases where identical achievements under identical training conditions have already been recognized by the CTC within five years;
  - if it has been recognized by a decision in a prior credit transfer procedure and the deadline provided for therein has not yet expired.
- Validation: recognition of knowledge not previously assessed with ECTS credit (non-formal, informal learning, work experience, non-university education) in the form of credit-bearing curriculum unit(s) - (Principles of credit recognition at the USZ, 2019.)
- ANHE § 49 (6): „The credit transfer committee may recognise prior non-formal and informal learning, work experiences, as well as qualifications for the purpose of the fulfilment of academic requirements”



## Credit recognition at the University of Szeged / 4

- Credit transfer applications are submitted in Modulo, only exceptionally on paper.
- The student must attach:
  - a certificate of the completion of the subject to be replaced;
  - in most cases, this is an official transcript of records with a detailed description of subject topics that allows the examination of thematic consistency.
  - The exact types of certificates are determined by the faculties
  - If the previous completion was at the USZ and the application was submitted in Modulo, the selection of the completed courses from the study system shall be considered as certification
  - Credit recognition for Erasmus+ studies may only be requested upon presentation of the Learning Agreement and Transcript of Records
  - The detailed description of topics does not need to be attached in case of elective courses, the course title and details of completion are sufficient. An elective course does not have a pre-approved credit value.
  - In the case of exemption, the requirements of the competent professional committee (including Teacher Training Centre) will apply.
  - The value of the recognized credits is not determined by the number of credits originally acquired, but by the credit value of the subjects to be recognized, i.e. the extent to which the originally acquired competence is used in the given curriculum (*this is a general recognition principle, not only the practice of the USZ*).





## Credit recognition at the University of Szeged / 5

- Credit transfer periods at the USZ:
  - Additional or preliminary period: for newly admitted, transferred students and those who have changed their major or minor - for the current semester or prerequisite courses - in the 2 weeks prior to course registration period.
  - Main or regular period: for everyone in the second month of the semester, when applications for the following and subsequent semesters can be submitted.
  - These two periods are included in the university academic calendar.
  - Erasmus students may submit their applications outside the above periods, which may be determined separately by the faculty and must be published in the faculty calendar.
- Types of credit transfer forms in Modulo system:
  - Regular credit transfer: The standard application form, in which only one item per application may be marked for acceptance. The previous studies may comprise courses completed at the USZ or at another institution.
  - Linked credit transfer: For students who have previous studies that would almost “automatically” be accepted, because they are changing mode of study, or are continuing their previous program with a new admission, or have previous credits on a “related” program at the USZ. The basic principle of the linked form is that a subject matches exactly one previous course and neither a description nor a certificate of completion need be attached.



## Specificities of the USZ – ‘Training module’

- The definitions of the official program requirements and learning outcomes recognize the terms “optional field of knowledge” and “specific knowledge recommended by the training institution”.
- If these do not meet the official criteria set for the specializations (e.g. the minimum number of credits), or legally or professionally specialization cannot be started in the given major, these courses of these special areas of knowledge may form a ‘training module’.
- Training modules two forms:
  - *Fixed curriculum* – you must register for the module and complete its predefined curriculum, such as the Master of Laws
  - *Elective curriculum* – the credits of the (possibly overlapping) subjects of the training modules must be earned in the required number to complete the module, the student is free to choose from the offer, and may even complete several modules by the end of the training. This was the case for the Master's degree in Physics.
  - Students receive a ‘module certificate’ for the training modules they have completed together with their diploma. The module certificate is a specific certificate of the University of Szeged, it is not a public document, because it is not defined by law.



## Pitfalls of credit recognition

- You should only apply for credit recognition of subjects that you will definitely need during your studies. It is possible to have new credit transfers in every semester.
- From summer 2019, credits recognized for a given semester are counted in the academic performance of that term (but not credits registered for other semesters).
- In case of credit transfers for curriculum units above subject level (e.g. in case of integrated teacher education after a Bachelor's degree), the recognized credits are automatically 'spread' over semesters.
- Excessive (and simultaneous) credit recognition may lead to the fact, that you will not be able to take and complete enough courses in the future, so you may be reclassified as self-financed at the end of the following year from Hungarian state scholarship of Stipendium Hungaricum scholarship.
- The study time and the number of credits are synonymous measures, so the credit transfer reduces the required study time, therefore the annual number of credits required in the recommended curriculum remains at about 60 credits.
- It is also advisable to take the subjects that you wish to be recognized in the post-admission additional credit transfer period as a precautionary measure, if the approval of the CTC is uncertain. After the approval of the CTC, these courses can be dropped until the end of the course registration period.
- Exceeding the required credits by 10% is no longer a financial obstacle, as from September 2022 the fee for exceeding the credits will be HUF 0.

## Complementary tertiary education

- The higher education institutions may admit any person as a student to any course or module of the institution for the purpose of complementary tertiary education on a fee-paying basis, without a separate admission procedure. The institution is obliged to issue micro-credentials of academic performance from its study system, including the course description (topics). The completion of a course or module may be recognised within other higher education studies in accordance with the credit transfer rules.
- The institution's own students can also start a complementary tertiary education program in parallel with their initial study program.
- **Micro-credentials:** a certificate, including course description and credit value, which is a public document attesting to the learning outcomes obtained through the completion of a course, module, complementary tertiary education program or other micro-program at the higher education institution.
- At the request of the student, the higher education institution will issue micro-credentials of any learning outcomes achieved by the student.
- The micro-credentials must be issued and stored electronically in the study system used by the issuer and uploaded electronically to the Adult Learning Data System. → This is where the non-formal training portfolio of the individual is collected together with the adult learning certificates completed.
- The government decree regulating the content of the micro-credentials has not yet been issued, so only the old type of credit certificate (transcript of records) can be issued instead.

EFOP-3.4.3-16-2016-00014

# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION***

## ***Staying in Szeged as a student – practical information***

*Subproject: AP2 Complex development of study  
programmes and services*

*Topic: OKTIG\_1 Administrative background of  
development of study programmes based on learning  
outcomes*

***Előd Sándor Szabó  
Andrea Lehocki Balog***

**SZÉCHENYI**  2020



MAGYARORSZÁG  
KORMÁNYA

Európai Unió  
Európai Szociális  
Alap



**BEFEKTETÉS A JÖVŐBE**

# Staying in Szeged as a student – practical information

Entering and staying in Hungary involves rights and obligations. We have collected the most important issues for you.

With Act No. 90 of 2023 (in force from 1 January 2024), the legislator introduced significant changes with regard to the entry and stay of third-country nationals to Hungary. Important changes for higher education students are described below.

## 1. Entering and staying in Hungary

- 1.1. D-type Visa
- 1.2. Residence Permit
- 1.3. Registration Card
- 1.4. Useful information related to official procedures

## 2. Health Insurance

## 3. Student Card

## 4. Student Support





# 1. Entering and staying Hungary

- ☐ Visa restricted nationals need to apply for a **D-type visa** at the Hungarian Embassy/Consulate in order to enter the country.
- ☐ Visa-free nationals can enter Hungary freely, but
  1. Non-EU and non-EEA students need to submit a **residence permit** application at the regional National Directorate-General for Aliens Policing – NDGAP.
  2. EU or EEA students have to declare their address at the NDGAP and need to apply for a **registration card**.
- ☐ Students already possessing a residence permit can enter Hungary with their residence permit (no need to apply for a new visa in case of visa restricted nationals).





## 1.1. D-type Visa

International students (non-EU and non-EEA nationals) coming from a country that is under visa obligation according to the Schengen acquis and Hungarian legislation, and intend to stay in Hungary for more than 90 consecutive days, are required to apply for a long-term student visa (residence permit).



### Procedure:

Visa applications are to be submitted at the Hungarian Consulate in the country where the permanent or temporary residence of the applicant is located or in the country of the applicant's nationality. The visa application is simultaneously an application for the Hungarian Residence Permit. The visa is issued by the Consulate, the residence permit is issued by the Regional Directorate of the National Directorate- General for Aliens Policing (NDGAP). The fee for the consolidated procedure is 110 EUR.

## What is needed:

- ✓ Completion of the visa application form: <http://www.bmbah.hu/index.php?lang=en>
- ✓ An acceptance letter from the university regarding your admission
- ✓ Proof of having paid the tuition fee/tuition fee exemption
- ✓ Passport valid at least 6 months beyond your date of entry
- ✓ Copy of the photograph page of your passport
- ✓ Passport photo no more than 6 months old
- ✓ Proof of health insurance
- ✓ Proof of address or housing in Hungary
- ✓ Proof of sufficient funds to cover living expenses in the form of bank statement
- ✓ Visa application form
- ✓ Payment of procedural fee

Documents shall be attached to the applications being submitted in the original, if possible. If the client needs the original document later on, then a photocopy shall also be attached besides along with the original document.

The consulate reserves the right to examine the authenticity of the communicated data and the submitted documents. The communication of false data will in itself lead to the refusal of the visa application.

Please also note that the consul may request the presentation of further documents in addition to the above ones.

The consulates may invite the applicants to take part in a visa interview. It is recommended to schedule the interview appointment around 4 to 6 weeks in advance because appointment times are limited. After the appointment, the visa processing time usually takes an additional 1 to 4 weeks.



If data recording is fully completed at the consulate, then residence permit production procedure is launched by NDGAP. This means that the actual residence permit document may be produced by the time the students enter Hungary and there is only need for a shortened administrative procedure in order to receive the card.



## 1.2. Residence Permit

### First entry: Non-EU and non-EEA students arriving with a D-type visa

#### Procedure:

Within 3 to 5 days after arrival, the address of residence needs to be declared at the regional National Directorate-General for Aliens Policing.

#### What is needed:

The “*Adatlap tartózkodási engedély kiadásához*” form needs to be completed.

In case your visa application was not complete, further documents may be required by the NDGAP.

**No procedural fee should be paid.**



3. számú melléklet

**Adatlap a tartózkodási engedély kiadásához**

A hatóság töltsé ki! / For official use only!		Gépi újszám: 0000000000	
Adatlapot átvett a hatóság:		 Arcfotókép	
DÁH ..... Regionális Igazgatóság			
beutazás helye:			
beutazás ideje:			
..... év ..... hó ..... nap		Tartózkodási engedély átvételre jogosító vízum száma és érvényessége:	
H 00000000 ..... év ..... hó ..... nap			
A kérelmező (jogviszony képviselő) aláírása / Signature of the applicant (legal representative) Az aláírást a kérelem belső kell. marasztal / The signature must be completed within the frame.			
1. A kérelmező személyes adatai / Personal data of applicant			
családi név (általános név) / Family name (as in passport):		utónév (általános név) / Given name(s) (as in passport):	
születési családi név / Family name at birth:		születési utónév / Given name(s) at birth:	
anyja születési családi és utónéve / Mother's family name and given name(s) at birth:			
születési idő / Date of birth:		születési hely (település) / Place of birth (city):	
..... év/year ..... hó/month ..... nap/day		ország / Country:	
állampolgársága / Nationality:		nem / Sex: <input type="checkbox"/> férfi / Male <input type="checkbox"/> nő / Female	
2. A kérelmező útlevélének adatai / Data of passport			
útlevél száma / Passport number:		kiállításának ideje, helye / Date and place of issue:	
..... év/year ..... hó/month ..... nap/day		..... év/year ..... hó/month ..... nap/day	
útlevél típusa / Type of passport:		érvényességi ideje / Valid until:	
<input type="checkbox"/> magánútlevél / private passport <input type="checkbox"/> diplomata / diplomat		<input type="checkbox"/> szolgálati / service <input type="checkbox"/> egyéb / other	
..... év/year ..... hó/month ..... nap/day		..... év/year ..... hó/month ..... nap/day	

## First entry: Non-EU and non-EEA students arriving with NO visa

### Procedure:

Non-EU and non-EEA students have to request a residence permit at the National Directorate-General for Aliens Policing in person upon arrival to Hungary or on the Enterhungary online platform:

<https://enterhungary.gov.hu/eh/?en>

### What is needed:

- ☐ Application form: “*Application for Residence Permit*” and “*INSET 14 (Studies or Student Mobility)*”
- ☐ School certificate (*including information on the payment of the tuition fee*)
- ☐ Passport (*valid for at least a year*)
- ☐ 1 passport-size photo
- ☐ Certificates proving that you are able to cover your expenses in Hungary. You need: Bank receipt showing you have enough hard currency on your account (for your cost of living). You have to open an account at a Hungarian bank for this purpose! You will also have to submit a “*Supporting Declaration*” provided by your parent(s) that they will financially support your studies (bank statement or employer’s certificate).

*Annex no. 9 to Minister of Interior Decree no.9/2024 (of II.29.)*



National Directorate-General for  
Aliens Policing  
Országos Idegenrendészeti  
Főigazgatóság



Application form for a residence permit

<i>For completion by the authority.</i>	
The authority receiving the application:	
Date of receipt of the application: _____ year _____ month _____ day	
	<div style="border: 1px solid black; height: 100px; width: 100%; text-align: center; padding-top: 50px;">Area designated for the placement of a facial photograph</div> <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 10px;"></div> <p style="text-align: center; font-size: small;">[Handwritten signature specimen of the applicant (legal representative)]</p> <p style="text-align: center; font-size: x-small;">The signature must be inside the box in its entirety.</p>
<b>PLEASE COMPLETE THE FORM LEGIBLY, IN LATIN BLOCK LETTERS.</b>	
<input type="checkbox"/> First time issuance of a residence permit: Border crossing point as place of entry, date of entry: _____, _____ year month _____ day	
<input type="checkbox"/> Extension of a residence permit: Document number of the residence permit, date of expiry: _____, _____ year month _____ day	
Telephone number:	Email address:
Delivery of the document (in case the application is submitted by the applicant, unless the application is for a residence permit for the purpose of training or for a residence permit for the purpose of studies): <input type="checkbox"/> The applicant requests delivery of the document by way of post. Postal delivery address: <input type="checkbox"/> place of accommodation of the applicant <input type="checkbox"/> contact address of the attorney-in-fact	



- ☐ In case you are a scholarship student “*Scholarship Certificate*” is needed.
- ☐ Rental contract. It should be signed by the owner(s) of the flat and by 2 witnesses (Hungarian citizens). The address and the ID card number of the witnesses should also be written on the contract. *Please make sure that the rental contract contains the lot number of the property/flat (HELYRAJZI SZÁM) according to the Hungarian Land Administration Office.\**
- ☐ Accommodation reporting sheet signed by the owner(s) of the flat. (SZÁLLÁSBEJELENTŐ LAP).
- ☐ Health Insurance

Accommodation reporting form for third country nationals	Accommodation reporting form for third country nationals
1. Family and given name of applicant: _____	6. Family name: _____
2. Date of birth: _____ year _____ month _____ day	7. Given name: _____
3. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	8. Former or maiden family name: _____
4. Nationality: _____	9. Former or maiden given name: _____
	10. Mother's maiden family name: _____
	11. Mother's maiden given name: _____
	12. Place of birth - Country: _____
	13. Place of birth - City: _____
	14. Date of birth: _____ year _____ month _____ day
	15. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
	16. Nationality: _____
5. New address:	
Postal code: _____	17. Number of travel document: _____
City (District): _____	18. Type of residence document: <input type="checkbox"/> Visa
Name of public domain (road, street, square etc): _____	<input type="checkbox"/> Residence permit
Type of public domain (road, street, square etc) _____	19. Number of document: _____
Street number: _____	20. Place of crossing the border: _____
Building: _____ Staircase: _____	21. Date of crossing the border: _____ year _____ month _____ day
Floor: _____ Apartment number: _____	
	.....
	Signature of the applicant (legal representative)      Signature of the person providing accommodation

09-1117/003-IP – Duna-Mix Kft. Nyomda, Vác: +36 27 501 586

If you are arriving with no visa the procedural fee is **39.000 HUF** payable by bank card on spot or by cheque issued by the National Directorate-General for Aliens Policing. (Cheque payment is available at post offices).

***Please, make sure to have a copy of all original documents!***

## Extension of the Residence Permit

### Procedure:



The request for the extension of residence permit should be submitted 30 days before the expiry date of the old permit at the NDGAP. Should you fail to submit your request in time your application will be rejected!

*Therefore, it is recommended to start the procedure at least 40-45 days before the expiry date of the old permit.*

The decision is made by the NDGAP within 70 days. In case of any missing documents, 20-25 days extension can be granted. It can be extended with an extra 21 days by the student's request (total: max. 45 days).

The procedural fee for the renewal is 23.000 HUF.

Please note that under a transitional provision of the new legislation, those who held a valid residence permit at the time of the entry into force of the law (1 January 2024), may apply for the first extension under the new Act at the earliest 45 days and 30 days at the latest before the expiry of the permit, i.e. a total window of 15 days is available to submit the application for renewal.



## What is needed:

### For starting the procedure:

- ☐ 1 photo (passport size)
- ☐ Application form: *“Application for Residence Permit” and “INSET 14 „*
- ☐ **Procedural fee: 23.000 HUF, if the application is submitted through EnterHungary platform** and 35.000 HUF, if the application is submitted in person at the Regional Office of the NDGAP (only if the application is cannot be submitted online due to technical reasons). *May be paid by credit/debit card online or postal cheque (the Authority provides you with the cheque) or by credit card at the Authority (if the application is submitted in person).*

### Further documents to be submitted:

- ☐ School certificate, tuition fee payment certificate (if you are not a scholarship student)
- ☐ If you are not in your first year: certificate about your study progress (transcript)
- ☐ Scholarship certificate – if applicable (also proves health insurance)
- ☐ If you are not a scholarship student: certificate on subsistence (bank certificate, declaration of your parents on supporting you and your parents' bank certificate and certificate on employment and wage)
- ☐ Certificate of accommodation (DORM: dorm certificate and accommodation reporting sheet. RENTED FLAT: rental contract, accommodation reporting sheet)

## 1.3. Registration card

**Procedure:** Students from **EU countries and EEA** are obliged to declare their address (latest within 93 days after the arrival in Hungary) at the National Directorate-General for Aliens Policing.



### What is needed:

- ☐ Application form: *“Data sheet to issue registration certificate for EEA Nationals and to notify the first place of residence”*
- ☐ School certificate *(including information on the payment of the tuition fee)*
- ☐ Passport / ID copy
- ☐ Copy of Bank Card
- ☐ *“Declaration on financial background”*
- ☐ Rental contract. It should be signed by the owner(s) of the flat and by 2 witnesses (Hungarian citizens). The address and the ID card number of the witnesses should also be written on the contract. *Please make sure that the rental contract contains the lot number of the property/flat (HELYRAJZI SZÁM) according to the Hungarian Land Administration Office*
- ☐ Health insurance
- ☐ A procedural fee of **1000 HUF** payable by bank card on spot or by cheque issued by the National Directorate-General for Aliens Policing. (Cheque payment is available at post offices)

***Please, make sure to have a copy of all original documents!***

As of 1 January 2019, natural persons or their authorized legal representatives may submit an application for a registration card electronically via the website Enter Hungary. (<https://enterhungary.gov.hu/eh/>). You need to make a registration before submitting the first application. More information can be found in the following guide: <https://enterhungary.gov.hu/eh/assets/en-enter-hungary.pdf>

Please note that in several cases personal appearance is mandatory by regulation, and therefore using the electronic system does not exempt from it, so during the procedure you have to be in Hungary



## 1.4. Useful information regarding NGDAP procedures (1)

- ☐ **Keep the deadline for the renewal of documents:** Starts 30 days before the expiry date of your residence permit the latest. Please keep in mind that if you not submit your application for the renewal in time, the immigration authority by law shall reject your application without further examination.
- ☐ **Keep the deadline for submitting missing documents:** Documents shall be submitted before the deadline. If you can not submit them in time, request an extension from the NGDAP. Extra time may be provided once during the procedure and total time provided for the completion of the application may not exceed 45 days.
- ☐ **If you submit your application there is a legal obligation for the Authority to make the decision in 70 days.**
- ☐ **If you change accomodation** you are obliged to report it with the necessary documents.
- ☐ **Indicate your email and phone number** accurately.
- ☐ **Write your name on the mailbox** of your flat.
- ☐ **indicate your address accurately** and check your mails regularly.
- ☐ **If you have a missed call from the NGDAP Office**, call them back or visit them in person. The purpose of their call is to help you complete your application, receive your permit, documents in time.

## 1.4. Useful information regarding NGDAP procedures (2)

- ❑ **Following a change in the legislation in 2023, residence permits will no longer be sent directly to the applicant if they are issued for study purposes, but to the higher education institution of which the applicant is a student.**

The university will notify the student of the residence permit electronically and the residence permit can be picked up at the student services office after booking an appointment.

- ❑ **Family reunification:** According to the new legislation, a family member of a third-country national holding or applying for a residence permit for the purpose of studies, a student mobility residence permit or a student mobility certificate shall not be granted a residence permit for the purpose of family reunification.
- ❑ **Strict deadlines:** The new legislation has limited the use of the institution of fairness, for example, if the applicant fails to submit an application within the time limits set by law, the authority has to reject it without any substantive examination, and there is no place for a fairness claim in this case.



## Contact details of the National Directorate-General for Aliens Policing (NDGAP) Office in Szeged

**Address:** 6724 Szeged, Bakay Nándor u. 3/A

**Phone:** + 36 62 795 150

**E-mail:** dar@oif.gov.hu

	<u>Reception hours</u>
<b>Monday</b>	07:30-16:00
<b>Tuesday</b>	07:30-16:00
<b>Wednesday</b>	07:30-16:00
<b>Thursday</b>	07:30-17:00
<b>Friday</b>	closed



*Please make sure to arrive at least 60 minutes before the closing time.*





## 2. Health Insurance

- ❑ Students have the opportunity to purchase the **Generali Studium Health Insurance** through the University. In case of certain programmes, the tuition fee includes the fee or the health insurance (eg. health science programmes).
- ❑ The insurance provides **full coverage of the costs of justified medical treatment in Hungary.**
- ❑ Furthermore **50% of the costs of medicine and therapeutic aids** are covered.
- ❑ **Exclusions:** Alcohol and substance abuse, pre-existing conditions which displayed symptoms and/or were diagnosed before the commencement of the coverage and their consequences; pregnancy and childbirth; psychiatric treatments and psychotherapy; dental treatment.





## If you are ill and you need medical attention:

- ❑ In all cases, you must first register for a GP visit and book an appointment through the **MODULO SYSTEM**.
- ❑ In urgent cases and between 19 p.m. and 7 a.m. on weekdays, at weekends and on public holidays, you can call the UNI-MED CALL CENTER, which is available 0-24 at +36 70 439 2188, and then choose the Generali STUDIUM menu item! In justified cases, your GP will see you as a matter of urgency.
- ❑ If you are ill but you are not in Szeged, you must also call UNI-MED CALL CENTER, which is available 0-24 at +36 70 439 2188, and then choose the Generali STUDIUM menu item. They will try to help you and inform you about the possibilities and further to-dos.
- ❑ Your GP Surgery: SZTE ÁOK Családorvosi Intézet Oktató Rendelője (the Teaching Surgery of SZTE ÁOK Primary Care Institute) 6722 Szeged Tisza Lajos krt. 97. Floor I (mezzanine ground floor) Surgery 21 and Surgery 22. Reception times:

**Monday, Tuesday, Thursday, Friday:** 9:00 – 12:00 a.m.

**Wednesday:** 13.30-16.30 p.m.



## How to receive the insurance

### Procedure:

- ❑ In order to receive the insurance you have to be active in Neptun system and your financial status needs to be in order. In case you are entitled to receive the insurance, your insurance will be **automatically activated** in the Modulo system which can be accessed by the GP, the clinics the Insurance Company. Freshmen are going to receive an insurance card and contract upon joining the insurance plan which is issued by the Student Service Office (HSZI).
- ❑ If you have to pay for the insurance (if it is not included in your tuition fee/scholarship), the Student Service Office (HSZI) will generate a payment obligation which will show up in your Neptun account under Finances/Payments. You will be able to pay in Neptun via a simple online card transaction. When the payment is completed, the status of the payment obligation will change to “fulfilled” in Neptun, so you will be able to see if your payment was successful. Once your payment is completed, HSZI will be able to validate your insurance.

For further information about the process of acquiring your Generali Studium health insurance, please contact the

## Student Service Office

**Address:** 6724 Szeged, Ady tér 10.  
in the University Library Building  
**Phone:** + 36 62 544-794)  
**E-mail:** [hszi@hszi.u-szeged.hu](mailto:hszi@hszi.u-szeged.hu)

	<u>Reception hours</u>
<b>Monday</b>	09:00-15.00
<b>Tuesday</b>	09:00-15.00
<b>Wednesday</b>	09:00-15.00
<b>Thursday</b>	09:00-15.00
<b>Friday</b>	09:00-15.00



### 3. Student card

All students enrolled in Hungarian higher education institutions are entitled to receive a student card. It is a way of proving that you have an active status at the University.

If you hold a student card, you can furthermore access a number of services and discounts:

- ☐ Some higher education institutions require the card for entering their premises or the dormitory, and it is needed for using the library services with a discount or free of charge.
- ☐ Discounts in sports facilities.
- ☐ Travel discounts in Hungary (rail, bus), public transport.
- ☐ Commercial discounts: nearly 1300 places accept the card and offer different discounts for students. The extent of these varies between 5% and 30%. A list of all the places offering student discounts can be found at the [www.diakbonusz.hu](http://www.diakbonusz.hu) website.



The card shows your personal data (name, place and date of birth, address, type of student status), your photo, the name of the University. The period of validity is indicated by a sticker which needs to be renewed each semester.

### Procedure:

You need to apply for the Student Card at the **Student Service Office** (HSZI).

### What is needed:

- ❑ If you are an EU/EEA national you will need an official Identification Card (ID) and a NEK datasheet, which you can obtain at any Government Office in Hungary. For EU/EEA nationals, the Government Office issues the correct NEK datasheet based on the registration card issued by the Immigration and Asylum Office and a student status certificate. Applying for a student ID card if the NEK datasheet was issued without a registration card is NOT POSSIBLE!
- ❑ If you are a third country national you will need a valid passport or residence permit and a NEK datasheet, which you can obtain at any Government Office in Hungary. For third country nationals, the Government Office issues the NEK datasheet based on a valid passport or residence permit and a student status certificate. Before taking the NEK datasheet, please make sure that all your personal data is correct! Applying for a student ID card with a NEK datasheet with incorrect personal data is NOT POSSIBLE!


Please take into consideration that Student ID cards are manufactured within 60 days, therefore a Temporary Student ID/Certificate can be issued by the **Students' Service Office**.

# Temporary Student Card

## In order to receive the card:

- ☐ You need to be active in Neptun system.
- ☐ Have to have applied for the permanent student card (in case of EU students).
- ☐ You will need your passport/official ID (in case of EU students).
- ☐ You can apply for it at the Student Service Office at Ady tér 1.
- ☐ Valid for 90 days.
- ☐ Can be renewed.

Igazolás



Igazolás sorszáma: 170619/0000034  
Érvényességi ideje: 2017.08.18  
Igazolás típusa: Diákigazolvány elkészültéig kiállított igazolás

**Intézményi adatok**  
Intézmény neve: Széchenyi István Egyetem  
Feladatellátási hely címe: 1122 Budapest XII. kerület Maros utca 19-21.  
Munkarend: Nappali

**Személyi adatok**  
Név: teszt teszt

**Oktatási adatai**  
Oktatási azonosító: 123456789  
Születési hely és idő: 1990.01.01  
Lakcím: 1122 Budapest XII. kerület Maros utca 19-21.  
Munkarend: Nappali

Igazolás kiállításának oka: az oktatási igazolvány kiállítása folyamatban van

Igazolás kiállításának célja: igazolja, hogy a fent nevezett személy az oktatási igazolványokról szóló kormányrendeletben meghatározott kedvezmények igénybevételére az igazolás érvényességi idejéig jogosult.

Igazolás kiállításának helye és ideje:  
Balassagyarmat, 2017.07.12

Aláírás: \_\_\_\_\_

p.h.



## Permanent Student Card

In order to receive the card:

- ☐ You need to be active in the Neptun system
- ☐ You have to get a NEK data sheet from the Government Office (Rákóczi Square 1.) after that, you have to bring it to the Student Service Office (Ady tér 1.)
- ☐ Valid for a whole semester.
- ☐ Needs to be validated each semester.





For further information about the process of acquiring your Student Card, please contact the

## Student Service Office

**Address:** 6724 Szeged, Ady tér 10.

in the University Library Building

**Phone:** + 36 62 544-794

**E-mail:** [hszi@hszi.u-szeged.hu](mailto:hszi@hszi.u-szeged.hu)

	<u>Reception hours</u>
<b>Monday</b>	09:00-15.00
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<b>Wednesday</b>	09:00-15.00
<b>Thursday</b>	09:00-15.00
<b>Friday</b>	09:00-15.00



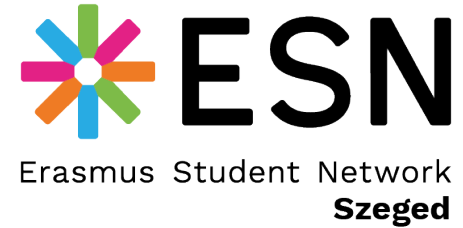
## 4. Student support

University life can be very stressful at times. It can be especially difficult to deal with it when you are far away from your family in an unfamiliar environment. In order to help students integrate into student life in Szeged and master possible problems, mentoring systems are operated at various levels:

- ☐ Erasmus Student Network (ESN)
- ☐ International Student Union (ISUS)
- ☐ Psychological mentoring
- ☐ Most of the Faculties have their own mentoring systems



## Erasmus Student Network Szeged



- ☐ ESN is the central student mentoring system of the University of Szeged.
- ☐ Scholarship holders have their own individual mentor, who will get in touch with everyone before they'll arrive to Hungary.
- ☐ ESN can help students in every day issues, like searching for flat, helping in translations.
- ☐ They are also organizing programmes every week for both Hungarian and International Students.
- ☐ ESN mentors are available at the International Mentoring Centre during reception hours (Dugonics tér 13. room No. 45.).
- ☐ More information on Facebook, Instagram and <https://szeged.esn.hu/>.



# International Student Union of Szeged

- ❑ The International Student Union of Szeged (ISUS) is an organization created for health science students with the support of the Faculty of Medicine.
- ❑ ISUS is dedicated to serves a bridge between the University and the students.
- ❑ ISUS furthermore strives to provide a rich, exciting cultural and academic experience.
- ❑ ISUS hosts many exciting events including jam sessions, picnics, sports and cultural events.
- ❑ More information on Facebook and <http://www.isus-szeged.com/>



## Psychological mentoring

One of the main aims of the Student Counselling Centre of the University of Szeged is to provide help for the student community in tackling life management difficulties. Counselling services are offered for all active students of the UoSz for five sessions free of charge upon **registration**.

The counselling service is **strictly confidential** thus no information will be passed to any third party. The language of the individual counselling sessions offered to foreign students is **English**.

**The most common issues and topics students may wish to discuss**, but not limited to: Family matters, dysfunctions, family crises, couple and partner issues, sexuality, career planning and career orientation, difficulties in the university studies homesickness, cross cultural difficulties, failure of coping strategies, stress management, too much burden, loneliness, fears and anxieties, drug problems time management problems, mental health issues, individual dilemmas, decision making difficulties.

**SZTE Student Counseling Center**

6722 Szeged, Vitéz utca 17.

Telephone: +36 62 544 029

[tanacsado@rekt.szte.hu](mailto:tanacsado@rekt.szte.hu)

EFOP-3.4.3-16-2016-00014

# ***STUDENT RIGHTS IN HUNGARIAN HIGHER EDUCATION***

***Practical information on Scholarships  
for international students***

***Subproject: AP2 Complex development of study  
programmes and services***

***Topic: OKTIG\_1 Administrative background of  
development of study programmes based on learning  
outcomes***

***Leona Jerney Dr.***

**SZÉCHENYI** 



MAGYARORSZÁG  
KORMÁNYA

Európai Unió  
Európai Szociális  
Alap



**BEFEKTETÉS A JÖVŐBE**



## Subjects

- Stipendium Hungaricum Scholarship
- Scholarship for Christian Young People Program
- Scholarship Programme for the Hungarian Diaspora
- Governmental Health insurance vs. Private Health insurance
- Temporary Student Card vs. Permanent Student Card
- Tax number, Tax card
- What is the difference between Scholarship Certificate and Active Student Status Certificate?
- Mentoring system – ESN Szeged

The Hungarian State Scholarship available for Hungarian nationals (and foreigners to be treated in the same way as Hungarian nationals) is the subject of a separate lesson.



# What is Stipendium Hungaricum?

- Founded by the Hungarian Government in 2013 => Governmental Scholarship
  - ✓ to promote the internationalisation of the Hungarian higher education and to attract top foreign students from all around the world who can establish personal and professional attachments to Hungary while enjoying high quality education in the heart of Europe
- supervised by the Ministry of Foreign Affairs and Trade
- managed by the Tempus Public Foundation
- offers a wide range of courses for international students of excellent academic track record
- More information: <https://stipendiumhungaricum.hu/>



**STIPENDIUM  
HUNGARICUM**

# Provisions covered by Stipendium Hungaricum Scholarship

## Bachelor's, master's, one-tier master's and non-degree programmes

- Tuition-free education
- Monthly stipend – non-degree, bachelor's, master's and one-tier master's level: monthly amount of HUF 43,700 (cca EUR 120)
- Accommodation contribution – free dormitory place or a contribution of HUF 40,000/month to accommodation costs for the whole duration of the scholarship period
- Medical insurance – health care services according to the relevant Hungarian legislation (Act LXXX of 1997, national health insurance card) and supplementary medical insurance for up to HUF 100,000 (cca EUR 275) a year/person



**STIPENDIUM  
HUNGARICUM**

# Provisions covered by Stipendium Hungaricum Scholarship II.

## Doctoral programmes

- Tuition-free education
- Monthly stipend – doctoral level: according to the current Hungarian legislation, the monthly amount of scholarship is HUF 140,000 (cca EUR 390 for the first phase of education (4 semesters) and HUF 180,000 (cca EUR 500) for the second phase (4 semesters)
- Accommodation contribution – free dormitory place or a contribution of HUF 40,000/month to accommodation costs for the whole duration of the scholarship period
- Medical insurance – health care services according to the relevant Hungarian legislation (Act LXXX of 1997, national health insurance card) and supplementary medical insurance for up to HUF 100,000 (cca EUR 275) a year/person



**STIPENDIUM  
HUNGARICUM**

## Minimum Credit Requirement

- The scholarship holder is, unless otherwise provided by the institutional regulation, required to fulfil the study, examination obligation and curriculum development by earning at least eighteen credits (i.e., earns a total of 36 credits) on the average of the last two semesters in which the student is not suspended (minimum credit requirement).
- If during the academic year it is determined that the scholarship holder has not obtained the required number of credits, the institution shall terminate the scholarship status and inform the Public Foundation without delay.



## How to change language/study programme/institution?

- Scholarship holders can change the language of the study program, the study program, and the institution **only once**, and **only in the first year** of the Scholarship period
- only can change in the **end of the semester** (to start the next semester in the new institution, study program or in other language)
- **Deadline:** 01 December (spring semester) and 15 May (autumn semester)
- The Scholarship holders have to send the following documents to [stipendiumhungaricum@tpf.hu](mailto:stipendiumhungaricum@tpf.hu)
  - application written by the Scholarship Holder (a sample document is on the Stipendium Hungaricum website, but you can use an other one also)
  - official, stamped declaration from the receiving institution
  - resolution of the transferring institution



**STIPENDIUM  
HUNGARICUM**

## Staying outside of Hungary

The main rule: You need to live in Hungary during your studies

### Exception:

- For **personal reasons** Scholarship Holders can stay out of Hungary for **10 workdays/semester** – permission is not needed from the University
- For **personal reasons, 10 workdays, but not longer than 30 days** – permission needed from the University => if the University does not accept the leave, and the Scholarship Holder still travels abroad the Scholarship status should be terminated
- For **personal reasons, more than 30 days** => the Scholarship Holder is not entitled for Scholarship payment and housing allowance
- For **study purposes, max 14 days** (ex.: conference, internship, etc.)
- For **study purposes, 15-30 days** => University decides whether you get your allowances or not
- For **study purposes, more than 30 days** => the Scholarship Holder is not entitled for allowances



**STIPENDIUM  
HUNGARICUM**

## Scholarship for Christian Young People

- founded in 2017 by the Government of Hungary
- managed by the State Secretariat for the Aid of Persecuted Christians and for the Hungary Helps Program
- the Application is completely free
- You can submit your application in the online application system at [apply.scyp.hu](https://apply.scyp.hu).
- For the 2021/22 academic year, the scholarship is announced for the citizens of the following countries: Egypt, Lebanese Republic, Republic of Iraq, State of Israel, Palestine, Islamic Republic of Pakistan, Syrian Arab Republic, Republic of Kenya, Federal Democratic Republic of Ethiopia, Republic of Armenia and Nigeria.



HUNGARY HELPS



## Provision covered by Scholarship for Christian Young People

- Tuition-free education
- Monthly stipend – 166.600 HUF, for PhD: 140.000 HUF or 180.000 HUF
- Accommodation contribution – free dormitory place or a contribution of HUF 40,000/month to accommodation costs for the whole duration of the scholarship period
- Reimbursement of travel costs (200.000 HUF/year/person)
- Medical insurance – health care services according to the relevant Hungarian legislation (Act LXXX of 1997, national health insurance card) and supplementary medical insurance for up to HUF 65.000 a year/person
- More information: <https://hungaryhelps.gov.hu/scyp/>



HUNGARY HELPS

# Scholarship Programme for the Hungarian Diaspora

- The core mission is to strengthen the ties between Hungarian diaspora communities and Hungary by giving access for young people living in Hungarian diasporas to study programmes in Hungary
- Announced for the first time: November 2020
- The geographical scope of the programme is: every country in the world, except of the countries of the European Union, the Republic of Serbia and the Zakarpatska Oblast part of Ukraine
- controlled by the Minister of Foreign Affairs and Trade
- managed by Tempus Public Foundation



**DIASPORA**  
Scholarship Programme  
for the Hungarian Diaspora

# Provisions covered by the Scholarship Programme for the Hungarian Diaspora

- Tuition-free education - exemption from the payment of tuition fee
- Medical insurance - health care services according to the relevant Hungarian legislation (Act 122/2019, Eligibility for Social Security Benefits and the Funding for These Services) and supplementary medical insurance for up to HUF 100,000 (cca EUR 275) a year/person
- Monthly stipend (upon request) - non-degree, bachelor's, master's and one-tier master's level: monthly amount of HUF 43,700 (cca EUR 120) contribution to the living expenses in Hungary, for 12 months a year - doctoral level programme: according to the current Hungarian legislation, the monthly amount of scholarship is HUF 140,000 (cca EUR 390) for the first phase of education (4 semesters) and HUF 180,000 (cca EUR 500) for the second phase (4 semesters) - for 12 months a year, until completion of studies.



**DIASPORA**  
Scholarship Programme  
for the Hungarian Diaspora

# Provisions covered by the Scholarship Programme for the Hungarian Diaspora II.

- Accommodation contribution (upon request) - free dormitory place or a contribution of HUF 40,000/month to accommodation costs for the whole duration of the scholarship period. (Please note that if the student does not live in the dormitory, the HUF 40,000/month is a contribution to the rental costs, and in bigger cities – especially in the capital city – this contribution would not cover the full amount of rental costs.)
- More information: <https://diasporascholarship.hu/>



**DIASPORA**  
Scholarship Programme  
for the Hungarian Diaspora

## Important with every Scholarships

- You need to be in Hungary to be entitled for the Scholarship Allowances
- You need to have a Hungarian bank account (you can choose which bank)
- You need to have a Hungarian TAX number



**STIPENDIUM  
HUNGARICUM**



**HUNGARY HELPS**



**DIASPORA**  
Scholarship Programme  
for the Hungarian Diaspora

## Governmental Health Insurance – TAJ card

- As a Scholarship Holder you are entitled for Hungarian governmental Health Insurance called TAJ
- You can apply by yourself at Rákóczi Square 1. at the Governmental Office, or at the International Mentoring centre (main building of the University, room No.45.) – you have to make an appointment
- You will need the following documents in 2 copies:
  - Passport
  - Residence permit
  - Accommodation reporting form
  - Active Student Status Certificate
- You will need to fill out some forms also, and you will need a Scholarship Certificate from the University



## Private Insurance – Generali Studium

- Full coverage of the costs of justified medical treatment
- 50% coverage of the costs of medicine and therapeutic aids
- You have to be active in Neptun system, and you have to ask for it at the Student Service Office (Ady tér 1.
- More information: <https://u-szeged.hu/gs>





# How to apply for Student Card?

**Igazolás**



Igazolás sorszáma: 170619/0000034  
Érvényességi ideje: 2017.08.18  
Igazolás típusa: Diákigazolvány elkészültéig kiállított igazolás

**Intézményi adatok**  
Intézmény neve: Szegedi Tudományegyetem  
Feladatellátási hely címe: Szeged, Magyar utca 1-3.

**Személyi adatok**  
Név: Teszt Teszt

**Oktatási azonosító**  
Születési hely és idő: Szeged, 1990.01.01

Lakcím: 1122 Budapest XII. kerület Maros utca 19-21.  
Munkarend: Nappali

Igazolás kiállításának oka: az oktatási igazolvány kiállítása folyamatban van

Igazolás kiállításának célja: igazolja, hogy a fent nevezett személy az oktatási igazolványokról szóló kormányrendeletben meghatározott kedvezmények igénybevételére az igazolás érvényességi idejéig jogosult.

Igazolás kiállításának helye és ideje: Balassagyarmat, 2017.07.12

Aláírás: \_\_\_\_\_  
p.h.

Temporary Student Card




Permanent Student Card

## Temporary Student Card

- You need to be active in Neptun system
- You will need your passport
- You can apply for it in the Student Service Office at Ady tér 1.
- Valid for 90 days



<p>Igazolás</p> 		<p>Igazolás sorszáma: 170619/0000034 Érvényességi ideje: 2017.08.18</p> <p>Igazolás típusa: Diákigazolvány elkészültéig kiállított igazolás</p>
<p>Személyi adatok</p> <p>Név: teszt teszt</p>		<p><b>Intézményi adatok</b></p> <p>Intézmény neve: Szegedi Tudományegyetem, Szegedi Tudományegyetem</p> <p>Feladatellátási hely címe: Szeged, Magyar utca 1-3</p> <p>Második intézmény neve:</p> <p>Feladatellátási hely címe:</p> <p>Gyakorlati képzési hely neve:</p> <p>Gyakorlati képzési hely címe:</p>
<p>Oktatási azonosító: 170619/0000034</p> <p>Születési hely és idő: Szeged, 1990.01.01</p> <p>Lakcím: 1122 Budapest XII. kerület Maros utca 19-21.</p> <p>Munkarend: Nappali</p>		
<p>Igazolás kiállításának oka: az oktatási igazolvány kiállítása folyamatban van</p> <p>Igazolás kiállításának célja: igazolja, hogy a fent nevezett személy az oktatási igazolványokról szóló kormányrendeletben meghatározott kedvezmények igénybevételére az igazolás érvényességi idejéig jogosult.</p>		
<p>Igazolás kiállításának helye és ideje: Balassagyarmat, 2017.07.12</p> <p>Aláírás: .....</p> <p>p.h.</p>		

## Permanent Student Card

- You need to be active in Neptun system
- You have to get a NEK data sheet from the Government Office (Rákóczi Square 1.) after that, you have to bring it to the Student Service Office (Ady tér 1.)
- Valid for a whole semester



## Tax number, Tax card

- You need it to **get your monthly Scholarship allowances**
- Has to be a **Hungarian** tax number
- You will get a paper of your TAX number
- You have to take that paper to the **Student Service Office** (Ady tér 1.)
- You will get the actual plastic card in a few weeks via post



# Active Student Status Certificate vs. Scholarship Certificate

Igazolás száma: FI62198/S/00077161

**Szegedi Tudományegyetem (FI62198)**  
6720 Szeged Dugonics tér 13.

**Jogviszony-igazolás**

A Szegedi Tudományegyetem nevű, 6720 Szeged Dugonics tér 13. című, FI62198 intézményi azonosítójú felsőoktatási intézmény igazolja, hogy

nevű, [redacted] születési nevű hallgatója, akinek születési helye [redacted]  
születési ideje [redacted] anyja születési neve: [redacted] lakóhelye: [redacted]  
hallgatói azonosító száma: [redacted]

hallgatói jogviszonya a [redacted] tanév [redacted] félévében (mely [redacted] év [redacted] hónap [redacted] naptól [redacted] év [redacted] hónap [redacted] napig)

**Aktív (nem szünetelő).**

Nevezett hallgató hallgatói jogviszonya [redacted] év [redacted] hó [redacted] napján jött létre, és hallgatói jogviszonya megszűnésének – a tanulmányi teljesítmény és a követelmények alapján – becsült időpontja: [redacted] év [redacted] hó [redacted] nap.

A hallgató az intézményben a következő képzéseken folytat tanulmányokat:

	Képzés	Félévi státusz	Szint	Munkarend	Finanszírozási forma	Befejezés várható dátuma
1.	[redacted]	Aktív	[redacted]	Nappali	[redacted]	[redacted]

Az igazolás kiadásának célja:  
egyéb.


Egyéb kiegészítés:  
Nincs.

Szeged, 2019. február 27.

P. H. [redacted]

Neptun - Egységes Tanulmányi Rendszer

**Active Student Status Certificate  
(Jogviszony-igazolás)**

  
UNIVERSITAS SCIENTIARUM SZEGEDIENSIS  
SZEGEDI TUDOMÁNYEGYETEM  
International Directorate

**Scholarship certificate**

This letter is to certify that **XY** has been awarded a Stipendium Hungaricum Scholarship for full degree ..... studies. The grant is awarded in accordance with the educational work plan in effect between Hungary and SH Country – based on the decision of the Hungarian Scholarship Board.


Date of birth: day/month/year  
Citizenship: country  
Host institution: University of Szeged  
Start date of scholarship status: day/month/year  
Estimated end date of status: day/month/year

**Allowance provided for the scholarship holder by the Hungarian party:**

- Exemption from the payment of tuition fee;
- 00000 HUF of monthly stipend for a full calendar year to be transferred to the scholarship holder by the higher education institution;
- Dormitory place or an additional monthly contribution of HUF 40,000 to accommodation costs for a full calendar year;
- Health care services defined in point i), paragraph 16. § (1) of the 1997 Act LXXX, and the reimbursement of addition costs related to health services provided in a foreign language
- Student Identification Card

.....  
**XY**  
International officer  
International Directorate  
University of Szeged

Szeged, date

  
6720 Szeged, Dugonics tér 13. Tel: (06 62) 343 884; (06 62) 343 885  
www.u-szeged.hu e-mail: international@rekt.u-szeged.hu

**Scholarship Certificate  
(Ösztöndíj-igazolás)**



# Active Student Status Certificate

- You need it to prove that you are an active student at the University
- You can ask it at your Faculty's Student Secretariat

Igazolás száma: FI62198/S/00077151

Szegedi Tudományegyetem (FI62198)  
6720 Szeged Dugonics tér 13.

## Jogviszony-igazolás

A Szegedi Tudományegyetem nevű, 6720 Szeged Dugonics tér 13. című, FI62198 intézményi azonosítójú felsőoktatási intézmény igazolja, hogy

nevű, \_\_\_\_\_ születési nevű hallgatója, akinek születési helye \_\_\_\_\_  
születési ideje \_\_\_\_\_ anyja születési neve: \_\_\_\_\_ lakóhelye: \_\_\_\_\_  
hallgatói azonosító száma: \_\_\_\_\_

hallgatói jogviszonya a \_\_\_\_\_ tanév \_\_\_\_\_ félévében (mely \_\_\_\_\_ év \_\_\_\_\_ hónap \_\_\_\_\_ naptól \_\_\_\_\_ év \_\_\_\_\_ hónap \_\_\_\_\_ napig)

Aktív (nem szünetelő).

Nevezett hallgató hallgatói jogviszonya \_\_\_\_\_ év \_\_\_\_\_ hó \_\_\_\_\_ napján jött létre, és hallgatói jogviszonya megszűnésének – a tanulmányi teljesítmény és a követelmények alapján – becsült időpontja: \_\_\_\_\_ év \_\_\_\_\_ hó \_\_\_\_\_ nap.

A hallgató az intézményben a következő képzéseken folytat tanulmányokat:

	Képzés	Félévi státusz	Szint	Munkarend	Finanszírozási forma	Befejezés várható dátuma
1.	_____	Aktív	_____	Nappali	_____	_____

Az igazolás kiadásának célja:  
egyéb.

Egyéb kiegészítés:  
Nincs.

Szeged, 2019. február 27.

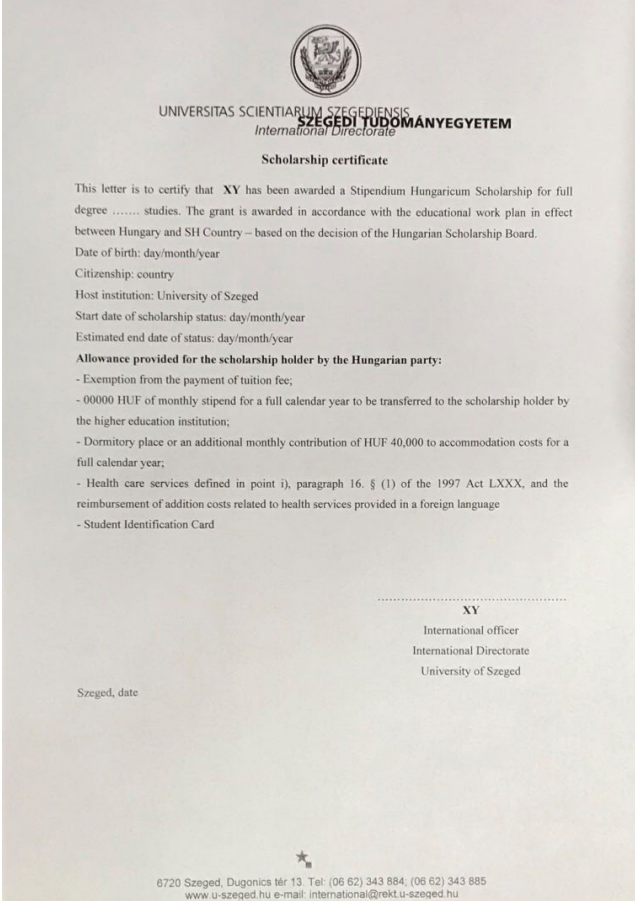



P. H.

Neptun - Egységes Tanulmányi Rendszer

# Scholarship Certificate

- You need it to prove that you are a Scholarship Holder
- You can ask it from the Office for Full-time Study Programs by e-mail



  
UNIVERSITAS SCIENTIARUM SZEGEDIENSIS  
**SZEGEDI TUDOMÁNYEGYETEM**  
International Directorate

**Scholarship certificate**

This letter is to certify that **XY** has been awarded a Stipendium Hungaricum Scholarship for full degree ..... studies. The grant is awarded in accordance with the educational work plan in effect between Hungary and SH Country – based on the decision of the Hungarian Scholarship Board.

Date of birth: day/month/year  
Citizenship: country  
Host institution: University of Szeged  
Start date of scholarship status: day/month/year  
Estimated end date of status: day/month/year

**Allowance provided for the scholarship holder by the Hungarian party:**

- Exemption from the payment of tuition fee;
- 00000 HUF of monthly stipend for a full calendar year to be transferred to the scholarship holder by the higher education institution;
- Dormitory place or an additional monthly contribution of HUF 40,000 to accommodation costs for a full calendar year;
- Health care services defined in point i), paragraph 16. § (1) of the 1997 Act LXXX, and the reimbursement of addition costs related to health services provided in a foreign language
- Student Identification Card

.....  
**XY**  
International officer  
International Directorate  
University of Szeged

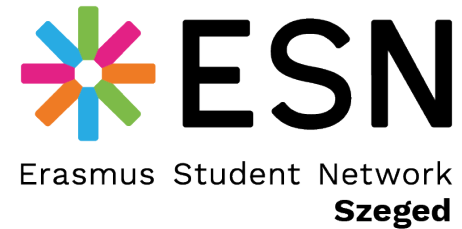
Szeged, date

★

6720 Szeged, Dugonics tér 13. Tel: (06 62) 343 884; (06 62) 343 885  
www.u-szeged.hu e-mail: international@rekt.u-szeged.hu



## Mentoring system – ESN Szeged –



- The central mentoring system is Erasmus Student Network Szeged, you can reach them via Facebook or e-mail, and they have opening hours in the International Mentoring Centre (Dugonics tér 13. room No. 45.)
- Every Scholarship holder has their own mentor, who will get in touch with everyone before they'll arrive to Hungary
- They can help you in every day issues, like searching for flat, helping in translations
- They are organizing programmes also every week for both Hungarian and International Students
- More information on Facebook, Instagram and <https://szeged.esn.hu/>
- Also, most of the Faculties has their own mentoring system



# THANK YOU FOR YOUR ATTENTION

**SZÉCHENYI** 2020



MAGYARORSZÁG  
KORMÁNYA

Európai Unió  
Európai Szociális  
Alap



**BEFEKTETÉS A JÖVŐBE**