

 <b>BUDAPESTI CORVINUS EGYETEM</b>	<b>STUDENT REQUIREMENTS 5. PART</b>	Version number: 00 Effective from: 10. 07. 2022 File number: JISZ-SZ/8/2022
<b>Regulations ensuring equal academic opportunities for students with disabilities</b>		

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## **SCOPE OF THE REGULATION**

### **1.§**

- (1) The scope of Regulations ensuring equal academic opportunities for students with disabilities (hereinafter: Regulations) of the Corvinus University of Budapest (hereinafter referred to as: University) apply to:
  - a) persons with student or guest student status,
  - b) persons applying for admission to the University on the basis of the provisions of the Admission Regulations, as defined in Section 10 (7), and
  - c) former students of the University in respect of the exemption from the language examination required for the award of the diploma or part thereof (hereinafter collectively referred to as "students with disabilities"), and
  - d) persons and bodies acting in matters related to students with disabilities.
- (2) The material scope of the present Regulations shall extend to all the disability-related cases of students with disabilities.
- (3) The scope of the present Regulations does not cover programmes delivered within the framework of adult education subject to Act LXXVII of 2013.

## **RELATED REGULATORY DOCUMENTS**

### **2.§**

- (1) Enabling legislation for formulating the Regulations: Act CCIV of 2011 on National Higher Education (hereinafter Nftv).
- (2) Related legislation and internal regulations:
  - a) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation:), 'Nftv'),
  - b) Act XXVI of 1998 on the Rights and Equal Opportunities of Persons with Disabilities (hereinafter: Act),
  - c) Gvt. Decree No. 87/2015 (9 April.) on certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as: Vhr),
  - d) Gvt. Decree 51/2007 (26 March) on grants available to and certain fees payable by higher education students (hereinafter referred to as: Grants Decree),
  - e) Govt. decree 423/2012 on the higher education admission procedure (hereinafter: Fkr),
  - f) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status as well as,
  - g) Admission Regulations,
  - h) Study and Examination Regulations,
  - i) Regulations on Student Fees and Benefits (hereinafter: RSFB), and
  - j) Order of business of the Disability Committee.

## **DEFINITIONS**

### **3.§**

- (1) For the purposes of the Regulations, students with disabilities or applicants with disabilities shall be defined as persons who, according to Section 4 (a) of the Act, have such
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a long-term or permanent sensory, physical, intellectual, psychosocial impairment or any combination thereof which in interaction with environmental, social and other obstacles restricts or hinders efficient participation in social life on an equal footing with others; and in accordance with the Grants Decree:

- a) are in need of permanent or enhanced supervision, care or regular personal and/or technical assistance and/or services due to their disability, or
- b) have lost at least 67% of their working capacity or have suffered at least a 50% impairment to their health, and such condition has lasted for one (1) year or is expected to last for at least one (1) more year.

## **BODIES AND PERSONS INVOLVED**

### **4.8**

- (1) Organisational units and persons competent in matters covered by the Regulations:
  - a) Student Services with preparatory and implementing duties,
  - b) University Disability Coordinator with preparatory and implementing duties,
  - c) Disability Committee with decision-supporting, consultative, decision-making powers (body entering into commitments),
  - d) Head of Student Services with decision-making powers,
  - e) Student Appeals Committee with decision-making powers at second instance (body entering into commitments).

## **GENERAL RULES FOR THE SUPPORT OF STUDENTS WITH DISABILITIES**

### **5.8**

- (1) It is the responsibility of all organisational units, bodies and staff members of the University, as well as of students, to support students with disabilities in the smooth completion of their university studies and to help them participate in university life.
- (2) In particular, the following must be taken care of:
  - a) internal regulatory documents affecting students,
  - b) education organisation and study administration,
  - c) assessment of student requests,
  - d) development of on-boarding programmes, student support, dormitory accommodation, recreational and community activities, programmes and activities for the students in question,
  - e) organisation of events and communication.
- (3) Pursuant to Nftv, it is the obligation of persons performing educational duties to take into account the disability of the student during such educational activities, thus providing the student with the support, benefit and exemption approved by the Committee, for which Student Services shall provide the assistance granted under the present Regulations.

## **THE STUDENT SUPPORT GROUP AT STUDENT SERVICES AND THE DISABILITY COORDINATOR**

### **6.§**

- (1) Student Services is responsible for managing the support of students with disabilities at the university level. In this context, it is particularly responsible for ensuring that the rights of students with disabilities provided by law, undertaken in contractual relationships or based on an institutional decision, can be enforced when preparing institutional regulations and designing processes.
  - (2) In order to fulfil its duties, Student Services shall be entitled to give its opinion on student-related decisions taken in the matters referred to in subparagraphs a)-e) of Section 5 (2), as well as to make comments and suggestions thereon.
  - (3) The coordination of disability matters related to students with disabilities is the responsibility of the University Disability Coordinator (hereinafter referred to as the “Coordinator”) who is a staff member of Student Services.
  - (4) The Coordinator’s duties:
    - a) to develop, present, implement and continuously improve the university’s disability policy designed to help students with disabilities to smoothly complete their university studies, in accordance with their needs;
    - b) to develop the content of, present and introduce disability regulations;
    - c) to propose the use of normative funding available within the University’s budget to assist students with disabilities in their studies, and to obtain the material means necessary for the assistance,
    - d) to liaise with students with disabilities, their personal assistants,
    - e) to make proposals, as a member of the committee, with regard to the assessment of requests for registration, for accessibility, for study benefits/assistance submitted by students with disabilities and to take part in recording the relevant decisions;
    - f) to assist students with disabilities by telephone, e-mail and other means in both their studies and their participation in university leisure, sport, etc. activities,
    - g) to keep an up-to-date record of the number of students with disabilities in compliance with data protection provisions and to ensure the use of such data for statistical purposes, as well as to operate other up-to-date databases on students with disabilities;
    - h) to coordinate the provision of assistance opportunities and needs applicable to the studies and examinations of students with disabilities, to inform the institutes (lecturers, administrative staff) and to provide them professional support in the proper provision of the established benefits and exemptions;
    - i) to report statistical data on students with disabilities to Student Services within sixty (60) days of registration under these Regulations,
    - j) to offer professional coordination and support to ensure that the conditions necessary for managing the admission procedure of persons with disabilities applying to the University are met;
    - k) to organise consultation opportunities to assess the needs of students with disabilities.
  - (5) The Coordinator shall have access to the data necessary for assessing the special treatment to be enjoyed by students with disabilities.
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- (6) Students with disabilities shall express their opinion on the work of the Coordinator and its results annually. The relevant arrangements shall be set by the Head of Student Services.

## **DISABILITY COMMITTEE**

### **7.§**

- (1) The Disability Committee (hereinafter referred to as the “Committee”) is a decision-making, decision-preparatory and consultative body in matters related to students with disabilities.
- (2) The Committee shall be composed of four (4) members, including the Chairperson. Members of the Committee: the Coordinator, the Head of the Student Support Group at Student Services, the person delegated by the latter, as well as the member delegated by the Student Union (HÖK) or the PhD Student Union (DÖK), subject to the student’s programme (HÖK delegate in the case of students, DÖK delegate in the case of doctoral students). The Chairperson of the Committee shall be the Head of the Student Support Group. The Chairperson may invite any competent colleague to attend the meeting according to the nature of the matter. Secretarial duties shall be performed by the Coordinator.
- (3) The mandate of the Chairperson and the members of the Committee, with the exception of the members delegated by CUB HÖK and CUB DÖK, lasts until the date of termination of their position, legal relationship or until they are recalled by the person who appointed them. The method of delegation and the duration of the mandate of the member delegated by the CUB HÖK and CUB DÖK are determined by the statutes of the CUB HÖK and CUB DÖK, it being understood that students who have not registered for the given semester or who have been subject to disciplinary penalties in a final decision may not be members of the Committee. In such cases the delegation of the new member shall be arranged by the Chairperson of the CUB HÖK or CUB DÖK at the request of the Chairperson of the Committee.
- (4) The letter of appointment for the Chairperson and the members shall be issued by the Head of Student Services. The President of the HÖK and the DÖK shall notify the Head of Student Services in writing of the identity of the student members. The mandate shall be valid for a fixed period or until withdrawal and may be renewed several times.
- (5) Should a Committee member’s term of office terminate for any reason, the Chairperson shall initiate the election of a new member within five (5) working days of becoming aware of it. In the event of termination of the Chairperson’s term of office, the Secretary of the Committee shall act as Acting Chairperson until the election of the new Chairperson. The Acting Chairperson shall have the same powers as the Chairperson.
- (6) The Committee’s duties:
  - a) to deliver opinions on the university’s disability policy to promote the smooth completion of university studies by students with disabilities, to cooperate with students with disabilities in this field, to seek their opinions and suggestions;
  - b) to exercise the right of consent on the use of normative funding to assist students with disabilities in their studies and in procuring the material means of assistance;
  - c) to make proposals for the use of textbook and coursebook allocation with respect to special coursebooks and/or learning aids based on other methods than coursebooks;

- d) to examine requests for registration, for accessibility and for exemption, for assistance and for the provision of benefits with regard to academic duties/obligations filed by students with disabilities, and to seek the agreement of the competent dean thereto;
- e) at the request of students with disabilities, to take decisions to extend the period of funding under Nftv by a maximum of four semesters,
- f) to assess requests for personal and technical assistance and/or for the use of certain services provided by the University, according to the nature and extent of the disability,
- g) to assess requests for the use of authorised personal and technical assistance as well as services which are not available at the University, and to procure them.

## **BENEFITS FOR STUDENTS WITH DISABILITIES**

### **GENERAL RULES**

#### **8.§**

- (1) The University caters for disabled students during their preparation and exams and assists them in completing their university studies smoothly according to the present Regulations. In justified cases this shall include the following:
  - a) in the case of students participating in programmes funded through the state scholarship, the period of funding shall be increased by a maximum of four semesters. In the case of students funded through the Corvinus scholarship, the Committee has no competence.
  - b) the student shall be exempted from the obligation to study certain subjects or parts of subjects as well as from reporting obligations,
  - c) the student shall be exempted from the language examination or part or level thereof,
  - d) longer preparation time shall be provided during examinations,
  - e) the use of authorised aids shall be allowed during written tests,
  - f) the replacement of written assessments by verbal ones or verbal assessments by written ones shall be allowed.
- (2) In the case of a student funded through the Corvinus Scholarship, the procedure for extending the number of funded semesters is set out in the RSFB.
- (3) The exemption granted pursuant to paragraph (1) may be granted only if the conditions on which the exemption are based are fulfilled and shall not lead to an exemption from the basic study requirements necessary for obtaining the qualification attested by a diploma.

### **APPLICABLE BENEFITS**

#### **9.§**

- (1) At the request of students with disabilities, the Committee shall:
  - a) lay down requirements which completely or partially deviate from the curriculum, or
  - b) waive requirements set out in paragraphs 8 (1) - (2) of these Regulations, and
  - c) provide at least one, if necessary, more benefits set out in paragraphs (2) - (7) of Section 62 of Vhr,
 if, based on the findings of the expert opinion confirming disability, a benefit or exemption may be granted to the student.

- (2) In the case of multiple disabilities, any of the benefits set out in paragraphs (2) - (7) of Section 62 of Vhr may be granted, taking into account the individual needs of the student.
- (3) In justified cases, at the students' request, on the basis of the expert opinion, the Committee may grant additional or further benefits to the student other than those provided for in paragraphs (2) - (7) of Section 62 of Vhr.
- (4) The preparation time granted to students with disabilities shall be at least 30%, but not more than 50% longer than the time accorded to students without disabilities.
- (5) Exemption from the language examination or part or level thereof may be granted to former students with disabilities who have passed the final examination and whose student status has ceased, but they have failed to meet the language examination requirements needed for the professional qualification.

## **METHOD OF PROVING DISABILITY**

### **10.§**

- (1) The type of disability shall be certified by an expert opinion issued by the authority defined in paragraph (2) below.
  - (2) If the student's (applicant's) with disabilities
    - a) disability or special educational need already existed during secondary education, the disability or special educational need can be certified by the expert opinion issued by the county (capital city) pedagogical service institutions and their member institutions acting as county or national expert committees;
    - b) disability or special educational need did not exist during secondary education, the disability can be certified by the expert opinion issued by the ELTE Gyakorló Országos Pedagógiai Szakszolgálat (ELTE National Pedagogical Professional Service, hereinafter ELTE GYOPSZ).
  - (3) Students who are not Hungarian nationals and students residing or staying abroad who do not study at the University on the basis of a cooperation agreement between Corvinus and the sending university shall also be entitled to submit the expert opinion issued by ELTE GYOPSZ on the basis of the certified translation into Hungarian of the original expert opinion issued by the foreign special authority. Certified translations into Hungarian are made by the Hungarian Office for Translation and Attestation as well as Hungarian diplomatic missions. Certified translations into English shall be made by Hungarian diplomatic missions or by an authorised Hungarian or foreign notary public.
  - (4) Students who are not Hungarian nationals, as well as students residing or staying abroad, who study at the University on the basis of a cooperation agreement between Corvinus and the sending university must submit a copy of the original document issued by the sending university confirming the fact and type of the disability and, if this is not in English, a certified translation into the English or the Hungarian language thereof. Certified translations into Hungarian are made by the Hungarian Office for Translation and Attestation as well as Hungarian diplomatic missions. Certified translations into English shall be made by Hungarian diplomatic missions or by an authorised Hungarian or foreign notary public.
  - (5) Non-Hungarian students or students who reside or stay abroad and who, unlike students mentioned in paragraphs (3)-(4), do not have an original expert opinion issued by a foreign expert authority, may prove the type of their disability with an expert opinion issued by the authority specified in paragraph (2).
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- (6) After having proven his/her disability, the student with disabilities specified in paragraph (4) above shall be entitled to receive the grants under the conditions specified in the cooperation agreement, or in the absence thereof, in accordance with the present Regulations, within the framework of the applicable legislation.
- (7) Under Section 24 of Fkr, the applicant with a disability shall be entitled to the same benefits as those granted under the legislation on public education.
- (8) In view of his or her disability, a student with a disability may, on the basis of the expert opinion referred to in paragraph 2, request partial or total exemption from or other exemption from the fulfilment of study obligations or examinations, or request study obligations or examinations to be fulfilled in a different manner.

## **PROCEDURE FOR APPLYING BENEFITS TO STUDENTS WITH DISABILITIES**

### **11.§**

- (1) The assessment of requests for registration, accessibility requests, requests for exemptions from duties/obligations related to studies, request for benefits shall be conducted under the procedure for registration requests initiated by disabled students pursuant to the present section.
- (2) Students with disabilities shall be entitled to receive the various forms of assistance, facilities, exemptions or benefits provided by the University (hereinafter collectively referred to as “support”) if they register as students with disabilities and the Committee's decision to accept such registration becomes final.
- (3) All admitted students shall be informed, along with the notification of admission, about the process and conditions of the registration, the grants due or available on this basis, and the contact details of the coordinator.
- (4) A request for registration and a request for benefits (hereinafter referred to as request) may be submitted via the Neptun system at the time of the acquisition of student status or at any time thereafter. The request must be accompanied by an expert opinion issued by the relevant rehabilitation expert authority. If the applicant's disability has already existed during his/her primary/secondary education studies and, in view of this, he/she was granted a benefit during his/her studies and during the secondary school leaving examination, simple electronic copies certifying such benefits must be attached to the registration.
- (5) In case of an incomplete opinion, the student may be obliged to remedy the deficiencies within fifteen (15) days. The deadline may be extended by the Committee. An application for continuation may be filed and shall be subject to the Committee's decision. Applications for continuation shall be submitted via Neptun.
- (6) On the basis of a proposal from the coordinator, the Committee shall decide on the request. The Committee shall primarily take its decision on the basis of the documents available, but may, if necessary, hear the student with disabilities. The Committee shall make a decision on requests for exemption from the duties/obligations related to studies, requests for assistance and for the provision of benefits for students with disabilities in agreement with the competent dean.
- (7) The Committee shall decide on requests by 15 October in the case of the autumn semester and by 15 March in the case of the spring semester. Requests filed during the academic year shall be decided by the Committee within fifteen (15) days of submission. The

Chairperson of the Committee may, where appropriate, extend such deadline once by a maximum of eight (8) days.

- (8) The Coordinator shall inform Student Services about the decision (resolution) approving the registration request within three (3) working days of the decision, as well as shall record such decision in Neptun. The decision shall be communicated to the student in the form of a Neptun resolution.
- (9) As of the day following the date on which the decision becomes final, the Coordinator shall issue a resolution to the requesting student which entitles the student with disabilities to receive authorised support related to his/her disability and granted by the Committee. The resolution shall be sent to the requesting student via Neptun and, in accordance with the student's programme, to Student Services (SS) or to Corvinus Doctoral Schools (CDS) on the fourth (4<sup>th</sup>) working day after its issuance. An original copy shall be kept in the Committee records.
- (10) A student with disabilities or an applicant with disabilities may appeal against the decision of the Committee before the Student Appeals Committee. Pursuant to the Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status.

## **GRANTING BENEFITS TO STUDENTS WITH DISABILITIES**

### **12.§**

- (1) The implementation of the final resolution on granting benefits to students with disabilities is coordinated by Student Services. In this context, it provides professional assistance to the institutes in providing the benefits set out in the decision.
- (2) Students with disabilities must inform their lecturers about the study, examination benefits, partial or total exemption that may be granted to the student and identify the benefit he/she wishes to use within fifteen (15) days of the receipt of the decision.
- (3) The competent institute and the lecturer shall be obliged to provide the benefits set out in the resolution addressed to the student with disabilities.
- (4) The lecturer is responsible for adjusting the requirements included in the subject syllabus, if necessary, in accordance with the resolution. It is the responsibility of the institution to organise and provide the supporting personnel and infrastructure to ensure that students with disabilities have access to such benefits.
- (5) If the lecturer or examiner in the given subject does not provide the student with the granted support, the student may appeal against the contested decision or measure against him/her or against the failure to implement such measure before the Student Appeals Committee in accordance with the provisions of the Regulations on the Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status.

## **SPECIAL PROVISIONS FOR STUDENTS TAKING COURSES AT ANOTHER HIGHER EDUCATION INSTITUTION**

### **13.§**

- (1) The provisions of paragraphs 4-12 of the present Regulations shall apply with the derogations set out in this section to students taking courses at another higher education institution.

- (2) The Coordinator may liaise with students taking courses at another higher education institution only via the contact person appointed by Corvinus based on the cooperation agreement between the sending university and the University (hereinafter referred to as “contact person”) and only at the request of the student taking courses at another higher education institution.
- (3) During the nomination, the contact person shall inform the students about the study and accessibility benefits that may be granted to students with disabilities on the basis of the present Regulations and the cooperation agreement between the sending university and the University.
- (4) The application form of students taking courses at another higher education institution must be accompanied by the “special accommodation request” form registered at the sending university, issued by the organisational unit of the sending university handling the affairs of students with disabilities.
- (5) The “special accommodation request” form shall be submitted to the Committee by the contact person through the Coordinator.
- (6) The decision of the Committee shall be taken within such a time limit - but not later than within three (3) days - that enables the University to decide on the admission of the student taking courses at another higher education institution in view of his/her special needs.
- (7) The cooperation agreement between the University and the sending university on the exchange of students may, within the relevant legal framework, contain provisions that are different from those set out in the present Regulations.

## **DATA MANAGEMENT**

### **14.§**

- (1) The privacy notice of the University as data manager setting out the detailed conditions of its data processing activities within the scope of this Regulation pursuant to Articles 13 and 14 of the GDPR, is available on the NEPTUN student interface. By signing the enrolment form-training contract, the student acknowledges the contents of the notice.

## **CLOSING PROVISIONS**

### **15.§**

- (1) The present Regulations were adopted by the Senate at its meeting of 21 June 2022.
- (2) The present Regulations have entered into force as of 10 July 2022, at the same time the Regulations ensuring equal academic opportunities for students with disabilities adopted by the Board of Trustees under Resolution No. SZ-80/2020/2021 (2021. VI. 22.) shall be repealed.
- (3) Any procedures launched after its entry into force shall be governed by of the present Regulation.
- (4) Any matters pending at the time of the entry into force of the present Regulation shall be governed by the regulation specified in paragraph (2).
- (5) The present Regulations shall constitute Part 5 of the Student Requirements.