

**STUDENT REQUIREMENTS (SZMSZ
VOLUME III) PART 2**

**Order of assessment on requests related to
the student status and applications for remedy
submitted at first instance**

The Board of Trustees approved the Order of assessment on requests related to the student status and requests for remedy submitted at first instance under Resolution 31/2020 (18 August).

TABLE OF CONTENTS	
SCOPE OF THESE RULES.....	2
RELATED REGULATORY DOCUMENTS.....	2
DEFINITIONS.....	3
PART I.....	3
ORDER OF ASSESSMENT AT FIRST INSTANCE ON REQUESTS RELATED TO STUDENT STATUS	3
GENERAL RULES.....	3
COMMENCEMENT OF THE PROCEEDING.....	5
THE REQUEST.....	5
DEFICIENCIES.....	6
TIME LIMITS.....	6
APPLICATION FOR JUSTIFICATION.....	7
TIME LIMIT FOR ADMINISTRATION.....	7
EVALUATION OF REQUESTS, ASCERTAINING THE RELEVANT FACTS OF THE CASE.....	8
NOTIFICATION, ENQUIRY.....	9
REJECTION OF AN APPLICATION WITHOUT ANY EXAMINATION AS TO ITS SUBSTANCE, TERMINATION OF THE PROCEEDING.....	9
SUSPENSION AND STAY OF PROCEEDINGS.....	10
DECISION OF FIRST INSTANCE.....	11
DELIVERY.....	12
CORRECTION AND SUPPLEMENTING OF DECISIONS.....	13
AMENDMENT, WITHDRAWAL AND NULLIFICATION OF DECISIONS.....	14
PART II.....	15
PERSONS AND BODIES ACTING IN APPEALS.....	15
STUDENT APPEALS COMMITTEE.....	15
CONDUCT OF THE APPEAL PROCEDURE.....	16
COMMENCEMENT OF THE PROCEEDING.....	16
THE APPLICATION FOR LEGAL REMEDY.....	17
DISMISSAL OF THE APPLICATION AND THE TERMINATION OF THE PROCEDURE.....	19
TIME LIMIT FOR ADMINISTRATION.....	19
CALCULATION OF THE DEADLINES.....	20
REPRESENTATION.....	20
ACCESS TO THE DOCUMENTS.....	20
SUSPENSION AND STAY OF PROCEEDINGS.....	20
CONSOLIDATION.....	21
APPLICATION FOR JUSTIFICATION.....	21
ASCERTAINING THE RELEVANT FACTS OF THE CASE.....	21
CONFIDENTIAL DATA PROCESSING.....	22
NOTIFICATION, SUMMONS FOR THE HEARING.....	22
THE COMMITTEE MEETING.....	22
DECISION-MAKING.....	23
COMMUNICATION OF THE DECISION TO THE STUDENT.....	24
MINUTES AND SOUND RECORDINGS.....	24
CORRECTION AND SUPPLEMENTING OF DECISIONS.....	24
AMENDMENT AND WITHDRAWAL OF DECISIONS.....	24
IMPLEMENTATION OF THE DECISION.....	25
ADMINISTRATIVE ACTION.....	25
CLOSING PROVISIONS.....	25

SCOPE OF THESE RULES

1. §

- (1) The Order of assessment on requests related to the student status and requests for remedy submitted at first instance (hereinafter referred to as "HJR") of Corvinus University of Budapest (hereinafter referred to as "University") shall apply to the assessment of applications submitted in connection with student status, as well as to all cases in which the student has the right to apply for remedy against decisions, actions taken by the University at first instance or its failure to take action.
- (2) The personal scope of the HJR shall cover:
 - a) students, guest students of the University,
 - b) University applicants,
 - c) doctoral students and doctoral candidates,
 - d) students with a student status terminated in the meantime (hereinafter collectively referred to as "student").
- (3) The personal scope of the HJR shall also apply for persons, organisational units and boards acting in the assessment of applications submitted in connection with student status and for appeals, as well as to all instructors, researchers, lecturers, mandated researchers, teachers and other staff involved in education and education administration, who participate in the appeal procedure at first instance regardless the title.
- (4) The territorial scope of the HJR covers students' affairs at first instance and appeals related to their training conducted at the headquarters, premises or other places of the University.
- (5) The special rules for the assessment at first instance applications submitted in relation to student status are set in the regulations forming part of the Student Requirements of the Rules of Organisation and Operation (hereinafter referred to as "HKR"), provided that the provisions of such regulations concerning the assessment of applications submitted in relation to student status shall be applied together with those laid in the HJR. The special rules of the procedure for assessing applications submitted in relation to student status shall apply if it contains a special rule, other than the HJR.
- (6) The right to initiate an appeal procedure shall also apply for the procedure for the assessment of applications for admission.
- (7) The scope of the HJR does not apply to procedures for disciplinary and compensation affairs of the students.
- (8) Applications specified in the HJR may not be filed in cases where the University and the student have an agreement to provide services. In the event of a breach of such agreement, the aggrieved party may go to court.

RELATED REGULATORY DOCUMENTS

2. §

- (1) Related laws and internal regulatory documents:
 - a) Act CCIV of 2011 on national higher education (hereinafter referred to as: Nftv.),
 - b) Gvt. Decree No. 87/2015 (IV. 9.) on certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as: Vhr.),

- c) Act CL of 2016 on the General Public Administration Procedures (hereinafter: Ákr.),
- d) Study and Examination Regulations (hereinafter referred to as: TVSZ),
- e) Student Compensation and Allowance Policy (hereinafter referred to as: HTJSZ),
- f) Admission Regulation,
- g) Rules ensuring equal opportunities for students with disabilities.

DEFINITIONS

3. §

(1) For the purposes of the HJR:

- a) “provisions on student status” means provisions contained in statutes and in university documents that establish the rights and obligations of students, in particular: decisions on study and examination affairs, decisions on grant and social benefits, decisions on applications for a change of programme or institution, and decisions on admission matters;
- b) “student affair” means cases related to the studies conducted or to be conducted in bachelor's, single cycle or subdivided master's programmes, postgraduate specialist training, university and college bachelor's training, supplementary bachelor's or doctoral education as defined in Act LXXX of 1993 on Higher education, or related to such legal relationship, in which the person or board specified in the HKR acts in matters that affect the rights and obligations of students;
- c) “board acting in student affairs at first instance” means persons, bodies (committees) and organisational units defined in the HKR.

PART I

ORDER OF ASSESSMENT AT FIRST INSTANCE ON REQUESTS RELATED TO STUDENT STATUS

GENERAL RULES

4. §

- (1) The competence of the body acting at first instance in student affairs (hereinafter referred to as the “body acting in student affairs”, or “acting body or board”) is determined by the HKR and other university regulations governing student affairs.
- (2) The acting body shall examine its authority and competence at all stages of the procedure within 5 working days of the receipt of the appeal. If it finds that it has no authority or competence, it shall immediately report the matter to the competent body acting in the given case and notify the student thereof without delay in a decision in the form of an electronic document created in Neptun, or in a decision issued in the form of a document with at least an advanced electronic signature (hereinafter referred to as “other electronic document”), or in a decision issued in the form of a paper document.
- (3) An authorized representative or legal representative may act for the student or former student in the course of the student administration based on a private document or an authentic instrument with full probative force as defined in Act CXXX of 2016 on the Code of Civil Proceedings. The student may also grant a permanent power of attorney or one that is valid until revocation, on the

basis of which the attorney may act for the student during hi or her student status in any administration affair. The legal representative may act for a minor student. The power attorney form provided by the University must be used to grant such power. The form is prepared by the Program Management. The form may be published and applied after it is approved by the legal department.

- (4) If a committee acts in student affairs, the operational rules of the committee acting in student affairs shall be determined by their own rules of procedure, with respect to the following:
- a) The committee may exercise its powers once it has been fully constituted and adopted its rules of procedure.
 - b) The President shall be responsible for drafting the rules of procedure of the committee, which, after legal review, shall be approved by the Vice-Rector for Education and shall be published on the official website of the University.
 - c) The committee shall have a quorum if the majority of its members are present.
 - d) Decisions of the committee shall be taken by simple majority.
 - e) The committee may take a decision at a meeting, which may take place on an online interface requiring personal presence or at least providing simultaneous presence, and may also take a decision by written vote by electronic means, if the TVSZ so permits.
 - f) Meetings of the committee shall not be public, shall be attended by members only and those invited by the President.
 - g) In cases considered simple, the committee may delegate its powers in its rules of procedure to the President of the committee.
 - h) The form of decision-making and the agenda of meetings shall be determined by the President and shall be convened and chaired by the President.
 - i) Members shall attend to the meeting personally. If an alternate member has been elected, the alternate member shall replace the resigning or otherwise debarred. The alternate member may, in a matter of conflict of interest or during his absence and at the request of the President, replace a member that is incompatible with or absent from a particular case.
 - j) The proposals to be discussed by the committee shall be prepared with the content determined by the President of the committee.
 - k) The President may decide to ask the opinion of the head of the institute or involve other organisational units as an expert. The expert opinion shall not be binding for the committees. The President may also decide to employ collaborators to the work of the committee, who are not entitled to act within the competence of the committee, but may participate in preparatory, administrative and control work falling within the competence of the committee.
 - l) Orders of the committee shall be taken in a decision, signed by the President. The copy may be certified by a member appointed by the President of the committee or by a member of the Student Services appointed by the President.
 - m) The committee shall lay down its rules of procedure, including the rules for the involvement of students who have been proposed to give an opinion in the assessment process.
 - n) An electronic memorandum or minutes shall be taken of the committee meetings that must be signed at least by the President, or in the case of a paper document signed by the President and bearing the official stamp of the committee or the Student Services.
 - o) The President shall be responsible for the website of the committee and for updating its content. If the committee does not have its own website, the data of the committee under this

section shall be displayed on the Student Services website. The website shall publish at least the names of the President, members, the secretary of the committee, where appropriate, and the committee rules of procedure.

COMMENCEMENT OF THE PROCEEDING

5. §

- (1) In the case of students' affairs, proceedings may be commenced ex officio or upon the student's request.
- (2) The procedure shall be initiated ex officio if the University is required or authorized by law or university regulations, and also if the student applies at the call of the University communicated to all or some of the students by law, the HKR or other university regulations.
- (3) Proceedings shall be initiated at students' request if the student is entitled to initiate the proceedings on the basis of law, the HKR or other university regulations.
- (4) If the law, the HKR or other university regulations or a call to tender prescribe the student to pay a fee, the commencement of the procedure shall be subject to such payment and proof thereof.

THE REQUEST

6. §

- (1) An appeal in students' affairs must include at least:
 - a) student name, student ID (NEPTUN code),
 - b) address for notifications displayed in Neptun, or, failing that, the address of the place of residence,
 - c) name of the programme where the student is studying, working schedule of the training and the form of payment, or in the case of studies in several programmes, the name of the programme, the working schedule and the form of payment in under which the request is submitted, and,
 - d) name of the acting person or board to whom or which the request is addressed,
 - e) a firm request addressed to the acting person or body,
 - f) if possible, the facts underlying the and any evidence on which they are based (in particular the documents duly underlying the application),
 - g) where possible, the statutory or regulatory grounds of the application,
 - h) the date of the request, the student's signature, or at least his/her advanced electronic signature, in the case of an application submitted via Neptun or a customer portal, the student's name and signature with his/her own hand,
 - i) in the case of a proxy acting, the power of attorney in the form of a private document of full probative force or an authentic instrument,
 - j) if the HTJSZ prescribes the commencement of the procedure subject to payment of a specific fee, the document certifying the payment of such fee.
- (2) Forms for applications to be submitted in student affairs shall be prepared by the Program Management with the involvement and agreement of the Student Services. The content or form of the application and the form to be used in the case concerned may also be set by law or in call for

tenders. Forms for applications in student affairs must be published in Neptun. With the exception of the forms published in Neptun, request and other forms for student affairs shall also be available on the Student Services website. Forms may be published and applied after approval by the legal department.

- (3) Unless otherwise required by law, the HKR or other university regulations, or by a call for tender, students can file applications:
 - a) via Neptun,
 - b) via customer portal,
 - c) in person or
 - d) by courier or post, preferably by registered mail.
- (4) Paper-based applications must be submitted to the Student Services unless otherwise specified in the HKR and other university regulations governing student affairs.
- (5) The time limit for the submission of requests shall be governed by the time limit set out in the HKR and other university regulations governing student affairs.

DEFICIENCIES

7. §

- (1) Remedying deficiencies is possible unless the HKR or other university regulations or a call for tender excludes.
- (2) If, pursuant to Subsection (1), remedying deficiencies is allowed and the application does not comply with the requirements of 6 §, the acting person or board shall, within 5 working days of the receipt of the request, call the student to remedy the deficiencies, providing an appropriate time limit of at least 4 working days and warning of the legal consequences of a failure. No request for remedy of deficiencies may be issued for verification of data or for file attachments of which the University is ex officio aware or must obtain.
- (3) A request for remedy of deficiency may also be issued in the course of the procedure if the application complied with the requirements set in 6 §, but it is necessary in view of any new data arising during the ascertainment of the facts.
- (4) If the student fails to comply with the call by the deadline specified in the request for remedying deficiencies, the acting person or board shall assess the request on the basis of the available data or terminate the procedure.
- (5) The form of the deficiency notice must be the same in which the student submitted the request, and the provisions of HJR 16 § shall apply mutatis mutandis for the communication.

TIME LIMITS

8. §

- (1) Time limits may be set by law, the HKR or other university regulations, as well as by a call for tender, or failing these, by the body acting at first instance.
- (2) Time limits shall be counted in calendar days, months or years.
- (3) Time limits shall not include the date of the occurrence of the act or circumstance giving rise to the start of the time limit, the date of communication, service and the date of mailing and cancellation of a public notice.

- (4) Time limits defined in terms of months or years shall expire on the day that corresponds to the initial day and, or if such day does not exist in the month when the time limit expires, on the last day of the month.
- (5) The date of submission (deadline for submission) of requests and applications sent by post shall be the date of mailing. The date of submission of electronic documents (deadline for submission) shall be the date on which the document is sent.
- (6) Time limits may be extended based on law, the HKR or other university regulations, as well as calls for tender.
- (7) If the last day of the deadline is a day on which office work at the University is suspended, the deadline shall expire on the following working day, unless it is an administrative deadline.
- (8) In the event of doubt, time limits shall be deemed to have been met.

APPLICATION FOR JUSTIFICATION

9. §

- (1) An application for justification may be submitted unless it is excluded by law, the HKR or other university regulations, or by a call for tender.
- (2) Should a justification be allowed in accordance with Subsection (1), the student may submit an application for justification if a deadline is missed without any fault on his/ her part.
- (3) The decision on the application for justification shall be made by the person or board acting in the student's case in the course of which the failure occurred.
- (4) If the acting person or board has complied with the time limit on students' notification, information and communication of decisions set by law, the HKR or other university regulations, as well as in the call for tenders, in case of failure to meet the deadline, no application for justification may be filed on the grounds that the notification, information or decision was not communicated by mail or that the student was not aware of the deadline.
- (5) The application for justification may be filed immediately after becoming aware of the failure or the elimination of the hindrance, but no later than within 45 days of the missed deadline or of the last day of the deadline, corresponding to the time limit for the procedural act to be justified.
- (6) In the event of failing to meet a time limit, the act omitted shall be carried out at the time the application for justification is submitted, if the conditions for doing so are met.
- (7) If the acting person's or board's decision is in favour of the application for justification, the act performed by the applicant shall be considered to have been performed within the prescribed time limit. To this end, the person or board acting in the case shall amend or revoke its decision. If the decision terminating the procedure is revoked, the procedure shall continue or certain procedural acts shall be repeated. Restrictions set out in 18 § (1) - (4) shall not apply to the modification or revocation of the decision on the basis of application for justification.
- (8) Missing the deadline due to facts of common knowledge or other exceptional circumstances shall not be deemed to be failure.
- (9) No justification may be granted due to the submission of the application for certification and the repeated procedural act and the failure to meet the deadline of the appeal procedure.

TIME LIMIT FOR ADMINISTRATION

10. §

- (1) Unless otherwise provided by law, the HKR or other university regulations or call for tenders, the decision at first instance shall be taken within 30 days of the date specified in Subsection (3) and communication must be ensured.
- (2) The administrative time limit shall start on the day following the delivery of the request to the acting person or board competent for the procedure, or, in the case of an ex officio procedure, on the day on which the first procedural act is carried out.
- (3) The administrative time limit shall not include:
 - a) the duration of the settlement of authority and competence matters,
 - b) the period from the date of the call for remedying deficiencies and the communication of the information necessary to ascertain the relevant facts to the date of its fulfilment,
 - c) the duration of the preparation of an expert opinion,
 - d) the duration of the procedure of a specialist authority,
 - e) the period while the procedure is suspended,
 - f) the duration of a malfunction or other unavoidable event making the operation of the person or board acting in students' affairs impossible for at least a full day,
 - g) the time required for the translation of the application, decision and other documents,
 - h) the duration of default or delay of the student.
- (4) The acting person or board at first instance may extend the administrative time limit one time, in justified cases, and not more than the extent of the administrative time limit. The student, at the same time, must be informed of such extension of the time limit and reasoning for such extension must be explicitly given.

EVALUATION OF REQUESTS, ASCERTAINING THE RELEVANT FACTS OF THE CASE

11. §

- (1) In all cases, requests must be adjudicated according to their content.
- (2) The acting person or board shall ascertain the relevant facts for making a decision. If the information available is insufficient for bringing a decision, a procedure for taking evidence shall be initiated.
- (3) Evidences that are suitable to facilitate the ascertaining of relevant facts, may be used in the proceedings of a person or board acting in students' affairs. Evidences are in particular: the statement of the applicant (student), the document, the testimony, the minutes of the inspection, the expert opinion, and physical evidences. In proof of the student's academic career and student status Neptun's data, the University's official text scanning program, Moodle, and any software officially used by the University may be specifically used as evidence.
- (4) The facts which are officially known to the acting person or board and which are of common knowledge shall not be evidenced.
- (5) The acting person or board shall assess each evidence individually and as a whole and shall determine the facts and make a decision based on its conviction.
- (6) In the case of committee (board) proceedings in students' affairs and with respect to the deadlines specified in the HJR, the president of the committee (board) may decide on procedural issues between the sessions, such as issuing summons, or a call for remedying deficiencies, notifications and requests, as well as rejecting the request on the grounds of delay without considering on the

merits or the termination of the procedure for such reason. The president of the committee (board) shall inform the committee (board) at the next meeting of the decisions taken in the cases specified in this paragraph.

NOTIFICATION, ENQUIRY

12. §

- (1) If the person or board acting in the case wishes to hear the student in person in the course of the procedure or at the student's requests or, if it wishes to hear somebody else in the procedure in person, in particular a witness or an expert, a notice or a request shall be issued.
- (2) The notification or request must indicate the acting person or board, the case number, the subject matter of the case, the date and place of the hearing, and the question and capacity in which the notified person is to be heard. The notified person must be advised to bring identification documents with him or herself.
- (3) The provisions of 16 § of the HJR shall apply to the service of the notification, with the exception that
 - a) the notification must be communicated to the addressee at least five days in advance,
 - b) persons present may be summoned, notified and contacted verbally.
- (4) The notification must be sent to the student by mail (by registered mail and return receipt) or electronically (via e-mail, Neptun, customer portal message), if his/her e-mail address is available. Other persons must be notified and invited in writing, by post or electronic means (e-mail, if to an employee of the University, an official university e-mail address must be used).
- (5) A document of the communication, receipt of or access to the document communicated by mail, personal or electronic delivery must be placed in the case file. If a notification or request is communicated verbally, such fact must be noted in the file and the person concerned must sign it.
- (6) In order to ascertain the relevant facts, the acting person or board may contact other university organisational units, committees, leaders and other university staff for the purpose of ascertaining the relevant facts. The requested is obliged to respond to the request within the time limit set by the acting body.

REJECTION OF AN APPLICATION WITHOUT ANY EXAMINATION AS TO ITS SUBSTANCE, TERMINATION OF THE PROCEEDING

13. §

- (1) The acting person or board shall reject the request without a substantive examination within 8 days if:
 - a) it has no competence or authority and change of venue for the request is not allowed,
 - b) the request is clearly aiming an impossible purpose,
 - c) the application is too early or late,
 - d) the person or board acting at first instance has already adjudicated the application on the merit and a new application has been submitted for the same right under the same facts and regulations, or
 - e) the application was submitted clearly not by the entitled person.
- (2) The acting person or board shall terminate the procedure if:

- a) rejection of an application without any examination as to its substance should have been due, but the reason for the rejection came to its knowledge only after the commencement of the proceeding,
 - b) the applicant (student) has withdrawn his/her application, unless several applicants (students) are involved in the proceeding and not all the applications have been withdrawn,
 - c) as a result of the death of the applicant (student), the proceeding becomes devoid,
 - d) the circumstance giving rise to the continuation of the proceedings no longer exists,
 - e) the applicant (student), despite the call of the person or board acting at first instance, and in case the representative is rejected in the proceeding, fails to authorize an appropriate representative or act in person, unless several applicants (students) participate in the proceeding and they act in person or their representative has not been rejected by the acting person or board,
 - f) due to a change in the law or the amendment of the university regulations, the assessment of the case no longer falls within the competence of the acting person or board and change of venue is not allowed.
- (3) The acting person or board may terminate the proceeding if the applicant (student) failed to comply with the request for remedying the deficiencies, or the failure to make a statement prevented ascertaining the relevant facts.
- (4) If the applicant (student) withdraws the application in accordance with point b) of Subsection (2) of this Section before the decision becomes final, the acting person or board shall withdraw the decision.

SUSPENSION AND STAY OF PROCEEDINGS

14. §

- (1) Where the final decision in the proceeding requires the preliminary adjudication of an issue, in which the proceeding is under the competence of another body, or if the case cannot be reasonably decided without another decision of the acting person or board, that is closely related to that case, the acting person or board at first instance shall suspend the proceeding. If the student is entitled to initiate proceedings before another body, he or she must be called to do so within an appropriate time limit. If the student fails to comply with such request, the acting person or body at first instance shall terminate the proceeding or decide on the basis of the available data.
- (2) If the court acting in administrative matters obliges the body acting in the case to proceed with a new proceeding and a request for retrial or review has been made against such court decision, the person or board acting in the case shall suspend its proceeding.
- (3) Upon suspension of the proceeding, all time limits shall be interrupted and, shall recommence, with the exception of the administrative time limit, when the suspension ceases. All procedural steps taken during the period of suspension shall be null and void, except those aimed at eliminating the reason for suspension.
- (4) The acting person or body case may also decide that the pending procedural acts and the time limits set for their completion are not affected by the suspension of the proceeding.
- (5) The proceeding shall be suspended if requested by the applicant (student) or, in the case of several applicants (student), requested jointly, unless any provision by law excludes so. Proceedings shall be continued at the request of any of the applicants (students). After six-months

of suspension, proceedings which may be continued only on application shall cease. The acting person or board shall notify those to whom the decision is to be communicated.

DECISION OF FIRST INSTANCE

15. §

- (1) The acting person or board shall take its decision in the form specified by law, the HKR and other university regulations governing students' cases, taking into account the contents of this Section.
- (2) The acting person or board shall take a decision on the merit if rejecting the application, suspending or terminating the proceeding is not allowed.
- (3) The acting person or board shall issue all other decisions in the case in the form of ruling.
- (4) Decisions shall be issued in an order in accordance with the law, the HKR or other university regulations regarding student affairs, either in the form of an electronic document created in Neptun, or in a decision issued in the form of a document with at least an advanced electronic signature (hereinafter referred to as "other electronic document"), or in a decision issued in the form of a paper document. The decision must also be prepared in the form of a paper document at the request of the student. Where the HKR or other university regulations governing students' affairs require a decision issued in the form of an electronic document created in Neptun, or a decision issued in the form of other electronic documents, the University shall proceed appropriately even if it takes a decision issued in the form of a paper document. Priority should be given to decisions issued in the form of electronic documents created in Neptun and to decisions issued in the form of other electronic documents.
- (5) Decisions that terminate student status must be issued in paper form.
- (6) Unless further requirements are specified by law, the HKR or other university regulations or the call for applications, the decision and the ruling shall include:
 - a) the name of the acting decision-maker, the ID number of the case and the name of the acting administrator,
 - b) the student's name, student ID (NEPTUN code), address, programme, specialization, as well as the work schedule of the course and the training,
 - c) the subject matter of the case,
 - d) the operative part must contain:
 - da) the decision of the decision-maker, as well as information on the possibility of appealing, the forum and deadline for its submission,
 - db) the name of the body consulted as specialised authority or for expert opinion and the operative part of the assessment,
 - dc) the time limit or deadline for the fulfilment of the obligation and the legal consequences of failing to perform voluntarily, including information on the legal consequences set out in other regulations or legislation arising from the failure to fulfil the obligation in the decision establishing the obligation to pay,
 - dd) information on the amount of the payment obligation and any other fees laid down in the decision, the methods of payment,
 - e) the reasoning must contain:
 - ea) the facts established and the evidence accepted on the basis thereof,

- eb) the evidence offered but omitted by the student and the reasons for such omission, including the circumstances of the unsuccessful call for remedying deficiencies, and the legal consequences of the delay,
 - ec) in the case of a decision taken in a deliberation capacity, the criteria and facts involved in the deliberation,
 - ed) assessment of the specialist authority and the justification of the assessment issued by the body consulted for the expert opinion,
 - ef) references to legal provisions and the provisions of the internal regulations on the basis of which the decision-maker has taken its decision,
 - eg) reference to the law or university regulations establishing the competence and authority of the decision-maker,
- f) the place and date of the decision, the name and official position of the issuer of the decision,
 - g) in addition:
 - ga) in the case of a decision issued in the form of an electronic document created in Neptun, the sgd. sign after the name of the issuer of the decision;
 - gb) in the case of a decision issued in the form of other electronic documents, the electronic signature and time marker of the issuer of the decision, provided that the publication may be certified by the HKR or by a person designated for such purpose by other university regulations on student affairs, or, in the absence of such person, by a person appointed in writing by the decision-maker;
 - gc) in the case of a decision issued in the form of a paper document, the signature of the issuer of the decision and, if it uses a stamp, the official stamp of the University, provided that the publication may be certified by the HKR or by a person designated for this purpose by other university regulations governing students' affairs, or, in the absence of such person, by a person appointed in writing by the decision-maker.
- (7) Decisions and other decisions taken shall, in the case of a decision taken on request, be taken in the language of the application or in other cases in the training language.
- (8) Only simplified decision may be taken and its reasoning may contain only the underlying laws, if the decision maker approves the application in its entirety and if there is no adverse party in the case or if the decision does not affect the right or legitimate interest of the adverse party.

DELIVERY

16. §

- (1) The decision shall be served to the applicant:
- a) via Neptun, in the case of a decision in the form of an electronic document created in Neptun,
 - b) via Neptun or by sending it to the student's official e-mail address registered in Neptun or via customer portal, in the case of decisions issued in the form of other electronic documents,
 - c) in the case of a decision issued in the form of a paper document, by post or personal delivery or by sending via customer portal

- (2) Decisions terminating the student status and decisions imposing payment obligation, if sent by post, must be delivered by registered mail with a receipt. In the case of postal delivery, the date of notification of the decision shall be the date of the postal service.
- (3) If service by post fails because the recipient or their agent declares that they will not receive mail, the document shall be deemed to have been served on the day on which service is attempted.
- (4) If the document served by post is:
 - a) marked “nem kereste” (unclaimed), the document shall be considered served on the day of the second attempt of delivery,
 - b) marked “ismeretlen” (addressee unknown) or “elköltözött” (addressee moved), the document shall be considered served on the fifth working day following the day of attempted delivery.
- (5) If the addressee becomes aware that the received document is deemed to have been delivered by the acting person or board, he/she may submit an objection within 15 days of becoming aware of it, but no later than within 45 days of the communication. The objection is accepted by the acting body if the addressee could not receive the document because the service was in violation of the laws on the service of official documents, or because it was not lawful for any other reason, or the recipient was unable to collect it for reasons beyond his/her control. The objection shall specify the facts and other evidence to demonstrate the alleged infringement in the service of process or to demonstrate that the addressee is not at fault. If the objection is approved by the body acting in student affairs, the rules applicable to the application for certification shall apply. The objection shall be assessed by the acting body, that issued the document subject to service.
- (6) If the decision relating to the student and the student's application/submission is sent in the form of a message (including information, notification, notice) or a decision via Neptun, customer portal or e-mail, the message or decision sent in this way shall be deemed to have been delivered on the day following the date of sending. No delivery by electronic systems is allowed if excluded by law in the case of a given case.
- (7) The decision may be communicated orally to the student present, in which case the written decision must be delivered within 10 days. The fact of verbal communication must be recorded on the document and signed by the student.
- (8) Decisions may be communicated also by personal delivery. In this case, the student will be informed of the personal delivery by e-mail, telephone or electronic message sent via Neptun, and the acting person or body will set a deadline for receipt. In the case of personal delivery, the fact and time of communication must be recorded on the document and signed by the recipient. If the student does not receive the decision within the time limit, it must be delivered by post without delay. If an authorised representative is acting for the student, the decision must be delivered to the representative by post.
- (9) Decisions at first instance shall become final if the student does not submit an appeal, waives the right to appeal or withdraws the application.
- (10) If the decision contains an obligation, a time limit or a deadline for performance must be set.

CORRECTION AND SUPPLEMENTING OF DECISIONS

17. §

- (1) If there is a name, number or other typo or calculation error in the decision, the error shall be corrected by the body acting unless it affects the merits of the case.

- (2) The acting body shall perform such correction by way of
 - a) a note taken on the original copy of the decision and, where available, on its other copies,
 - b) replacing the incorrect decision, and revoking the wrong one, or
 - c) taking the corrective decision.
- (3) The correction shall be communicated to those that have received the original decision.
- (4) No correction is allowed if an appeal has been lodged against the decision.
- (5) In the case of correction, the given time limit shall start from the date of notification of the corrected decision.
- (6) The part of the decision affected by the correction shall be subject to the same remedy as the original decision.
- (7) If the decision lacks a mandatory element required by law, the HKR or other university regulations on student affairs, or if no decision has been made on the matter pertaining to the merits of the case, the acting body shall supplement the decision.
- (8) Supplementing the decision is not allowed one year after the decision has become final.
- (9) The acting body shall communicate the supplement in a coherent decision, preferably by replacing the decision.
- (10) The supplement shall be subject to the same remedy as the original decision.
- (11) The supplement shall be communicated to those that have received the supplemented decision.

AMENDMENT, WITHDRAWAL AND NULLIFICATION OF DECISIONS

18. §

- (1) If, on the basis of the appeal, the acting person or body determines that the decision violates the law or university regulations, the decision shall be amended or revoked.
- (2) In the case of an appeal, the acting person or board may revoke or amend a decision that is not in violation of the law and does not violate the university regulations, even if it agrees with the contents of the application (appeal), provided that there is no opposing party in the case.
- (3) The decision set out in this section shall be communicated to the student and to those to whom the contested decision has been communicated.
- (4) The decision on the revocation or amendment shall be subject to the same remedy as the revoked or amended decision itself.
- (5) If the acting person or board determines that the appeal may be adjudicated or the decision not adjudicated by the court violates the law or university regulations, the decision shall be amended or revoked. The decision shall be communicated to persons to whom the amended or revoked decision has been communicated.
- (6) The acting person or board shall be entitled to conduct the proceeding under Subsection (5) only one time, within one year of the notification of the decision.
- (7) Unless otherwise provided by law or a governmental decree, the decision may not be amended or revoked if it would violate the right acquired and exercised in good faith, unless incorrectly entered in the official instrument or the official certificate.
- (8) The decision shall be annulled or withdrawn, and if necessary new proceedings shall be opened if:

- a) the content of the decision was influenced by some criminal act, provided that the criminal conduct was established by final peremptory decision, or such decision was blocked by reasons other than the lack of evidence;
 - b) the acting person or board has no competence for the case
 - c) it is contrary to the decision of the administrative court brought in the given case.
- (9) A decision may not be annulled irrespective of any grounds for nullity if it would compromise any right that the client has acquired and exercised in good faith, and a period of three years has elapsed since the decision became definitive. Where the grounds for nullity referred to in paragraph (8) a) applies, the decision may be annulled without any time limit if it does not affect any right acquired and exercised in good faith.

PART II

PERSONS AND BODIES ACTING IN APPEALS

19. §

- (1) Persons and boards involved in the review proceeding are:
 - a) body acting at first instance (board or person),
 - b) Student Services (hereinafter referred to as "HSZ"),
 - c) the board receiving appeals at first instance, the Student Appeals Committee (hereinafter referred to as the HFB or the Committee),
 - d) keeper of the minutes.
- (2) The following shall not be involved in the adjudication of an appeal or in giving opinion:
 - a) any the person that made the contested decision or failed to take a decision,
 - b) close relatives of the person referred to in point a) (spouses, next of kin, adopted children, stepchildren, foster children, adoptive parents, stepparents, foster parents, and siblings),
 - c) any person who is considered biased for any other reason.
- (3) The member of the Committee concerned shall immediately notify the president of the HFB in writing of the existence of a conflict of interest. If the president of the HFB is affected by the conflict of interest, he shall appoint a member of the HFB to conduct the procedure in the given case and shall not take part in the procedure, while informing the rector. The existence of a conflict of interest shall be adjudged by the president of the HFB and, if the president is concerned, by the Rector, which shall be recorded in the minutes. In the event that a conflict of interest applies to the president, the rights of the president to conduct the procedure and set out in the HJR shall be exercised by the member of the committee appointed by the Rector.
- (4) The student submitting the appeal or his/ her representative may present a motion for conflict of interest.
- (5) The HFB determines its own rules of procedure within the framework of these Regulations, provided that the language of the proceeding is Hungarian, unless the student subject of proceeding requests the proceeding to be conducted in the language of the training.

STUDENT APPEALS COMMITTEE

20. §

- (1) The Student Appeals Committee (hereinafter referred to as the “Committee”) is a decision-making, decision-preparatory and opinion-making board for student appeals.
- (2) The HFB is of three (3) members including the President. The members of the HFB are 2 employees appointed by the Rector, of which one must be a qualified lawyer, who is also the President of the Committee, and one (1) must be a student delegated by the Student Union (hereinafter referred to as “BCE HÖK”).
- (3) Secretary duties shall be catered for by the employee appointed by the President of the Committee.
- (4) The mandate of the President of the Committee and its members, with the exception of the member delegated by the BCE HÖK, shall be for a fixed period of at least three years determined by the Rector and shall run until the date of termination of the employment relationship, resignation or recall by the appointing person. The method of assigning the member delegated by the BCE HÖK, and the duration of the assignment are determined by the statutes of the BCE HÖK, provided that students who have not applied for the given semester or who have been subject to disciplinary penalties in a final decision may not be a member of the Committee. In this case, the delegation of the new member shall be arranged by the President of the BCE HÖK at the request of the President of the OB.
- (5) The Rector shall issue the assignment letter to the President and the members. The President of the HÖK shall notify the Rector in writing of the identity of the student member. The assignment may be repeated several times.
- (6) Should a Committee member’s term of office terminate for any reason, the president shall initiate the election of a new member within 5 working days of becoming aware of it. In the event of termination of the president's term of office, the non-student of the Committee shall act as Executive president until the election of the new president. The Executive president shall have the same powers as the president.
- (7) The Committee shall act in all student proceedings at second-instance with the exception of disciplinary and damages affairs at second-instance. The Committee may not exercise equity.

CONDUCT OF THE APPEAL PROCEDURE

COMMENCEMENT OF THE PROCEEDING

21. §

- (1) Students may appeal against the decision or action of the University or the failure to take action (hereinafter collectively referred to as the “decision”) within fifteen days of the communication or, failing that, of becoming aware of it, with the exception of the decision on the evaluation of the studies.
- (2) An appeal may be brought against a decision on the evaluation of studies only if the decision was not based on the requirements adopted by the University, or if the decision is contrary to the provisions of the University Rules of Organization and Operation, or if the provisions on the organization of the examination have been violated.
- (3) With the exception of the violation of procedural rules, submission of an appeal against decisions at individual discretion is not allowed, in particular against of Dean’s, Rector's equity and certain social support matters, and where it is excluded by law, the HKR and other university regulations on student affairs.
- (4) In the event of a violation of students' rights, in addition to filing an appeal, students have the following options:

- a) ask legal assistance from the University Student Union,
 - b) a PhD student (and doctoral candidate) having PhD student status may ask legal assistance from the PhD Student Union,
 - c) initiate the proceedings of the Commissioner for Educational Rights, provided that the student has exhausted his/her right of appeal at the University, except for judicial proceedings.
- (5) The student and the University shall bear their own costs incurred in the appeal proceeding and the costs incurred in the proceedings preceding the appeal procedure.

THE APPLICATION FOR LEGAL REMEDY

22. §

- (1) The application for legal remedy shall be submitted in writing. The party entitled to legal remedy may submit his/her application for legal remedy through Neptun, in the form designated for this purpose, through the customer portal, in person or by mail. If the application is submitted in person or by mail, then it shall be submitted to the Student Services, and to the Corvinus Doctoral Schools in case of doctoral program students.
- (2) The form shall be made available by publishing it on the University website.
- (3) The application shall be considered submitted on the day when it is recorded in a reviewable format in Neptun; in case of submission by mail, the application shall be considered submitted on the day it is posted, otherwise on the day of actual receipt.
- (4) The application for legal remedy may be submitted in Neptun by the person entitled to so, the person otherwise entitled to do so, or the representative such person. If the application is submitted by any person who is not entitled to do so, then the representation authorisation shall be verified in a credible manner, simultaneously with submitting the application.
- (5) The application shall be adjudicated on the basis of its content, even if that does not coincide with the designation used by the student.
- (6) The application shall include:
 - a) the name, home address, notification address, contact details (e-mail, telephone), Neptun code of the student and his/her possible representative,
 - b) the name of the program to which the application for legal remedy applies, and also the schedule and the form of financing of the program,
 - c) the firm request,
 - d) the filing number of the decision or measure against which the application for legal remedy is submitted by the student,
 - e) reasoning, the facts supporting the application and any evidence on which they are based, or the description of the measure omitted,
 - f) the precise description and the significant circumstances of the alleged violation of law or procedural error, and if possible, indication of that law or university regulation with reference to which the application for legal remedy is submitted by the student,
 - g) in case of legal remedy against the decision, measure or omission related to the evaluation of the studies, if possible, indication of that requirement accepted by the University or the resolution specified in the HKR or related to the organising of the exam to which the decision, measure or omission is contrary,

- h) the date of the application – if submitted in person, the date of the submission – and in case of paper application, the signature of the student.
- (7) The application shall include as attachment the documentary evidence supporting the allegations included in the application, or if the student does not have such evidence, then the method of proof of the allegations included in the application. In addition, if the student is represented by proxy, then the proper power of attorney signed by the student.
- (8) No verification shall be required for well-known facts and facts of which the University is officially aware.
- (9) Provided that the application for legal remedy is not aimed at a decision made by the Student Services or the Corvinus Doctoral Schools, Student Services or the Corvinus Doctoral Schools shall forward the application for legal remedy without delay to the organisational unit, board or person which or who had made the contested decision (hereinafter referred to as person or board acting at first instance).
- (10) If the application for legal remedy was submitted to the HFB, then upon the request of the president of the Committee, the person or board acting at first instance shall forward the documents of the case, the possible measures taken in connection with the application, and its/his/her opinion to the president of the Committee immediately, but not later than within 5 days of the receipt of the request. The president of the Committee shall forward the application to the Student Services as well.
- (11) If the application fails to comply with the requirements specified in Subsections (6)-(7), then the person or board acting at first instance in the student case shall call the student to remedy the deficiencies, in addition to setting an appropriate deadline and including a warning regarding the legal consequences of failure.
- (12) No notice to remedy deficiencies shall be issued for the verification of data or the attachment of annexes of which the Committee is officially aware or which shall be obtained by the Committee. If the student fails to comply with the notice within the deadlines specified in the notice to remedy deficiencies, then the Committee will adjudicate the application or terminate the procedure based on the data available. The student shall be warned of this.
- (13) The student may withdraw his/her application for legal remedy until the decision is made, in writing - or verbally, recorded in minutes at the hearing of the Committee.
- (14) The person or board acting at first instance shall examine the application for legal remedy. If the person or board acting at first instance agrees with the contents of the application, then he/she/it shall withdraw, change, correct, amend the decision requested to be reviewed or shall make the decision not made. The decision to withdraw or amend shall be subject to the same legal remedies as the decision withdrawn or amended.
- (15) If the person or board acting at first instance disagrees, then the person or board acting at first instance shall submit the appeal to the HFB within 8 days, together with all available documents of the case, and the comments and opinions of the person or board acting at first instance.
- (16) The president of the Committee shall examine the application for legal remedy and the documents of the case, and within 5 working days shall decide whether to initiate the procedure or to dismiss the application without examination on the merits. If the president of the Committee finds that the application falls within the competence of an organisation or person within another institution, then the president of the Committee shall - within the same deadline - refer the case ex officio to the board or person entitled to make the decision.

DISMISSAL OF THE APPLICATION AND THE TERMINATION OF THE PROCEDURE

23. §

- (1) The president of the Committee shall dismiss the application by ruling within 8 days, provided that the president of the Committee find that:
 - a) the application was late,
 - b) the Committee does not have jurisdiction to adjudicate the application and the application cannot be transferred,
 - c) the application was not submitted by the person entitled to do so,
 - d) the application is submitted against any decision which cannot be appealed, or if in the application for legal remedy submitted against any decision made through individual consideration the student fails to refer to the procedural error, and in case of application for legal remedy submitted against any academic evaluation, the student fails to refer to grounds specified in the regulations,
 - e) the application is clearly aiming an impossible purpose,
 - f) the person or board acting at first instance has already adjudicated the application on the merit and a new application has been submitted for the same right under the same facts and regulations, or
 - g) the Committee had already adjudicated the application for the enforcement of the same right on the merits thereof and the contents of the application and the governing legal regulations have not changed;
 - h) the application is incomplete, and no remedy of the deficiencies is available according to the HJR.
- (2) The president of the Committee shall terminate the procedure by ruling, within 8 days, if:
 - a) the application should have been dismissed, but the ground for the dismissal were discovered only after the commencement of the procedure,
 - a) the student withdraws his/her application for legal remedy in writing - or verbally, recorded in minutes at the hearing of the Committee,
 - b) the procedure has become redundant in the meantime,
 - c) the student failed to comply with the call to remedy the deficiencies and did not request that the deadline set for the rectification was extended, or if the student's failure to make any declaration hindered the clarification of the facts of the case,
 - d) decision on the merits of the case depends on the prior adjudication of a question which falls under the material competence of another body, and the student fails to comply with the call of the Committee to commence the procedure,
 - e) the student requested the suspension of the procedure and failed to request the continuation of the procedure until the expiry of the suspension.

TIME LIMIT FOR ADMINISTRATION

24. §

- (1) The legal remedy procedure shall be concluded by decision within 30 days of the day when the application for legal remedy was submitted properly.

- (2) Subsection (4) Section 10 shall be applicable to the time limit for administration.

CALCULATION OF THE DEADLINES

25. §

- (1) The deadlines in the legal remedy procedure shall be calculated in accordance with the provisions of Section 8, Section 10, and the provisions of the Ákr.

REPRESENTATION

26. §

- (1) In the legal remedy procedure, the student may act in person or through his/her proxy.
- (2) Subsection (3) Section 4 shall be applied to the power of attorney.
- (3) If the student exercises his / her rights through a representative, then the student may be present at the procedural acts, but the rights of the student under these Rules may be exercised by the representative, in addition the committee obligations to be fulfilled to the student must be fulfilled to the representative. This shall not prevent the HFB from asking questions to the student subject to the procedure and shall not prevent the student for asking to be heard.

ACCESS TO THE DOCUMENTS

27. §

- (1) The student or his/her representative shall have the right to inspect at any stage of the legal remedy procedure the documents produced in the course of the procedure or taken into account in the decision-making of the Committee, and to listen to the phonograms made at a meeting of the Committee, with the exception of the minutes or phonograms recorded in camera.
- (2) The witness heard in the procedure has the right to access the documents which contain his/her testimony.
- (3) The following documents shall not be accessed:
- a) the draft of the decision,
 - b) any document based on which the identity of the person regarding which the Committee had ordered the confidential processing of the personal identification data and the home address can be deduced.
- (4) The right to access the documents shall not include the right to copy the documents and the sound recordings or to have those forwarded.
- (5) The documents may be accessed only within six months of the definitive conclusion of the procedure.

SUSPENSION AND STAY OF PROCEEDINGS

28. §

- (1) The Suspension and stay of proceedings shall be governed by the provisions of 14 § of these Rules.

CONSOLIDATION

29. §

- (1) In case of students who have lodged several appeals, the Committee may decide to consolidate the cases if, because of the direct and close relationship of the facts, segregation is not possible.
- (2) In case of consolidation, all students who had submitted applications shall have the right to access the complete case file of the consolidated procedure and to attend any and all procedural act.

APPLICATION FOR JUSTIFICATION

30. §

- (1) The application for justification related to missing the deadline set for submitting the application for legal remedy shall be adjudicated by the HFB.
- (2) Otherwise, the provisions of the Ákr. shall be applied mutatis mutandis to the application for justification.

ASCERTAINING THE RELEVANT FACTS

31. §

- (1) In the course of the evidentiary procedure, the Committee shall apply the rules on the clarification of the facts laid down in 11 § of these Rules accordingly.
- (2) If the ascertain of the facts so requires, then the Committee may hear the student verbally as well. The student has the right to refuse to make a statement, to make a statement in writing or verbally, or to request in writing that the procedure be conducted without an oral hearing. If the student does not appear at the hearing despite being duly notified and does not request in writing that the procedure be conducted in absentia by the time of the hearing, then the Committee may terminate the procedure or take a decision on the basis of the information available to the Committee. The student also has the right to request by e-mail that the Committee continued the procedure without hearing
- (3) In order to ascertain the facts, the Committee may summon to a hearing or oblige to make a written statement any employee or student of the University. In order to ascertain the facts, the Committee may request data provision relevant to the case from any organisational unit of the University, or it may request the student to present the document or other instrument at his / her disposal.
- (4) Other persons may be heard as witnesses, provided that the Committee deems it necessary and the person intended to be heard as a witness is willing to participate in the procedure. No person shall be heard from whom a testimony that can be assessed as evidence cannot expected.
- (5) The identity of the witness shall be established at the beginning of the hearing. The witness shall declare the nature of his/her relationship with the student and whether he/she is biased. The fact justifying the possible bias of the witness shall be recorded in the minutes on the basis of the declaration. A witness who has not yet been heard may not be present at the hearing of the student, other witnesses and the expert.
- (6) The student shall be entitled to be present at the hearings or other evidentiary proceedings designated to ascertain the facts, to ask questions of the persons heard and to submit his/her observations on the evidence to the Committee, except for the hearing of a person whose natural

identification data and home address are processed confidentiality based on the order of the Committee.

- (7) The ascertaining of the facts shall otherwise be governed by the provisions of the Ákr.

CONFIDENTIAL DATA PROCESSING

32. §

- (1) In the event of a reasoned request to that effect, the Committee shall order the confidential processing of the natural identification data and home address of the witness or expert if the person making the request for the confidential processing is likely to be seriously adversely affected by his or her involvement in the proceedings. The decision shall be communicated exclusively to the person who submitted the request.
- (2) The Committee shall treat natural personal identification data and the home address separately and confidentially in the documents of the case, and shall ensure that the confidential data are not disclosed in the course of the procedure.
- (3) Only the Committee, the registrar, the Rector, the Vice-Rector for Education and the court acting during the judicial review shall have access to the data processed confidentially.
- (4) In order to ensure the right of access to the documents, the Committee shall draw up an extract from the document generate in the procedure – which shall otherwise comply with the substantive and formal requirements specified by law – in a manner that does not allow conclusions to be drawn regarding the identity of the person specified in Subsection (1).

NOTIFICATION, SUMMONS FOR THE HEARING

33. §

- (1) If the Committee wishes to hear a student in the proceedings in person or if such hearing is requested by the student, then the Committee shall issue notifications, or if the Committee wishes to hear any other person – in particular as witness or expert - in the proceeding, then the Committee shall issue a summons.
- (2) The summons or notification shall indicate the name of the HFB, the case number, the subject matter of the case, the date and place of the hearing, and the issue regarding which and the capacity in which the Committee intends to hear the person summoned or notified. The person summoned or notified shall be warned to bring his/her documents suitable proving his/her identity. The notification shall call the student's attention to the fact that he/she may submit his/her observations in writing as well, by requesting that he/she was not be heard in person, and the student shall be notified of the provisions of Subsection (2) of 32 §.
- (3) Notifications and summons shall otherwise be governed by the provisions of Subsections (3)-(6) of 12 § of these Rules.

THE COMMITTEE MEETING

34. §

- (1) The Committee shall adjudicate the application for legal remedy in its meeting.

- (2) The Committee shall make its decision in closed meetings, through the simple majority of the members present. In case of a tie, the president shall have the decisive vote.
- (3) The Committee may make the following decisions with respect to the application for legal remedy:
 - a) dismissal of the application,
 - b) ordering the person or board who omitted to make the decision to make the decision,
 - c) amendment of the decision,
 - d) nullification of the decision and ordering the decision-maker to conduct a new procedure.
- (4) The decision of second instance shall become final and enforceable upon the communication thereof, except if the student requested the judicial review of the decision.

DECISION-MAKING

35. §

- (1) The Committee shall adopt a final decision on the merits of the case, and shall issue rulings (hereinafter referred to as decision) in all other matters occurred in the course of the procedure.
- (2) The final decision shall include the following:
 - a) the name of the Committee, the case number and the administrator of the case,
 - b) the name, home address – and if the student has a Neptun code – the Neptun code of the student,
 - c) description of the subject matter of the case,
 - d) in the operative part, the decision of the Committee, as well as information on the possibility, place and deadline of the review, and on the possibility to request a hearing,
 - e) in the reasoning
 - ea) the matters of fact established and the items of evidence accepted in support thereof,
 - eb) the evidence offered by the student but not taken into consideration, the reasons for disregarding the consideration,
 - ec) the reasons supporting the decision,
 - ed) the legal provisions and university regulations based on which the committee made the decision
 - ee) reference to the law which establishes the material and territorial jurisdiction of the Committee,
 - f) the place and date of the decision-making, the name of the president of the Committee, as well as the name and title of the issuer of the decision,
 - g) the signature of the issuer of the decision and the stamp of the Committee.
- (3) The final decision may be communicated to the student (or his/her representative) present at the hearing through announcement as well, the fact of which shall be recorded in the minutes.
- (4) The form and content of the decision (final decision or ruling) shall otherwise be governed by the rules of the Ákr., with that the references of the Ákr. to legal provisions shall be understood as including the university regulations and policy provisions as well. In addition, the authority specified in the Ákr. shall be understood as the Committee. These provisions shall also be applied mutatis mutandis to the contents of the ruling.

COMMUNICATION OF THE DECISION TO THE STUDENT

36. §

- (1) The decision of the Committee shall be incorporated in a final decision issued in the form of paper document. One original copy of the final decision shall be sent to the student in the form of registered consignment with acknowledgement of receipt or by personal delivery, as well as via Neptun, and one a copy shall be forwarded to the Student Services, in the case of doctoral program students, to the Corvinus Doctoral Schools.
- (2) The decision shall be considered communicated on the day on which it was received by the student or the proxy – provided that the student granted power of attorney for the receipt of the consignment - in person or by mail.
- (3) Communication by announcement is not allowed.
- (4) The communication of the decision shall otherwise be governed mutatis mutandis by the provisions of 16 §.
- (5) The decision of second instance shall be final upon the communication thereof.

MINUTES AND SOUND RECORDINGS

37. §

- (1) The legal remedy hearing shall be recorded in paper minutes which shall record the significant content of the hearing and which shall be prepared based on the sound recordings; the minutes shall be drawn up within 15 days, or within 30 days in case of translation to a foreign language. One set of minutes shall be prepared in case of consolidated procedure.
- (2) An electronic copy of the signed minutes shall be sent to the student submitting the application for legal remedy until the 15th day following the day of the hearing. Upon the student's request submitted in writing, via e-mail or at the hearing, the minutes shall also be sent to the student by mail.
- (3) The student may request the supplementing or correction of the content of the minutes within 8 days of the receipt thereof.
- (4) Upon the student's request submitted in writing, via e-mail or at the hearing in order to amend or supplement the contents of the minutes, the student may hear the sound recordings in person at the Committee.
- (5) The Committee shall decide on the correction or supplementing of the minutes on the basis of the sound recordings. The correction shall be completed within 8 days of the announcement thereof. The decision shall not be subject to any legal remedy.

CORRECTION AND SUPPLEMENTING OF DECISIONS

38. §

- (1) The HFB may correct or supplement its decision in accordance with the provisions of 17 § of these Rules and the rules of the Ákr.

AMENDMENT AND WITHDRAWAL OF DECISIONS

39. §

- (1) If the Committee establishes that its decision not adjudicated by the court violates the law, then the Committee shall amend or withdraw its decision no more than once within one year of the communication of the decision.
- (2) If bases on the statement of claim the Committee establishes that its decision violates the law, then the Committee shall amend or withdraw its decision. If the Committee agrees with the contents of the statement of claim and if there is no party with opposing interests, then the Committee may withdraw any decision which does not violate the law or may amend it in accordance with the statement of claim.
- (3) Decisions may be withdrawn or amended once.
- (4) The decision specified in Subsections (1)-(3) shall be communicated to the party to whom the amended or withdrawn decision was communicated.
- (5) Otherwise, the provision of the Ákr. on the amendment and withdrawal of the decision shall be applicable, with that any reference to the authority shall be understood as the Committee.

IMPLEMENTATION OF THE DECISION

40. §

- (1) The implementation of the final decision in the case, including the decision modified by the final court decision and decisions ordering interim measure, shall be ensured by the relevant organisational unit together with the Student Services.

ADMINISTRATIVE ACTION

41. §

- (1) The student may contest the decision terminating the proceeding on the application for legal remedy in an administrative action. Lodging a statement of claim shall have a suspensory effect. A statement of claim may also be lodged by reference to an infringement of the provisions relating to student status.
- (2) The claimant shall lodge the application with the person or board acting at first instance within 30 days of notification of the decision to be reviewed or by registered post. The body acting at first instance shall submit the application to the Committee together with the documents of the case within five days of the date of submission, which shall forward them to the court within 15 days, together with the statement on the statement of claim. If the application also contains an application for suspension of the implementation, the application and the case file shall be forwarded by the Committee to the court within 8 days.
- (3) A person, board or the Committee acting at first instance may not reject an application lodged late, but shall forward it to the court even if the claimant has not attached an application for justification.

CLOSING PROVISIONS

42. §

- (1) This Regulation was adopted by the Board of Trustees at its meeting on 18 August 2020.
- (2) These Rules shall enter into force on 1 September 2020, and at the same time the Order of assessment on requests related to the student status and applications for remedy submitted at first instance by the Resolution of the Senate No. SZ-145/2015/2016 (2016.V.18.) at its meeting on 18 July 2016 shall be repealed.

- (3) These Rules shall apply to proceedings that commence after its entry into force.
- (4) Matters pending at the time of entry into force of these Rules shall be conducted in accordance with the rules set forth in Subsection (2).
- (5) These Rules constitute part of 2 of the Student Requirements.

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Supervised by:	Marica Sárközi-Kerecsi Lajos György Szabó	
Reviewed by:	Senate	András Láncki, President of the Board of Trustees, in representation of the Senate:
Submitted to Decision maker by:	Presidential Committee	
Approved by:	Maintenaner	In representation of the Zsolt Hernádi, President of the Board of Trustees:
Released by:	Marica Sárközi-Kerecsi	