

	STUDENT REQUIREMENT SYSTEM PART 4.	Version number 00. Entry into force: From 01.09.2021 File number: JISZ-SZ/14/2021
Regulation on Student Fees and Benefits		

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I. CHAPTER

General Provisions

Purpose of the policy

1.§

- (1) The purpose of establishing the Student Compensation and Allowance Policy (hereinafter referred to as “Policy” or “RSFB”) is to determine the types of payment obligations to be borne by the students, the order in which they are established and fulfilled, as well as the provisions regarding the allocation of the resources of the student allowances, the scope of the allowances, and the rules for the allocation of authority among the persons and bodies acting in such matters.

The scope of the Regulation


2.§

- (1) The territorial scope of this Regulation extends to the headquarters, sites and places of operations of the University.
- (2) The personal scope of the Regulation extends to:
- a) all organisational units of the University, and bodies and individuals acting in matters falling within the material scope of the Regulation, regardless of whether they have an employment relationship or a student status with the University, unless otherwise provided by the present Regulation;
 - b) Hungarian and, under the legislation in force, non-Hungarian students studying in any training cycle, field of study or training scheme, regardless of the form of fee bearing, including PhD students and doctoral candidates, applicants to and former students of the University (together hereinafter: student);
 - c) if the Regulation so provides, persons admitted to the University.
- (3) The scope of the Regulation does not cover the training programmes provided in the framework of adult education governed by Act LXXVII of 2013 on Adult Education.
- (4) The material scope of this Regulation extends to:
- a) all payment obligations imposed on students, the procedure for their establishment and fulfilment, and
 - b) the distribution of the resources of student benefits, the range of benefits, the order of distribution, as well as the division of powers and competences between the individuals and bodies acting in these matters.

Related regulatory documents


3.§

- (1) Legislation, internal regulatory document authorizing the adoption of the Regulation: Act CCIV of 2011 on National Higher Education (hereinafter referred to as: HEA or National Higher Education Act).

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(2) Related legislation and internal regulatory documents:

- a) Act CCIV of 2011 on national higher education (hereinafter referred to as: HEA),
- b) Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship (hereinafter referred to as: Gytv.);
- c) Gvt. Decree 51/2007. (III. 26.) on higher education students' allowances and certain reimbursements payable (hereinafter referred to as: Grants Decree),
- d) Government Decree 389/2016 (XII. 2.) on financing the core activities of higher education institutions (hereinafter referred to as: Financing Decree)
- e) Government Decree 87/2015 (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as: Implementation Decree),
- f) Government Decree 248/2012 (VIII. 31.) on certain provisions required for the implementation of Act CCIV of 2011 on National Higher Education (hereinafter referred to as: Implementation Decree 2)
- g) Government Decree 121/2013 (IV. 26.) on the Education Authority (hereinafter referred to as: Education Authority Decree
- h) Government Decree 24/2013 (II. 5.) on the excellence in national higher education (hereinafter referred to as: Excellence Decree),
- i) Government Decree 52/2013 (II. 25.) on the Klebelsberg Training Scholarship;
- j) Government Decree 285/2013 (VII. 26.) on Stipendium Hungaricum;
- k) Government Decree 120/2017 (VI. 1.) on the scholarship scheme called "Scholarship for Christian Young People" and on the amendment of Government Decree 51/2007 (III. 26.) on the student benefits and on certain student fees in higher education (hereinafter referred to as: Christian Scholarship Decree),
- l) Government Decree 203/2020. (V.14.) on the amendment of certain government decrees required for the operation of Diaspora Higher Education Scholarship Programme (hereinafter referred to as: DHESP Decree),
- m) Organisation and Operational Rules,
- n) Study and Exam Regulation (hereinafter also referred to as TVSZ),
- o) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status),
- p) Provision of the Presidential Committee on the fees of specialist postgraduate programmes;
- q) Provision(s) of the Presidential Committee on the establishment of a scholarship in partnership or under national, Union or other grant(s);

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- r) Provision of the Presidential Committee on the types of benefits provided to students which are not considered as scholarships, containing the eligible applicants and the rules of evaluation,
 - s) in the case of student affairs involving, at the conceptual level, preparatory and implementation tasks related to certain scholarships, non-scholarship benefits and certain fees payable by students, provisions of the Vice-Rector for Education, in the case of doctoral student affairs, provisions of the Vice-Rector for Research,
 - t) provision of the Head of Finance on the management of the debt of ex-students with terminated student status and in arrears.
- (3) In connection with those specified in points r) and s), informational materials and implementation guidelines may be issued by the Vice-Rector for Education or the Head of Student Services or the Head of Neptun Services and Head of Student Finances.

Definitions

4.§

- (1) With regard to the terms used in the present Regulation, the definitions set out in the legislation and internal regulatory documents listed among the related documents, in particular in the HEA, the Student Benefits Decree and the Child Protection Act, as well as in the Study and Exam Regulation, shall apply.


Acting bodies and individuals

5.§

- (1) Organisational units and individuals competent in matters covered by the present Regulation:
- a) with regulatory powers: the Maintainer, Presidential Committee, Vice-Rector for Education, Vice-Rector for Research;
 - b) with powers to issue an opinion on rules and regulations: the Senate;
 - c) with decision-making (committing) powers and powers of approval: the Vice-Rector for Education;
 - d) with decision-making (committing) powers and powers of approval: the Dean, the Head of the Competence Centre;
 - e) in the cases of PhD students, with decision-making (committing) powers: the Director General of Corvinus Doctoral Schools;
 - f) with decision-making (committing) powers: the Head of Student Services;
 - g) with decision-making (committing) powers: the Head of Neptun Services of the Student Office and Head of Student Finances;
 - h) in the cases of PhD students, with decision-making (committing) powers: the Doctoral Scholarship Council;
 - i) with preparatory and executive powers: the Student Services and the Corvinus Doctoral Schools;


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- j) with preparatory and executive powers: International Relations and Accreditations;
 - k) with powers of legal control: Legal, Administrative and Regulatory Services;
 - l) with decision-making (committing) powers: the Chancellor;
 - m) with preparatory and audit powers: the internal auditor;
 - n) with preparatory powers and powers to issue an opinion: the Student Union;
 - o) in the case of scholarships specified in Article 7 (4) (b) - (c) and (5) (b) - (c) of the present Regulation, with decision-making (committing) powers: the designated sponsor.
- (2) In matters covered by the present Regulation, the following bodies have preparatory and ranking powers, as well as powers to issue an opinion:
- a) Student Social Committee,
 - b) Demonstrator Evaluation Committee,
 - c) Public Affairs Evaluation Committee,
 - d) Student Union Evaluation Committee,
 - e) Scientific Evaluation Committee,
 - f) Corvinus Excellence Evaluation Committee,
 - g) in the case of scholarships specified in Article 7 (4) (b) - (c) and (5) (b) - (c) of the present Regulation: the evaluation committee designated for this purpose,
 - h) in matters covered by the present Regulation, the Student Complaints Board is the body with remedial powers.
- (3) Student Social Committee: the Student Social Committee consists of six (6) members. The Chairperson of the Student Social Committee is the Student Welfare Officer of the Student Union, its members are four (4) students delegated by the Student Union, and one (1) employee appointed by the Vice-Rector for Education on the proposal of the Heads of Neptun Services of the Student Office and Student Finances. The secretary shall be appointed by the Chairperson. The Student Union delegates at least two (2) alternate members to the Student Social Committee (hereinafter: Student Social Committee or SSC).
- (4) Demonstrator Evaluation Committee: the Demonstrator Evaluation Committee consists of three (3) members. The members of the Demonstrator Evaluation Committee are one (1) employee appointed by the Vice-Rector for Education on the proposal of the Heads of Neptun Services of the Student Office and Student Finances and two (2) students delegated by the Student Union. The Demonstrator Evaluation Committee elects the Chairman from among its members. The secretary shall be appointed by the Chairperson. The Student Union delegates at least one (1) alternate member to the Demonstrator Evaluation Committee.
- (5) Public Affairs Evaluation Committee: the Public Affairs Evaluation Committee consists of four (4) members. The members of the Public Affairs Evaluation Committee are one (1) employee appointed by the Vice-Rector for Education on the proposal of the Heads of Neptun Services of the Student Office and Student Finances and three (3) students

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delegated by the Student Union. The Public Affairs Evaluation Committee elects the Chairman from among its members. The secretary shall be appointed by the Chairperson. The Student Union delegates at least one (1) alternate member to the Public Affairs Evaluation Committee.

- (6) Student Union Evaluation Committee: the Student Union Evaluation Committee consists of four (4) members. The members of the Student Union Evaluation Committee are one (1) employee appointed by the Vice-Rector for Education on the proposal of the Heads of Neptun Services of the Student Office and Student Finances and three (3) students delegated by the Student Union. The Student Union Evaluation Committee elects the Chairman from among its members. The secretary shall be appointed by the Chairperson. The Student Union delegates at least one (1) alternate member to the Student Union Evaluation Committee.
- (7) Scientific Evaluation Committee: the Scientific Evaluation Committee consists of four (4) members. The members of the Scientific Evaluation Committee are one (1) lecturer delegated by the Vice-Rector for Research and three (3) students delegated by the Student Union. A member delegated by the Student Union may only be a student engaged in outstanding scientific work or public activities. The Scientific Evaluation Committee elects the Chairman from among its members. The secretary shall be appointed by the Chairperson. The Student Union delegates at least one (1) alternate member to the Scientific Evaluation Committee.
- (8) Corvinus Excellence Evaluation Committee: the Corvinus Excellence Evaluation Committee consists of six (6) members. The Vice-Rector for Education is an ex-officio member and the Chairman of the Committee, two (2) persons are delegated by the Rector, three (3) persons are delegated by the Student Union. A member delegated by the Student Union may only be a student engaged in outstanding student and/or scientific work and/or public activities. The secretary shall be appointed by the Chairperson.
- (9) The rules on the composition of the Student Appeals Board are contained in the Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status.
- (10) In order to avoid conflicts of interest, students evaluating the application may not participate in any form in commenting their own applications, may not be present when comments are made on their own applications and must refrain from influencing the commentators in any way. Violation or attempted violation of the rule constitutes a serious infringement and, in addition to other legal consequences specified in the Rules of Organisation and Operation, it shall entail exclusion from the application procedure.

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II. CHAPTER

The scheme of benefits for those participating in student training programmes and doctoral training programmes

Scholarships to finance the self-funded part of the programmes


6.§

- (1) Scholarship financing the self-funded fee of student training programmes and doctoral training programmes:
 - a) through State resources,
 - aa) Hungarian state scholarship,
 - ab) part of the Stipendium Hungaricum Scholarship financing the fees,
 - ac) part of the Diaspora Higher Education Scholarship financing the fees,
 - ad) part of the Scholarship for Christian Young People financing the fees.
 - b) from resources provided by Maecenas Universitatis Corvini Foundation (hereinafter: Maintainer): Corvinus Scholarship.


Benefits other than those which finance the fee of the training programme

7.§

- (1) Types of benefits provided to students:
 - a) cash benefits provided directly to the student,
 - b) non-cash benefits provided indirectly to the student (financing of the operating costs of the institution).
- (2) Cash benefits provided directly to the student may include:
 - a) state scholarships, or
 - b) institutional student benefits:
 - ba) institutional scholarships,
 - bb) institutional grants.
- (3) State scholarships, in the evaluation and/or payment of which the University participates:
 - a) National Higher Education Scholarship,
 - b) National Higher Education Scholarship of Excellence,
 - c) Bursa Hungarica Municipal Higher Education Scholarship,
 - d) part of the Stipendium Hungaricum Scholarship that can be used for student cash benefits,
 - e) part of the Diaspora Higher Education Scholarship that can be used for student cash benefits,
 - f) Part of the Scholarship for Christian Young People that can be used for cash benefits,

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- g) scholarships for partial trainings abroad (e.g. Erasmus, CEEPUS)
 - h) Hunyadi János Scholarship,
 - i) scholarship for non-Hungarian students participating in cost-paying and self-funded training programmes in Hungary,
 - j) Hungarian Sports Stars Scholarship,
 - k) Cooperative Doctoral Scholarship.
- (4) Institutional scholarships for students participating in Bachelor programmes, two-cycle or single cycle master programmes are as follows:
- a) Scholarships, grants funded by the State or the Maintainer:
 - aa) study grant,
 - ab) social grant:
 - (1) regular social grant;
 - (2) extraordinary social grant;
 - (3) Dormitory Social Scholarship
 - ac) extracurricular scholarships:
 - (1) Demonstrator Scholarship,
 - (2) Scientific Scholarship,
 - (3) Public Affairs Scholarship,
 - (4) Student Organizational Scholarship,
 - (5) Corvinus Scholarship for Excellence for students,
 - (6) Scholarships for partial trainings abroad.
 - b) Scholarship for excellence implemented in partnership (this may include study grants, social and extracurricular scholarships);
 - c) Excellence grant awarded in the framework of domestic, EU or other grant programmes (this may include study grants, social and extracurricular scholarships);
 - d) Scholarship for excellence implemented from own resources (this may include study grants, social and extracurricular scholarships).
- (5) Institutional scholarships for PhD students are as follows:
- a) Scholarships, grants funded by the State or the Maintainer:
 - aa) study-based scholarship – Doctoral student scholarship;
 - ab) Corvinus Doctoral Scholarship,
 - ac) extracurricular scholarship:
 - b) Scholarship for excellence implemented in partnership (this may include study grants, social and extracurricular scholarships);
 - c) Excellence grant awarded in the framework of domestic, EU or other grant programmes (this may include study grants, social and extracurricular scholarships);

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- d) Scholarship for excellence implemented from own resources (this may include study grants, social and extracurricular scholarships).
- da) Scholarship aimed at promoting a research topic,
- db) Scholarship to participate in a study visit;
- (6) The types of benefits provided to students which are not considered as scholarships, the eligible applicants and the rules of evaluation are included in a provision of the Presidential Committee.
- (7) Non-cash benefits provided indirectly to students (financing of the operating costs of the institution):
 - a) support for the production of notes, the purchase of electronic textbooks, teaching materials and electronic tools for preparation, and the purchase of tools to support the studies of students with disabilities;
 - b) support for cultural and sporting activities;
 - c) maintenance and operation of dormitories;
 - d) rental of dormitory rooms, renovation of dormitories;
 - e) support for the operation of the Student Union and the PhD Student Union;
 - f) support for the operation of student advisory bodies.
- (8) The types of state scholarships for partial trainings abroad (e.g. ERASMUS +), the eligible applicants and the rules of evaluation are included in the Rules on partial trainings abroad.

The sources of benefits


8.§

- (1) The funding sources of student benefits specified in §§ 6 and 7 are included in the below table:


Name	SOURCE					
	State of Hungary			Maintenaner	Support received under national, EU or other grants contract	Other (partnership, own sources)
	Basic support	Support provided for student benefits	Other			
Student and doctoral scholarships financing the fees of the training programme						
Hungarian state scholarship, as a scholarship financing the fee	x					
Stipendium Hungaricum Scholarship as a			x			

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scholarship financing the fee						
Part of the Diaspora Higher Education Scholarship financing the fee			x			
Corvinus Scholarship as a scholarship financing the fee				x		
State scholarships in the evaluation and payment of which the University participates						
National Higher Education Scholarship		x				
National Higher Education Scholarship for Excellence			x			
Bursa Hungarica Municipal Higher Education Scholarship		x				x
Stipendium Hungaricum Scholarship and accommodation contribution			x			
Part of the Diaspora Higher Education Scholarship that can be used for student cash benefits			x			
Scholarship for Christian Young People			x			
Cooperative Doctoral Scholarship			x			
Hunyadi János Scholarship		x				
Scholarship for non-Hungarian students participating in cost-paying and self-		x				

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funded training programmes in Hungary						
Hungarian Sports Stars Scholarship			x			
Institutional scholarships for students participating in undergraduate programmes, two-cycle or single-cycle master programmes						
Study grant		x		x	x	x
Regular social grant		x		x	x	x
Dormitory Social Scholarship				x		x
Extraordinary social grant		x		x	x	x
Demonstrator Scholarship		x		x	x	x
Scientific grant				x	x	x
Public Affairs Scholarship		x		x	x	x
Student Organizational Scholarship		x		x	x	x
Corvinus Scholarship for Excellence				x	x	x
Scholarships for partial trainings abroad		x		x	x	x
Scholarship for excellence implemented in partnership						x
Benefits provided to students based on the decision of the Presidential Committee		x		x	x	x
Institutional scholarships for PhD students						
Doctoral scholarship		x			x	

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Scholarship aimed at promoting a research topic for PhD students					x	x
Scholarship to participate in a study visit for PhD students						x
Scholarship for excellence for PhD students implemented in partnership						x
Excellence grant awarded in the framework of domestic, EU or other grant programmes for doctoral students					x	
Benefits provided to PhD students based on the decision of the Presidential Committee		x		x	x	x
Non-cash benefits provided indirectly to students (financing of the operating costs of the institution)						
Support for the production of notes, the purchase of electronic textbooks, teaching materials and electronic tools for preparation, and the purchase of tools to support the studies of students with disabilities		x				
Support for cultural and sporting activities		x				
Maintenance and operation of dormitories		x				
Rental of dormitory rooms, renovation of dormitories		x				
Support for the operation of the Student Union and		x		x		

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the PhD Student Union						
Support for the operation of student advisory bodies		x				

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Allocation of the support received from the Hungarian State for benefits by the types of benefits

9.8

- (1) Based on the conditions specified in the HEA and the Student Benefits Decree, the amount of state support received for student benefits will be allocated in the following proportions:

I. The overall amount of the normative funding for students:

100.00%

Of which:

- | | |
|--|--------|
| a) Study grant | 57.87% |
| b) The overall amount of social grants
(regular and extraordinary social grants) | 28.20% |
| c) Extracurricular scholarships | 10.54% |
| Of which: | |
| ca) Scholarship for Demonstrators (or the scholarship replacing it) | 2.12% |
| cb) Scientific Scholarship | |
| cc) Public Affairs Scholarship | 3.68% |
| cd) Student Organisational Scholarship | 3.39% |
| ce) Scholarships for partial trainings abroad | |
| | 1.35% |
| d) Benefits provided to students based on the decision of the Presidential Committee | |
| | 0.16% |
| e) Reserve | 0.23% |
| f) Total funding of institutional operating costs | 3.00% |
| Of which: | |
| fa) Student Union | 1.85% |
| fb) PhD Student Union support | 0.15% |
| fc) Student advising organisations support | 1.00% |

II. The overall amount of the normative grant for housing allowances:

100.00%


From this:

- | | |
|---|--------|
| a) The overall amount for social grants
(regular social grants, financing of operating costs of the institution in all | 35.00% |
| | 65.00% |

III. The funding of textbooks and notes, normative grants for sports and culture for students other than PhD students:

100.00%

- | | |
|--|--------|
| a) The overall amount of social grants | 56.00% |
| b) The total amount for financing the operating costs of the institution | |
| | 44.00% |
| Of which: | |
| ba) Support for the printing notes, the purchase of electronic textbooks, teaching materials and tools | |
| | 24.00% |
| from this: | |
| (1) support for printing notes | 11.40% |
| (2) production and purchase of electronic textbooks, teaching materials and | |

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	purchase of electronic tools necessary for preparation	11.40%
(3)	purchase of tools to support the studies of students with disabilities	
	1.20%	
bb)	Support for cultural activities	10.00%
bc)	Support for sports activities	10.00%

IV. The funding of textbooks and notes, normative grants for sports and culture for students other than PhD students:

	100.00%	
a)	Total amount of doctoral scholarships	56,00%
b)	Financing of the operating costs of the institution	44,00%


Cash benefits provided directly to students

State scholarships

Common rules for state scholarships provided to students

10.§

- (1) State scholarships are grants provided by the state, in the award of which the University participates in the manner prescribed by law and by the ministry or other authority responsible for the operation of the scholarship scheme.
- (2) The amount of the scholarship and the duration of the grant, the range of persons eligible to submit an application, the conditions of eligibility for the scholarship, the application and evaluation procedure, the rules for the payment of the scholarship, the rights and obligations of the grantee, and the cases of loss of eligibility for the scholarships are laid down by law, as well as regulations and provisions specified by the ministry or other authority responsible for the operation of the scholarship scheme.
- (3) In the case of scholarships, the University shall act in accordance with the time schedule and rules established by the ministry or other authority responsible for the operation of the scholarship scheme.
- (4) The preparatory and implementation tasks related to the scholarships are performed by the Student Services, unless otherwise provided by the Regulation.
- (5) If, according to the HEA, there is a right of appeal against a decision, measure or omission made within the competence of the institution, a legal remedy shall be available as specified in the regulations entitled "Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status".

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Certain state scholarships provided to students participating in undergraduate programmes, two-cycle or single-cycle master programmes

Hungarian state scholarship


11.§

- (1) In the case of a Hungarian state scholarship, the fee to be paid by the student for the training programme provided by the University shall be paid by the state to the University instead of the student.
- (2) A student participating in a training programme supported by scholarship is obliged to fulfil the special conditions specified in the National Higher Education Act.
- (3) If the relevant conditions laid down in the Study and Exam Regulation are met, the student may be reclassified from a cost-paying and self-funded programme to a training supported by a Hungarian state scholarship and may be transferred to the University from another higher education institution for training supported by a Hungarian state scholarship.
- (4) The conditions for the participation in a training programme supported by scholarship, the obligations relating to the participation, the maximum number of supported semesters, the cases of termination of eligibility, and the detailed procedural rules are set out in the National Higher Education Act, the Implementation Decree, Implementation Decree 2, and the Education Authority Decree.

National Higher Education Scholarship

12.§

- (1) At the initiative of the University, the competent minister shall award a national higher education scholarship to students achieving a performance of excellence.
- (2) The scholarship may be applied for, on the basis of a call for applications issued by the competent minister, by students who:
 - a) participate in undergraduate, two-cycle and single cycle graduate programmes,
 - b) registered for at least two semesters during their studies,
 - c) obtained at least 55 credit points during their studies,
 - d) achieved outstanding academic results during their studies at the University in the semester of application and in the semesters of active status preceding it, achieved a scholarship grade point average of at least 4.5 in each semester and a minimum of 23 credits per semester; and
 - e) performed outstanding professional work and community service,
 - f) and has an active student status in the semester in which the application is submitted.
- (3) If the student's student status is terminated or suspended for any reason, the scholarship may no longer be paid to the student. In the case of studies ending in an odd semester according to the training period, the entitlement to the scholarship does not cease if the student continues his or her studies already in the second semester of the given academic year.


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- (4) The application criteria for the scholarship are included in Annex 1 to this Regulation within the framework of the Student Benefits Decree.
- (5) The competent minister shall determine the number of students who may be awarded the scholarship on the basis of the Student Benefits Decree and communicate it to the University.
- (6) The scholarship can be awarded for a full academic year (10 months), the amount of the scholarship that can be awarded is included in the call for applications.
- (7) The National Higher Education Scholarship awarded for a given academic year may be paid only in the given academic year in the case of an active student status.
- (8) The detailed eligibility criteria of the scholarship and the cases of termination of eligibility are included in the call for applications.
- (9) The scholarship may be obtained through a public application procedure. The call for applications is issued by the Vice-Rector for Education. The call for applications must be published, taking into account the deadlines set out in the Student Benefits Decree, together with the criteria for evaluating the applications.
- (10) Applications are checked and ranked by the Student Social Committee. Within the powers delegated by the Senate, the Vice-Rector for Education shall make a proposal to the competent minister for the award of the National Higher Education Scholarship.
- (11) The award of the scholarship shall be decided by the competent minister.
- (12) The scholarship is paid to the student by the University.

National Higher Education Scholarship of Excellence

13.§

- (1) The purpose of the National Higher Education Scholarship of Excellence is:
 - a) to support the research activities and professional development of talented students participating in undergraduate programmes resulting in a scientific article or a Students' Scientific Associations dissertation, other scientific, technical or artistic work relevant to the academic discipline, and preparation for the start of a graduate programme;
 - b) to support the research activities and professional development of talented students participating in two-cycle and single cycle graduate programmes resulting in a publication (scientific article or a Students' Scientific Associations dissertation), other scientific, technical or artistic work relevant to the academic discipline, and preparation for the start of doctoral studies.
- (2) Scholarship may be awarded to students achieving a performance of excellence and participating in undergraduate, two-cycle or single cycle master programmes who carry out research activities within the University under the term of the scholarship.
- (3) An application may be submitted by students who have an active student status in the semester of application.


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- (4) The detailed eligibility criteria of the scholarship and the cases of termination of eligibility, as well as the payment procedure are included in the Excellence Decree, the operating rules of the scholarship scheme and the call for applications.
- (5) The competent minister shall determine the number of students who may be awarded the scholarship.
- (6) The scholarship can be awarded for a period of 5 to 60 months, the amount of the scholarship that can be awarded is included in the call for applications.
- (7) The award of scholarships shall be decided by the competent minister. There is no place for legal remedy at the University.

Bursa Hungarica Municipal Higher Education Scholarship

14.§


- (1) The Bursa Hungarica Municipal Higher Education Scholarship is a social cash benefit, which consists of the social scholarship awarded to the student by the local and county governments that joined the Bursa Hungarica Municipal Higher Education Scholarship Scheme in a given year (municipal part of the scholarship) and a social scholarship awarded to the student by the University on the basis of the municipal scholarship (institutional part of the scholarship).
- (2) The source of the scholarship is financed from the state budget.
- (3) Institutional scholarship may be awarded to students who have received, in the framework of the scholarship scheme, a grant from the municipality of their permanent residence and pursue their studies in full-time (in-person) undergraduate, two -cycle or single cycle master programmes
- (4) The scholarship established within the framework of the scholarship scheme can only be awarded on the basis of the applicant's social situation, the applicant's academic results cannot be taken into account when awarding the scholarship.
- (5) The detailed eligibility criteria of the scholarship scheme and the cases of termination of eligibility, the payment procedure and the repayment terms are included in the Student Benefits Decree and the call for applications.
- (6) The number of students eligible for the scholarship shall be determined by the competent minister on the basis of the Student Benefits Decree.
- (7) The maximum amount of the institutional scholarship per one (1) person per month shall be published annually by the competent minister on the website of the ministry.
- (8) The municipality shall decide on the applications, the institutional part of the scholarship is donated by the competent minister, the central coordination and database management tasks are performed by the designated government grants manager, but it is the University's obligation to check the scholarship eligibility prior to the granting of any payments to the student. The control task is performed by the Student Services.

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Stipendium Hungaricum Scholarship

15.8

- (1) The Stipendium Hungaricum Scholarship Scheme is a scholarship established by the Government, the purpose of which is to provide priority support to the studies of foreign students in Hungarian higher education institutions in order to implement the intergovernmental agreements underlying the offering of Stipendium Hungaricum (hereinafter: SH) Scholarships.
- (2) The scholarship scheme is run by Tempus Public Foundation.
- (3) The range of persons eligible to submit an application is set out in SH's Rules of Operation and Implementation Guidelines.
- (4) The Scholarship may be awarded for the period specified in the SH Decree and in SH's Rules of Operation and Implementation Guidelines.
- (5) The number of students eligible for the Scholarship is included in the framework agreement concluded between the sponsor and the University.
- (6) The Tempus Public Foundation announces a call for applications for students for the scholarship on the basis of the agreements underlying the offering of the scholarships, for studies at a Hungarian higher education institution, in a cost-paying or self-funded training programme. Applications shall be evaluated by the Tempus Public Foundation.
- (7) The SH Decree, as well as SH's Rules of Operation and Implementation Guidelines, and the call for applications for students contain the eligibility criteria of the call for applications for students, the deadline for applications, the evaluation criteria, the current amount of the scholarship provided to students and the requirements related to academic progress, as well as the cases of termination of eligibility.
- (8) The scholarship holder must meet the admission requirements set by the University. The Scholarship is awarded by Tempus Public Foundation on the condition that the scholarship holder must establish a student status.
- (9) The University concludes a scholarship agreement with the scholarship holder, which defines the rights and obligations related to the Scholarship. The content requirements of the scholarship agreement are contained in the SH Decree, as well as in SH's Rules of Operation and Implementation Guidelines.
- (10) The Scholarship shall be paid by the University in accordance with the procedure specified in the SH Decree, as well as in SH's Rules of Operation and Implementation Guidelines.
- (11) Contrary to the general rules, the tasks of institutional coordination and contact related to the Scholarship are performed by the International Relations and Accreditation organisational unit. Student administration tasks are performed by the Student Services in accordance with the general rules and, in this context, it maintains contact with Tempus Public Foundation.

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Diaspora Higher Education Scholarship

16.§

- (1) The Diaspora Higher Education Scholarship Programme (hereinafter: DHESP) is a scholarship established by the Government, the purpose of which is to provide priority support to the studies of foreign students with Hungarian roots in Hungarian higher education institutions. With the exception of the Member States of the European Union, the Republic of Serbia and the Transcarpathian County of Ukraine, the scheme covers the Hungarian diaspora community living in all countries of the world.
- (2) The Minister for Foreign Affairs is responsible for the operation of the Scholarship Scheme, and Tempus Public Foundation is responsible for its implementation.
- (3) The range of persons eligible to submit an application, the principles of application procedures and selection, the duration of the scholarship are set out in the DHESP Decree, DHESP's Rules of Operation and Implementation Guidelines.
- (4) The number of students who can be awarded a scholarship is included in the framework agreement concluded by the University.
- (5) The call for applications for students contains the eligibility criteria of the call for applications for students, the deadline for applications, the evaluation criteria, the current amount of the scholarship grants provided to scholarship students and the requirements related to academic progress.
- (6) The Board of Trustees of the Tempus Public Foundation shall decide on the award of scholarships on behalf of the Minister for Foreign Affairs.
- (7) The scholarship holder must meet the admission requirements set by the University. The scholarship is awarded by Tempus Public Foundation on the condition that the scholarship holder must establish a student status.
- (8) The University concludes a scholarship agreement with the scholarship holder, which defines the rights and obligations related to the scholarship. The content requirements of the scholarship agreement are contained in the DHESP Decree, as well as in DHESP's Rules of Operation and Implementation Guidelines.
- (9) The Scholarship shall be paid by the University in accordance with the procedure specified in the DHESP Decree, as well as in DHESP's Rules of Operation and Implementation Guidelines.
- (10) Contrary to the general rules, the tasks of institutional coordination and contact related to the scholarship are performed by the International Relations and Accreditation organisational unit. Student administration tasks are performed by the Student Services in accordance with the general rules and, in this context, it maintains contact with Tempus Public Foundation.


Scholarship Programme for Christian Young People

17.§

- (1) The Scholarship Programme for Christian Young People is a scholarship established by the Government, the purpose of which is:

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- a) to provide opportunities to pursue higher education, including doctoral training, in higher education institutions in Hungary that are recognized by the State for such Christian young people, in whose country of origin Christian communities are subject to religious persecution, threats or restrictions on the free exercise of religion, and
 - b) to contribute to the well-being of the Christian communities referred to in subparagraph (a) in their homeland.
- (2) The scholarship scheme is implemented by Hungary Helps Agency Non-profit Private Limited Liability Company (hereinafter: Agency).
 - (3) The range of persons eligible to submit an application is set out in the Rules of Operation of the Christian Scholarship.
 - (4) The scholarship may be awarded for the period specified in the Christian Scholarship Decree and in the Rules of Operation of the Christian Scholarship.
 - (5) The number of students who can be awarded a scholarship is included in the framework agreement concluded by the University.
 - (6) The Minister responsible for assisting persecuted Christians and for the implementation of the Hungary Helps Program shall announce a call for applications for students for the scholarship on the basis of the agreements underlying the offering of the scholarships, for studies at a Hungarian higher education institution, in a cost-paying or self-funded training programme. On the basis of a proposal from the Minister, the Minister responsible for education shall decide on the outcome of the application required for the award of the scholarship.
 - (7) The Christian Scholarship Decree, the Christian Scholarship's Rules of Operation, and the call for applications for students contain the eligibility criteria of the call for applications for students, the deadline for applications, the evaluation criteria, the current amount of the scholarship provided to students and the requirements related to academic progress, as well as the cases of termination of eligibility.
 - (8) The scholarship holder must meet the admission requirements set by the University. The condition for the award of the scholarship is that the scholarship holder establishes a legal relationship with the University.
 - (9) The University concludes a scholarship agreement with the scholarship holder, which defines the rights and obligations related to the scholarship. The content requirements of the scholarship agreement are contained in the Christian Scholarship Decree and the Christian Scholarship's Rules of Operation.
 - (10) The Scholarship shall be paid by the University in accordance with the procedure specified in the Christian Scholarship Decree and the Christian Scholarship's Rules of Operation.
 - (11) Contrary to the general rules, the tasks of institutional coordination and contact related to the scholarship are performed by the International Relations and Accreditation organisational unit. Student administration tasks are performed by the Student Services in accordance with the general rules and, in this context, it maintains contact with the Agency.

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**Ministerial scholarship to support the studies of foreign nationals in Hungary
on the basis of a bilateral international agreement**


18.§

- (1) On the basis of a bilateral international agreement, the competent minister grants a scholarship to a student participating in a training at a higher education institution recognized by the State, with the exception of students participating in a doctoral training with a Hungarian state scholarship.
- (2) The awarded scholarship is for ten (10) or twelve (12) months per year.
- (3) The monthly amount of the ministerial scholarship is:
 - a) 34% of the annual amount of the student normative grant set in the Finance Act for students participating in other undergraduate and graduate programmes,
 - b) in the case of students participating in a doctoral programme, one twelfth of the annual amount of the normative grant set for this purpose in the Finance Act.
- (4) The number of students who may be awarded a ministerial scholarship shall be determined by the competent minister on the basis of the Student Benefits Decree.
- (5) The detailed eligibility criteria of the ministerial scholarship and the cases of termination of eligibility are included in the call for applications.
- (6) The ministerial scholarship is paid by the University to the student.
- (7) In the case of non-Hungarian nationals participating in a partial training on the basis of an international agreement, the provisions of paragraphs 1 to 6 shall apply, with the exception that the scholarship awarded is for the duration of the partial training.

Hunyadi János Scholarship

19.§

- (1) The competent minister may grant a Hunyadi János Scholarship to a Hungarian student, living in diaspora and participating in a state-supported doctoral training in a higher education institution recognized by the State, except for a student participating in a state-supported doctoral training.
- (2) For students participating in a full training, the scholarship is for ten (10) months of the academic year, the monthly amount per one (1) person is HUF 30,000/month. For students participating in a partial training, the scholarship is for the duration of the partial training, the monthly amount per one (1) person is HUF 80,000/month.
- (3) The student can win the scholarship by an application procedure. The organizer of the application procedure is appointed by an individual decision of the Minister responsible for education. The individual decision shall be published on the website of the Ministry headed by the Minister responsible for education.
- (4) The ministerial scholarship is paid by the University to the student.

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Ministerial scholarship based on an intergovernmental agreement

20.§

- (1) The competent minister may grant a scholarship per academic year to a non-Hungarian student participating in a cost-paying or self-funded training in Hungary, with the exception of students under Article 17. A third-country national supported by a ministerial scholarship on the basis of an intergovernmental agreement shall not be subject to the obligations related to the Hungarian state scholarship specified in the HEA for the period supported by the ministerial scholarship.
- (2) The call for applications shall be launched by the Minister responsible for education within the framework specified in the Finance Act.
- (3) The applications will be evaluated on the basis of the available budget appropriation and the applicants' academic performance.
- (4) Applications must be submitted to the higher education institutions. The applications shall be ranked by the higher education institutions, and the ranked applications shall be forwarded to the decision maker.
- (5) The Minister responsible for education shall decide on the applications on the basis of the principles laid down in the Student Benefits Decree, with the involvement of experts, if necessary.

Other state scholarships

21.§


- (1) Regarding such state scholarships in the award, monitoring and payment of which the University does not participate, the Student Services shall notify the students on the website and, if required, provide support for the interpretation of the call for applications.

Institutional scholarships

Common rules for institutional scholarships funded by state support or the support of the Maintainer

22.§

- (1) The preparatory and implementation tasks related to the scholarships shall be performed by the Student Services, unless otherwise provided by the Study and Exam Regulation.
- (2) If, according to the relevant legislation, there is a right of appeal against a decision, measure or omission made within the institutional competence, a legal remedy shall be available as specified in the regulations entitled "Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status".
- (3) The procedure containing the preparatory and implementation tasks related to each scholarship shall be prepared by the Student Services and issued in the form of a provision by the Vice-Rector for Education.

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- (4) For the implementation of the procedures, the Student Services or another organisational unit performing the preparatory and implementation tasks may issue non-normative information notices and implementation guidelines.
- (5) The following students may not apply for a scholarship funded by state support or by the support of the Maintainer, unless otherwise provided by the Study and Exam Regulation:
 - a) students participating in a specialisation programme,
 - b) in a partial training (having a guest student status),
 - c) in a preparatory training, as well as
 - d) students who pay their self-funded fee from other scholarship sources (Stipendium Hungaricum Scholarship, Diaspora Higher Education Scholarship Scheme, as well as those receiving any state or institutional scholarship that finances the self-funded fee, and those whose employer takes over the payment of the self-funded fee, etc.).

Institutional scholarships provided to students participating in undergraduate programmes, two-cycle and single cycle graduate programmes


Corvinus Scholarship

23.§

- (1) Based on their performance, the University awards a Corvinus Scholarship as a cash benefit to its students admitted to a self-funded programme for the purpose of taking over all or part of the semester's tuition fee of the given programme to be paid by the students (hereinafter: tuition) (the scholarship hereinafter collectively referred to in this Article: (partial) scholarship), on the understanding that, among the students funded by the scholarship, the proportion of students funded by a full scholarship must be at least 50%.
- (2) The total amount of the scholarships is determined by the Maintainer.
- (3) The Presidential Committee shall decide on the range of the training programmes supported by the (partial) scholarship (hereinafter: supported training programme), for which group of students the Corvinus Scholarship will be announced (what kind of programme, work schedule, place of training, language of training and in the framework of what admission procedure the students apply for). Furthermore, the Presidential Committee shall decide on the number of scholarship places that can be announced in the given programmes. These decisions are taken by the Presidential Committee in the framework of the central admission procedure and the procedure for the determination of the pass mark within the competence of the institution. If necessary, the Presidential Committee, within the framework of the Study and Exam Regulation, determines the additional conditions of the application for the Corvinus Scholarship on the proposal of the Vice-Rector for Education.
- (4) The student shall not be entitled to receive a (partial) scholarship, if he/she does not pay his/her self-funded fee himself/herself (those who receive the Stipendium Hungaricum Scholarship, Diaspora Higher Education Scholarship Scheme, as well as any state or institutional scholarship financing the self-funded fee, those from whom the employer takes over the payment of the self-funded fee, etc.).

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- (5) The (partial) scholarship is for a specific programme, i.e. for studies in a given programme, in a given work schedule, in the given language and place of training.
- (6) With the exception specified in paragraph (8), the (partial) scholarship may be used at one level of training only once. The (partial) scholarship can be used more than once if it applies to different levels of training.
- (7) In one (1) semester, one (1) student may receive a Corvinus Scholarship in only one (1) programme at the same time, even if he/she is studying at the University in more than one training programmes.
- (8) If the student's student status is unilaterally terminated by the University for reasons attributable to the student or it is terminated by operation of law, the student shall no longer be entitled to a Corvinus Scholarship at the same level of training even if a new student status is established. If the student requests the termination of his or her student status him- or herself, provided that his or her student status would not otherwise have been terminated by the University or would not have been terminated by the force of law, then, in accordance with the provisions of paragraph (9), the student may apply for a scholarship also at the same level of training.
- (9) If a student's student status is terminated in a particular training programme and another student status is established for him or her in the framework of a subsequent admission procedure, his or her entitlement to a Corvinus Scholarship, subject to paragraph (8), may cover the training period of his or her current training programme as specified in paragraphs (11) or (12) to (13) (maximum number of eligible semesters), which shall be reduced by the number of semesters supported by a scholarship obtained in the previous student status at the same level of training (adjusted number of eligible semesters).
- (10) The amount of the (partial) scholarship per semester is a maximum amount corresponding to the self-funded fee of the given training programme to be paid by the student.
- (11) In a given training programme, the (partial) scholarship is limited to the training period specified in the current training and output requirements of the given programme (maximum number of supported semesters), which the student can resort to during the eligibility period specified in paragraph (14) or (15).
- (12) In the case of students registered by the Disability Committee as students with disabilities, the maximum number of eligible semesters specified in paragraph (11) shall be one semester longer for undergraduate, two-cycle graduate and specialist programmes and two semesters longer for single cycle graduate programmes.
- (13) The maximum number of eligible semesters specified in paragraph (11) may be extended by a maximum of one (1) semester at the request of a student due to participation in foreign exchange programs.
- (14) The eligibility period during which the (partial) scholarship can be resorted to:
 - a) in undergraduate, two-cycle graduate and specialist postgraduate programmes, the training period plus one (1) semester,

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- b) in single-cycle graduate and doctoral programmes, the training period plus two (2) semesters,
 - c) in the case of students with disabilities, twice the training period.
- (15) At the request of the student, the eligibility period specified in paragraph (14) may be extended by a further one (1) semester if there are particularly valid reasons, in particular in the case of long-term illness, having children, extending study periods due to participation in foreign exchange programs or traineeships, on the understanding that the number of eligible semesters may still not exceed the maximum number of eligible semesters determined in accordance with paragraphs (11) to (13). The Vice-Rector for Education shall decide on the issue of equity.
- (16) A scholarship relationship may be established:
- a) by means of a scholarship agreement entered into after the admission decision based on the SAT score obtained in the framework of the admission procedure;
 - b) during the period of the existence of the student status, by means of a scholarship agreement entered into as a result of the review procedure specified in this Article, with or without the submission of an application.
- (17) The student acquires eligibility for the (partial) scholarship until the date of review specified in this Article, i.e. as a result of the review the student either continues to retain his or her eligibility for the scholarship or loses it.
- (18) The (partial) scholarship can be resorted to by the student only in an active semester, therefore there is no scholarship for the semesters of suspension, however, the student does not lose his or her eligibility for the scholarship due to the suspension of the student status. If the student continues his or her studies in an active semester after the suspension and, subject to the annual review, his or her eligibility is still valid, the University shall arrange for the scholarship to be resumed ex officio.
- (19) Each semester in which the student has received a scholarship and for which no repayment obligation has arisen shall be considered a time period of grant resorted to by the student. The semester for which the student has registered but passivates his or her student status during the semester shall not be included in the number of supported semesters resorted to by the student, given that during these semesters the student may not receive the scholarship, or the student shall be obliged to repay the scholarship already granted to him or her in accordance with paragraph 25 (a).
- (20) The scholarship relationship terminates, if
- a) the scholarship agreement between the University and the student is terminated for any reason;
 - b) the student's student status at the University is terminated, on the day of the termination of the student status;
 - c) the student changes training programme, i.e. the programme or, within a given programme, the work schedule, place of training, language of training, from the date on which the student continues his or her studies in the new training programme;

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- d) the student has exhausted the supported semesters specified in paragraphs (11) to (13), from the following semester;
 - e) the student has exceeded the eligibility period specified in paragraph (14) or (15);
 - f) the student does not meet the study requirements specified in the review procedure specified in this Article, from the following semester.
- (21) The University reviews the group of students eligible for the scholarship once an academic year, by 31 July of each year. During the review, the evaluation shall be carried out by programme, including work schedule, language of training, place of training, and grade (hereinafter: by training programme). The review is based on the performance of the last two active semesters in which the student has not participated in a partial training abroad or, in a programme requiring an internship, in a compulsory internship abroad in excess of six (6) weeks. Only studies at the University may be taken into account in the evaluation. If, at the time of the annual review, a given student had only one active semester to be evaluated, including students starting their studies in the cross-semester, that one semester shall be taken into account twice during the review.
- (22) From the 1st (autumn) semester of the academic year 2020/2021, if, as a result of the review, the number of eligible persons - due to the same scores in the ranking - would exceed the number of scholarship places available in the given training programme or the total amount of the scholarship available, the Presidential Committee shall decide on the award of entitlement.
- (23) From the 1st (autumn) semester of the academic year 2020/2021, if, as a result of the review, the number of eligible persons - due to the same scores in the ranking - would exceed the number of scholarship places available in the given training programme or the total amount of the scholarship available, the Presidential Committee shall decide on the number of persons eligible for the Corvinus Scholarship and on the use of the remaining amount of the scholarship.
- (24) The student who loses his or her eligibility for a (partial) scholarship during the review specified in paragraph (21) may, with a view to his or her situation worthy of special consideration, may, if absolutely necessary, apply for the maintenance of the scholarship relationship. The Vice-Rector for Education decides on the issue of equity.
- (25) The student supported by a (partial) scholarship shall be obliged:
- a) to repay the full amount of the scholarship paid for a given semester, if he or she suspends his or her student status during that semester;
 - b) to obtain the diploma at a given training level during the training period, but within a period not longer than twice the training period at the Corvinus University of Budapest, or, in the absence of obtaining the diploma within the period specified herein, to repay the full amount of the scholarship resorted to by him or her at the level of training.
- (26) The student shall not be obliged to repay, if he or she changes training programme within the University, i.e. the programme or the work schedule, place of training, language of training within the given programme and, in the successor programme, he or she obtains the diploma at the Corvinus University of Budapest during the training period of the

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successor programme, but within a period not longer than twice the training period. In this case, after the change of training programmes, the number of supported semesters resorted to in the previous training programme shall reduce the number of supported semesters in the new training programme. However, the student must repay the full scholarship resorted to at the given training level, if he or she does not obtain the diploma in the successor programme at the Corvinus University of Budapest during the training period of the successor programme, but within a period not longer than twice the training period.

- (27) The call for applications shall contain the eligibility criteria of the call for applications for students, the deadline for applications, the evaluation criteria, the amount of the scholarship and the requirements related to the eligibility for the scholarship, as well as the cases of termination of eligibility. With the exception of the annual review, the (partial) scholarship can be obtained through a public application procedure. The call for applications is issued by the Vice-Rector for Education with the consent of the Student Union, based on the decision of the Presidential Committee.
- (28) The Dean shall decide on the award of the (partial) scholarship.
- (29) The (partial) scholarship does not qualify as a state (partial) scholarship under the HEA.

The specific characteristics of Corvinus Scholarship in the case of an application procedure announced in the central admission procedure

24.§

- (1) The provisions of Article 23 shall apply to the Corvinus Scholarship announced in the framework of the central admission procedure, with the exceptions provided for in this Article.
- (2) Every Hungarian national is entitled to a Corvinus Scholarship announced in the framework of the central admission procedure, as well as a person having the same rights as a Hungarian national under the HEA.
- (3) The relevant maximum number of scholarship holders for a given training programme is determined by the maximum number indicated by funding form "A", on the understanding that the University reserves the right to reallocate between the capacity number of the training programmes, during the marking procedure, in the knowledge of applicants' actual results.
- (4) The deadline for the application procedure for the Corvinus Scholarship is the same as for the admission procedure.
- (5) The Corvinus Scholarship can be applied for by indicating the training programme with a funding form "A", on the understanding that the training programme supported by the scholarship does not qualify as a Hungarian state scholarship training programme. A separate application shall not be required to apply for a Corvinus scholarship, and no documents other than those required to be submitted under the central admission procedure are required.
- (6) The University does not conduct a separate scholarship evaluation procedure other than the procedures taking place within the central admission procedure. An applicant who


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reaches the pass mark set by the University for funding form “A” in the given training programme will be eligible for a Corvinus Scholarship under the conditions set out in the scholarship application procedure.

Study grants

25.§

- (1) The Study grant is a cash benefit provided to students with outstanding academic achievement, participating in a full-time (in-person) training programme and having an active student status.
- (2) In the case of students who established a student status before the 1st (autumn) semester of the academic year 2019/2020
 - a) a study grant may be awarded to a maximum of 50% of those having an active student status in a full-time (in-person) training programme with a Hungarian state scholarship,
 - b) if, in the last active semester preceding the given semester, the student completed at least 23 credits of the subjects included in the scholarship average and his or her grade points reaches the scholarship average of 3.0;
 - c) the monthly amount of the total amount of the scholarship per student is at least 5% of the annual normative grant, but not more than HUF 40,000.
- (3) Simultaneously with the change of the maintainer implemented on 1 July 2019, the study grant scheme shall also be renewed. In accordance with the University’s strategy, the best-performing students who have established their student status in or after the 1st (autumn) semester of the academic year 2019/2020 shall receive a scholarship determined on the basis of the ranking procedure based on the academic achievement. In the case of students who established a student status in or after the 1st (autumn) semester of the academic year 2019/2020
 - a) a study grant shall be awarded to a minimum of 20% of those having an active student status in a full-time (in-person) training programme,
 - b) if, in the last active semester preceding the given semester, the student completed at least 23 credits of the subjects included in the scholarship average and his or her grade points reaches the scholarship average of 3.80,
 - c) the minimum amount of the study grant belonging to the grade point average of 3.80 and the maximum amount belonging to the grade point average of 5.00 shall be determined by the Presidential Committee, on the understanding that the Board of Trustees shall, in the case of student numbers specified in point a), provide a minimum grant of HUF 60,000/person/month.
- (4) In an undergraduate programme and in a singly-cycle graduate programme, the student can apply for a scholarship from the 2nd semester of the 1st grade, and in the master's programme from the 1st semester of the 1st grade.
- (5) In the case of a student pursuing parallel studies at the University, the student may decide to apply for a scholarship based on his or her academic results achieved in both training

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programmes, but he or she may be awarded a scholarship in only one of the programmes (where the amount of the scholarship achieved is higher).

- (6) A further set of criteria for the scholarship is included in Annex 1 of the Study and Exam Regulations.
- (7) The budget of the scholarship shall be divided on the basis of homogeneous group formation. Homogeneous groups of students at each level of trainings are made up of groups of training programmes or similar training programmes. The principles of group formation are contained in Annex 1 of the Study and Exam Regulations. The group formation created during the evaluation must be recorded in the evaluation report.
- (8) The budget of the scholarship is distributed on the basis of the ranking formed on the basis of academic results. The academic results are calculated on the basis of the calculation specified in Annex 1 to this Regulation.
- (9) In one application procedure, the scholarship may be awarded for a period of one (1) semester.
- (10) The detailed eligibility criteria of the scholarship and the cases of termination of eligibility and repayment are included in the call for applications.
- (11) The scholarship may be obtained through a public application procedure. The call for applications is issued by the Vice-Rector for Education with the consent of the Student Union.
- (12) The Head of the Student Services shall decide on the award of the scholarship. The decision does not constitute a discretionary decision. Based on the decision of the Head of Student Services, the Student Social Committee may be involved in the application procedure.
- (13) The scholarship shall be paid by the University to the student by the 10th day of each month, on the understanding that the payment of the scholarship due for September shall be paid no later than October 10 and the scholarship due for February shall be paid no later than March 10th. These deadlines shall not apply to the payment of scholarships awarded in the second or further application procedure due to the data update following the admission of subjects typically completed abroad.

Regular social grant


26.§

- (1) The regular social grant is a cash benefit provided on the basis of a student's social situation.
- (2) Students pursuing a full-time (in-person) undergraduate, two-cycle or single-cycle graduate programme with active student status in the semester concerned by the application procedure may apply for the grant from the 1st semester of the 1st grade.
- (3) Students with an active student status and studying in parallel training programmes may apply for the grant only within the framework of one of his or her training programmes.
- (4) A further set of criteria for the grant is included in Annex 1 of the Study and Exam Regulations, in this context, the admissibility criteria should be linked to pre-published

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and well-verifiable criteria, and, with regard to the social grant, the confidentiality of applications must be ensured in accordance with the provisions of the Data Protection Act.

- (5) In one application procedure, the grant may be awarded for a period of one (1) semester.
- (6) The monthly amount of the grant per student may not be less than 10% of the annual normative grant for students.
- (7) The monthly amount of the grant may not be lower than 20% of the annual normative grant for students, if the student is entitled to a regular social grant based on his or her social situation and the student is:
 - a) a person with disabilities, or he or she is in need because of his or her health, or
 - b) a person with multiple disadvantages, or
 - c) a provider, or
 - d) a person who has a large family, or
 - e) an orphan.
- (8) The monthly amount of the grant may not be less than 10% of the annual normative grant for students, if the student is entitled to a regular social scholarship based on his or her social situation, and the student is
 - a) disadvantaged, except for orphans, or
 - b) half-orphaned.
- (9) The monthly amount of the grant may not be less than 10% of the annual normative grant for students, if the student receives a scholarship according to the benefit scheme for the studies of foreign nationals in Hungary - not awarded for the duration of the partial training.
- (10) If, on the basis of a bilateral international treaty and/or law, a non-Hungarian student studying at the University and receiving a scholarship granted by the competent minister is entitled to a regular social grant, taking into account his or her social situation, the monthly amount of the grant may not be lower than 10% of the annual normative grant for students.
- (11) The student's social situation is examined once a semester and uniformly at the institutional level by the Student Social Committee on the basis of Annex 1 of the Study and Exam Regulations and the provision of the Vice-Rector for Education on the certificates to be submitted to determine the social status of students, then the result thereof shall be used in connection with both the regular social grants and dormitory enrolments (if the student has indicated the counting of social points in this regard when submitting the "Dormitory Application" form).
- (12) The detailed eligibility criteria of the grant and the cases of termination of eligibility and repayment are included in the call for applications.
- (13) The scholarship may be obtained through a public application procedure. The call for applications is issued by the Vice-Rector for Education with the consent of the Student Union
- (14) Applications are checked and ranked by the Student Social Committee.


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- (15) The Head of the Student Services shall decide on the award of the grant. The decision does not constitute a discretionary decision.
- (16) The grant shall be paid by the University to the student by the 10th day of each month, on the understanding that the payment of the grant due for September shall be paid no later than October 10 and the grant due for February shall be paid no later than March 10th. These deadlines shall not apply to the payment of grants awarded in the second or further application procedure due to the data update following the admission of subjects typically completed abroad.

Dormitory Social Scholarship

27.§

- (1) The dormitory social scholarship is a cash benefit provided to a self-funded student, admitted to a dormitory, on the basis of his or her social situation.
- (2) The scholarship may be applied for by a student studying full-time (in-person) in an undergraduate programme, a two-cycle or a single-cycle graduate programme, who has an active student status in the semester concerned by the application procedure and has also submitted a dormitory admission application as well as a regular social grant application. If the student has already received a dormitory placement in the semester concerned by the application procedure, it is not necessary to submit a dormitory admission application.
- (3) The application shall be judged on the basis of the score obtained in accordance with the provisions of Article 26 (11), therefore no certificates need to be submitted for the application.
- (4) In one application procedure, the scholarship may be awarded for a period of one (1) semester.
- (5) The amount of the scholarship is included in Annex 1 of the Study and Exam Regulations
- (6) The detailed eligibility criteria of the scholarship and the cases of eligibility, termination of eligibility and repayment are included in the call for applications.
- (7) The scholarship may be obtained through a public application procedure. The call for applications is issued by the Vice-Rector for Education with the consent of the Student Union.
- (8) Applications are checked by the Student Social Committee.
- (9) The Head of the Student Services shall decide on the award of the scholarship. The decision does not constitute a discretionary decision.
- (10) The scholarship shall be paid by the University to the student by the 30th day of the month in which the dormitory fee for the given month is due, on the understanding that the payment of the scholarship due for September shall be paid by 10 October at the latest and the scholarship due for February shall be paid by 10 March at the latest.
- (11) Until the dormitory fee for the given month is not paid by the student, the scholarship for the given month cannot be paid to him or her. If the student pays the dormitory fee for the given month subsequently, the unpaid part of the monthly scholarship will be paid by the University together with the next part of the scholarship due.

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(12) Paragraphs (4) and (11) of Article 26 shall apply mutatis mutandis to the scholarship.

Exceptional grant based on social needs


28.§

- (1) The Exceptional grants based on social needs is a cash benefit provided on the basis of an extraordinary event in the student's social situation.
- (2) The grant may be applied for by a student studying daytime (in-person) in an undergraduate programme, a two-cycle or a single-cycle graduate programme and having an active student status.
- (3) The grant is a one-time benefit.
- (4) With reference to an extraordinary event where all the circumstances are the same and which occurred not more than three (3) months earlier, an application may be submitted only once.
- (5) A student may apply for a grant at any time of the year if an extraordinary event has occurred in his or her social situation, or in his or her family's social situation. For example, a long-term, serious illness, death, or other significant change in the social situation can be considered an extraordinary event.
- (6) The amount of the grant is included in Annex 1 of the Study and Exam Regulations
- (7) On the received student applications, a decision must be made within seven (7) working days. Payment must be made within eight (8) working days of the decision.
- (8) The detailed eligibility criteria of the grant and the cases of termination of eligibility are included in the call for applications.
- (9) The scholarship may be obtained through a public application procedure. The call for applications is issued by the Vice-Rector for Education with the consent of the Student Union
- (10) The rules on the Regular grant based on social needs shall also apply mutatis mutandis to the grant, provided that the President of the SSC may act in place of the Student Social Committee in the case of an Exceptional grant based on social needs, and that the Vice-Rector for Education shall decide on the award of the grant.

Demonstrator Scholarship

29.§

- (1) The Demonstrator Scholarship is a cash benefit that supports, encourages the performance of demonstrator tasks as an activity that goes beyond the curriculum requirements. The activity of demonstrators can be carried out on the basis of a demonstrator application procedure. The Demonstrator Regulations provide for application procedure for demonstrator activities.
- (2) The source of the scholarship shall be provided by the state budget and the Maintainer. In the latter case, the total amount of the scholarship shall be determined by the Maintainer.

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- (3) The scholarship may be applied for by a student studying full-time (in-person) in an undergraduate programme, a two-cycle or a single-cycle graduate programme, who has an active student status in the semester concerned by the application procedure and have an approved demonstrator application and credentials.
- (4) It is not possible to submit an application with an activity performed for remuneration within the framework of an employment relationship and/or otherwise awarded within the framework of such an employment relationship.
- (5) The student may apply for the scholarship once at the end of the semester, on the basis of his or her performance in the given semester, regardless of the number of institutes in which demonstrator activities were carried out by the student.
- (6) A further set of criteria for the scholarship is included in Annex 1 of the Study and Exam Regulations.
- (7) The scholarship is a one-time benefit.
- (8) The amount of the scholarship per student is included in the call for applications.
- (9) The scholarship may be obtained through a public application procedure. The call for applications is issued by the Vice-Rector for Education with the consent of the Student Union
- (10) Applications are checked and ranked by the Demonstrator Evaluation Committee. Depending on the number of applications received, the quantity and quality of the demonstrator's work (as certified by the institutes) and the available funding, the evaluation committee will make a proposal on the amount of the scholarship.
- (11) The Vice-Rector for Education shall decide on the award of the scholarship.

Scientific scholarship

30.§

- (1) The Scientific scholarship is a cash benefit that supports the performance of scientific research activities as an activity that goes beyond the curriculum requirements and encourages scientific activity.
- (2) The following are considered to be scientific activities:
 - a) effective participation in an academic competition and the ranking achieved (e.g. Students' Scientific Conference, National Students' Scientific Conference, case study competition),
 - b) scientific publishing activities,
 - c) other effective scientific activities not falling into the above categories.
- (3) The source of the scholarship shall be provided by the grant received within the framework of a national, Union or other grants contract or by the Maintainer. In the latter case, the total amount of the scholarship shall be determined by the Maintainer.
- (4) The scholarship may be applied for by a student studying full-time (in-person) in an undergraduate programme, a two-cycle or a single-cycle graduate programme and having an active student status.


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- (5) It is not possible to submit an application with an activity performed for remuneration within the framework of an employment relationship and/or otherwise awarded within the framework of such an employment relationship.
- (6) The student may apply for the scholarship once at the end of the semester, on the basis of his or her performance in the given semester.
- (7) A further set of criteria for the scholarship is included in Annex 1 of the Study and Exam Regulations.
- (8) The scholarship is a one-time benefit.
- (9) The amount of the scholarship per student is included in the call for applications.
- (10) The scholarship may be obtained through a public application procedure. The call for applications is issued by the Vice-Rector for Education with the consent of the Student Union
- (11) Applications are checked and ranked by the Scientific Evaluation Committee.
- (12) The Vice-Rector for Education shall decide on the award of the scholarship after hearing the opinion of the Vice-Rector for Research.

Public affairs scholarship

31.8

- (1) The Public affairs scholarship is a cash benefit that supports and encourages the performance of an outstanding university public activity or the achievement of a significant cultural achievement.
- (2) The scholarship has two types:
 - a) a scholarship that may be applied for each month, and
 - b) a fixed-term monthly scholarship, which can be applied for by the members of the Board of the Student Union, according to the duration of the term of mandate in the Board.
- (3) The Public affairs scholarship referred to in paragraph (2) a) may be applied for by a student studying full-time (in-person) in an undergraduate programme, a two-cycle or a single-cycle graduate programme and having an active student status at the time of submission of the application. The members of the Board defined in the Statutes of the Student Union may apply for the scholarship specified in paragraph (2) b) with all their activities of interest representation.
- (4) A scholarship may be awarded to a student who performs outstanding public activities, in particular:
 - a) performs student interest representation tasks primarily as a representative of the Student Union, or
 - b) has achieved a significant cultural achievement and thereby contributes to enhancing the reputation of the University, or
 - c) supports the enhancement of the reputation of the University through its other activities.

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- (5) In determining the interest representation activities that may be taken into account by the applications specified in paragraph (2) b), which may be submitted by the members of the Board of the Student Union, the Statutes of the Student Union and the job description issued to the office-holder and representative shall be taken into account. In determining the monthly amount of the scholarship, the reports specified in this Article shall be evaluated.
- (6) The successful applicant for a scholarship under paragraph (2) b), which may be applied for by the members of the Board of the Student Union, shall prepare a public affairs report in each month of the awarded application period and send it to the employee appointed by the Vice-Rector for Education by the 12th day of the month following the month of application period for opinion. The criteria for the evaluation are defined by the Vice-Rector for Education as part of the call for applications.
- (7) It is not possible to submit an application with an activity performed for remuneration within the framework of an employment relationship and/or otherwise awarded within the framework of such an employment relationship.
- (8) The student may apply for the scholarship once a month with the given month's public performance. Only activities carried out in the two (2) months prior to the publication of the call for applications may be taken into account in the evaluation of the application.
- (9) A further set of criteria for the scholarship is included in Annex 1 of the Study and Exam Regulations. The maximum amount of the scholarship:
 - a) in the case of a scholarship specified paragraph (2) a), the single amount of the current per capita normative grant for students,
 - b) in the case of a public affairs scholarship that can be applied for by the members of the Board of the Student Union and can be awarded in accordance with paragraph (2) b), 1.5 times the amount of the normative grant for students.
- (10) The total amount of the public affairs and student organisational scholarship that can be awarded for an activity performed in one month is at most 1.8 times the current per capita normative grant for students.
- (11) The scholarship may be obtained through a public application procedure. The call for applications is issued by the Vice-Rector for Education with the consent of the Student Union
- (12) Except as provided in paragraph (2) b), the call for applications shall be launched monthly by the 10th day of the month following the period evaluated.
- (13) Applications that can be applied for by the members of the Board of the Student Union must be launched on the initiative of the Chairman of the Student Union within one (1) month after the election of the office-holder or representative.
- (14) Applications are checked and ranked by the Public Affairs Evaluation Committee.
- (15) The Public Affairs Evaluation Committee shall, within the powers to issue an opinion, check the compliance, regarding form and content, with the call for applications and assess on the merits the activity carried out by the applicant on the basis of the criteria for evaluating activities of public affairs set out in Annex 1 to the Study and Exam Regulation.

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The Public Affairs Evaluation Committee shall make a proposal on the eligibility for the scholarship or that the applicant is not eligible for the scholarship, and in the first case it shall determine the amount of the proposed scholarship. Reasons must be given for any refusal.

- (16) The applications referred to in paragraph (2) b), which may be applied for by the members of the Board of the Student Union, shall be evaluated by the employee appointed by the Vice-Rector for Education. Among these applicants, in order to determine the monthly amount of the scholarship
- a) the monthly reports of office-holders and representatives specified in paragraph (6), and
 - b) a monthly evaluation issued by the heads of the organisational units indicated in the evaluation criteria prescribed in the call for applications on the compliance of the Student Self-Government with the university regulations, the work of the applicant office-holders and representatives, and their willingness to cooperate (the latter under the coordination and by the internal auditor) shall be delivered to the employee appointed by the Vice-Rector for Education by the 12th day of the month following the month of the application period.
- (17) In the case of the scholarship referred to in paragraph (2) b), which may be applied for by the members of the Board of the Student Union, the Presidential Committee, when planning the budget for the calendar year, shall determine the amount of the scholarship payable for one (1) month for one (1) year. Taking into account the opinions expressed in paragraph (6), the Vice-Rector for Education shall decide on the eligibility for the scholarship. Reasons must be given for any refusal.
- (18) The Student Union shall provide the information necessary for the launch of the call for applications no later than five (5) working days before the set date.
- (19) The Vice-Rector for Education shall decide on the award of the scholarship.
- (20) The scholarship shall be paid by the University to the student by the 10th day of the month following the decision.


Student organisational scholarship

32.§

- (1) The Student organisational scholarship is a university scholarship that supports managerial and other activities pursued in student organisations accredited by the Corvinus Student Union, which may be related to a leading position or membership in a student organisation.
- (2) Until the next determination of the amount of scholarship per student organisation that can be applied for, members of student organisations that have participated in the student organisation accreditation procedure detailed in the Statutes of Corvinus Student Union, achieved category “A”, i.e. were granted the status “priority student organisation”, and in the month (or two months) concerned by the student organisation scholarship application procedure were listed as such organisations in the Student Union’s register of student organisations shall be eligible for the student organisational Scholarship.


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- (3) Until the next determination of the amount of scholarship per student organisation that can be applied for, those members of the student organisations specified in the previous paragraph shall be eligible for the student organisational scholarship who have been registered as members of the given organisation in the Student Union's register of student organisations and are students studying full-time (in-person) in an undergraduate programme, a two-cycle or a single-cycle graduate programme and having an active student status at the University at the time of submission of the application.
- (4) The total amount of the scholarship that can be applied for per organisation for the period between the conclusion of the given student organisation accreditation procedure and the conclusion of the next student organisation accreditation procedure shall be determined by the Student Organisation Evaluation Committee no later than two (2) days after the completion of the given accreditation procedure - one (1) time per accreditation procedure, for a total of two (2) times within one (1) calendar year.
- (5) The Student Organisation Evaluation Committee shall notify the sponsor of the total amount approved for the student organisations in writing one (1) week prior to the launch of the call for applications.
- (6) If, in the previous relevant period, a given organisation has not used the entire amount allocated to it for the given period, in the following period, if the given student organisation regains the appropriate accreditation category during the accreditation procedure, no more than that part of the amount calculated in accordance with the previous paragraph may be allocated to the given student organisation in proportion to which the student organisation has used the budget allocated to it in the previous period. The remainder shall be allocated to the other organisations in proportion to their share of the amount initially distributed.
- (7) The maximum monthly amount of the Student organisational scholarship is 1.5 times the current per capita normative grant for students.
- (8) The total amount of the Public affairs and Student organisational scholarship that can be awarded for an activity performed in one month is at most 1.8 times the current per capita normative grant for students.
- (9) The application for the Student organisational scholarship is launched on a monthly basis with regard to activities carried out in the maximum two (2) months preceding the month of the call for applications.
- (10) With regard to a given call for applications, incoming applications shall be commented on by the chairman or co-chairman of the student organisation indicated in the application, certifying the performance of the described activities. The chairman or co-chairman sends his or her opinion to the Student Organisation Evaluation Committee.
- (11) Pursuant to this Regulation, that person shall be considered to be a chairman or co-chairman, who has been designated as such in the register of the Student Union and who is entered as such in the register of student organisations of the Student Union on the day of submitting the application.
- (12) The Student Organisation Evaluation Committee, after receiving the opinion of the chairman or co-chairman of the relevant student organisation, shall, as a proposal, assign

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a score to the relevant activities included in the given application, including the activity bonus, and provide the application with additional textual information if necessary.

- (13) During the period for which the Student Organisation Evaluation Committee has awarded the relevant part of the Student organisational scholarship to the given student organisation, the total number of points awarded to the members of the student organisation during the assessments may not be higher than one thousandth of the amount allocated to the given student organisation - rounded to the nearest whole number.
- (14) The amount assigned to a score by the Student Organisation Evaluation Committee may not exceed 1,000 forints, i.e. one thousand forints.
- (15) The chairman of the Student Organisation Evaluation Committee shall notify the relevant student organisations of the amount of points available to the given organisation in the forthcoming period no later than three (3) days after the conclusion of the given accreditation procedure.
- (16) The application of the chairman of the student organisation shall be reviewed by an employee appointed by the Vice-Rector for Education.
- (17) The evaluation of the applications is carried out on the basis of the criteria for evaluating the activities of student organisations set out in Annex 1 of the Study and Exam Regulations:
 - a) on the basis of the position held in the organisation, where the evaluation criterion is the position held; and
 - b) on the basis of spheres of activities.
- (18) Only activities carried out in the two (2) months preceding the launch of the call for applications may be taken into account in the evaluation of the application. If the applicant indicates also an activity carried out in earlier months, this will not invalidate the application, but such activities will be disregarded in the evaluation.
- (19) With regard to a given application, the Student Organisation Evaluation Committee shall check whether all of the following conditions are met under this Article:
 - a) whether the person submitting the application is entitled to a Student organisational scholarship within the framework of the given call for applications,
 - b) whether the chairman of the student organisation who provided the opinion on the incoming application is entitled to give an opinion,
 - c) whether the chairman of the given student organisation has not exceeded the total number of points he or she can allocate in his or her opinion,
 - d) whether the given student organisation has not exceeded the total amount allocated to that student organisation.
- (20) If any of the conditions specified in paragraph (19) is not met, the Student Organisation Evaluation Committee may only recommend the rejection of the given application.
- (21) During a given application period, after checking the conditions mentioned in the above point, the Student Organisation Evaluation Committee decides on the amount to be paid,

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expressed in HUF, for one point in respect of the points awarded by the chairmen of the student organisations in their opinion. For a given applicant, the multiplication of the number of points awarded to the application by the chairman of the student organisation in his or her opinion and the amount determined will give the amount of the given applicant's scholarship.

- (22) The detailed eligibility criteria of the scholarship and the cases of termination of eligibility are included in the call for applications.
- (23) The scholarship may be obtained through a public application procedure. The call for applications is issued by the Vice-Rector for Education with the consent of the Student Union
- (24) The call for applications must be launched by the 10th day of the month following the period under assessment.
- (25) The Vice-Rector for Education shall decide on the award of the scholarship
- (26) The Student Union shall provide the data necessary for the launch of the call for applications no later than 5 (five) working days before the scheduled date for the launch of the call for applications.
- (27) The scholarship shall be paid by the University to the student by the 10th day of the month following the decision.

Corvinus Scholarship for Excellence

33.§

- (1) The Corvinus scholarship for excellence is a cash benefit that supports and encourages outstanding academic and scientific research and/or public activities that go beyond the curriculum requirements, as well as student excellence.
- (2) The scholarship may be awarded to students pursuing a full-time (in-person) undergraduate, two-cycle or single-cycle graduate programme, who have completed at least two (2) completed semesters at the University and:
 - a) their student status is active at the time of submission of the application and during the disbursement period
 - b) during their studies, they have obtained at least twenty-three (23) credits per semester in two (2) consecutive active semesters, in case of more completed semesters in all cases;
 - c) on a pro rata basis, at least 90% of the total credits of the model curriculum required for the training have been completed;
 - d) during his or her studies at the University, he or she achieved an outstanding academic result in the semester in which the application is submitted and in the preceding semesters of active student status, with a scholarship grade average of at least 4.5 in each semester;
 - e) performs/has performed outstanding scientific and/or public affairs, community activities at the University.


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- (3) A further set of criteria for the scholarship is included in Annex 1 of the Study and Exam Regulations.
- (4) The scholarship can only be applied for and disbursed in active semesters.
- (5) The student shall lose his or her eligibility for the scholarship if he or she no longer meets any of the conditions for eligibility for the scholarship.
- (6) If, in accordance with the training period, a student completes his or her studies in the autumn semester, he or she is still entitled to the scholarship if he or she continues his or her studies in one of the training programmes supported by this type of scholarship in the following semester after a successful admission procedure.
- (7) It is not possible to submit an application with an activity performed for remuneration within the framework of an employment relationship and/or otherwise awarded within the framework of such an employment relationship.
- (8) In one academic semester, a maximum of one (1) student per training level may be awarded the scholarship.
- (9) The amount of the scholarship per student is determined by the Presidential Committee.
- (10) The scholarship is for two semesters, i.e. ten (10) months.
- (11) Call for applications must be launched once a year.
- (12) The scholarship may be obtained through a public application procedure. The call for applications is issued by the Rector with the consent of the Student Union, after hearing the opinion of the Vice-Rectors for Education.
- (13) Applications are checked and ranked by the Corvinus Excellence Evaluation Committee.
- (14) The Rector shall decide on the award of the scholarship.

Scholarship for partial trainings abroad

34.§

- (1) The scholarship for partial training abroad is a cash benefit intended to support students in their studies within the framework of partial training at foreign higher education institutions.
- (2) Students participating in a full-time (in-person) undergraduate, two-cycle or single-cycle graduate programme may apply for the scholarship for partial trainings abroad.
- (3) Applications may be submitted by students of the University who have won a scholarship to study abroad for a period of at least three (3) months in an application procedure. Such grants are ERASMUS, CEEPUS, CEMS, as well as all other grants which are available to anyone on the basis of a call for applications published by the Student Services and which are grants to support studies abroad.
- (4) The application consists of two parts:
 - a) the first part concerns the academic performance and professional activity of the applicant student,
 - b) the second part concerns the mobility application launched by the Student Services.

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- (5) A further set of criteria for the scholarship is included in Annex 1 of the Study and Exam Regulations.
- (6) The scholarship shall be paid in one amount for the entire duration of the partial training.
- (7) The amount of the scholarship per student is determined by the Presidential Committee.
- (8) The student shall lose his or her eligibility for a scholarship if he or she loses his or her entitlement to mobility under paragraph (3) relating to a study visit abroad.
- (9) The scholarship will be paid to the students upon registration for active student status for the semester of departure.
- (10) If the student receives a grant, and
 - a) the study visit abroad does not take place for any reason; or
 - b) the student does not send the statement issued by the host institution confirming the student's arrival to the SSC within thirty (30) days from the date of departure indicated in the application form, the student shall be obliged to repay the grant to the University within sixty (60) days.
- (11) If the student's departure or stay abroad fails or is interrupted for any valid reason not attributable to the student, the Vice-Rector for Education shall be entitled to make a decision on the application submitted with regard to the repayment.
- (12) The call for applications shall be launched for one academic semester.
- (13) The scholarship may be obtained through a public application procedure. The call for applications is issued by the Vice-Rector for Education with the consent of the Student Union
- (14) Applications are checked and ranked by the Student Social Committee.
- (15) The Vice-Rector for Education shall decide on the award of the scholarship.

**Common rules for excellence grants awarded in the framework of partnership,
domestic, EU or other grant programmes**

35.§

- (1) The organisational unit in charge of the scholarship (the sponsor organisational unit) shall determine the professional and content criteria related to scholarship schemes implemented in partnership, or under national, EU or other grants and send them to the Student Services for carrying out the necessary preparatory and implementation tasks.

Scholarship implemented in partnership

36.§

- (1) The University may agree with corporate partners, non-governmental organisations, public institutions, individuals (hereinafter: partner) on the awarding of scholarships implemented in partnership.
- (2) The total amount of the scholarship, the purpose of the scholarship (e.g. self-funding, study, social, extracurricular), the eligibility criteria, the group of applicants, the number of eligible students, the duration and nature of the scholarship (e.g. monthly, lump sum),

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the decision-making procedure and the basic rules of the application procedure shall be agreed in the cooperation agreement, taking into account the principles set out in this Regulation and the followings:

- a) the scholarship must be the subject of a public call for applications, the call for applications shall be launched by the Vice-Rector for Education;
 - b) a scholarship agreement must be concluded with the successful applicant;
 - c) the composition of the jury shall be laid down in the cooperation agreement, on the understanding that a majority representation of the University must be ensured in the body authorized to evaluate the application;
 - d) eligibility for the scholarship shall cease if the cooperation agreement between the University and the partner on which the scholarship is based is terminated for any reason.
- (3) The Presidential Committee shall decide on the establishment of the scholarship. The provision shall specify the most important rules on the scholarship, to each scholarship in the detail applied in the RSFB.
 - (4) Other details of the scholarship shall be decided by an evaluation committee consisting of members delegated by the University or the partner and the University. The composition of the evaluation committee must be set out in the cooperation agreement and communicated to the applicants in the call for applications.
 - (5) The call for applications shall be launched by the Vice-Rector for Education, taking into account the provisions of the cooperation agreement.

Excellence grant awarded in the framework of domestic, EU or other grant programmes

37.§

- (1) The University may grant scholarships to students who provide performance in compliance with the objectives of the given grant, to the debit of each of its own awarded grants (hereinafter referred to as grants project).
- (2) The overall amount of the scholarship, the purpose of the scholarship (e.g. self-financing, study, social, extracurricular), the requirements of the application, the scope of the eligible students, the number of eligible students, the duration and nature of the scholarship (e.g. monthly, lump sum), the order of the decision making and the basic rules of the application procedure shall be decided within the framework of the application procedure, taking into account the principles set out in these Rules and the following:
 - a) a public grant shall be issued for the scholarship, and the grant shall be issued by the Vice-Rector for Education;
 - b) it must also be published on the website of the project concerned;
 - c) the majority representation of the University must be ensured in the body entitled to evaluate the application;
 - d) a scholarship contract shall be concluded with the successful applicant;


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- e) eligibility for the scholarship is terminated if the grant project on which the scholarship is based is terminated for any reason or the student is not involved in the implementation of the grant project or in the support of the research activity, and if the student changes his/her activity in a way that it is no longer in line with the objectives of the grant project.
- (3) The Presidential Committee shall decide on the establishment of the scholarship. The provision shall specify the most important rules on the scholarship, to each scholarship in the detail applied in the RSFB.
- (4) Decisions on other details of the scholarship shall be made by the board of referees within the framework specified in the documentation of the grant project.
- (5) The invitation for applications shall be issued by the Vice-Rector for Education, with respect to the specifications of the given project.
- (6) Applications shall be checked and ranked by the board of referees. The chairman of the board of referees is the professional leader of the given project, and the number and composition of the board of referees is determined by the Vice-Rector for Research. The board of referees shall decide on awarding individual scholarships, with respect to the successful feasibility of the project.

Scholarships for bachelor and two-cycle or single-cycle master students

38.§

- (1) The University may make agreements on rewarding scholarships at its own discretion or with corporate partners, non-governmental organizations, public institutions and individuals (hereinafter referred to as “partner”).
- (2) The nature of such scholarship, its amount in the case of a monetary fee, the order of awarding the scholarship, the scope of eligible students, the number of eligible students, the order of decision-making in the case of a scholarship awarded in its own competence shall be provided for in the provision of the Presidential Committee, or in the case of a scholarship under a partnership, in a contract. In the latter case, the rules governing the scholarship must also be issued in a provision of a Presidential Committee.
- (3) The following aspects must be considered when specifying the requirements:
 - a) in the case of a scholarship awarded in partnership, the board of referees consisting of the members delegated by the partner and by the University shall decide, or the Vice-rector appointed by the rector must be consulted;
 - b) where relevant, the invitation for the applications shall be issued with the approval of the Vice-Rector for Education, with respect to the provisions laid down in the cooperation agreement.

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Cash benefits directly granted to students in doctoral programmes

Common rules on the state scholarship for students in doctoral programmes

39.§

- (1) The preparatory and implementation tasks related to the scholarships shall be performed by the Student Services, unless otherwise provided by the RSFB. The tasks are performed by the Student Services in cooperation with the Corvinus Doctoral Schools.
- (2) Otherwise, the provisions laid in 10 § shall apply accordingly.

State scholarships for students participating in doctoral programmes

National Scholarship for Excellence in Higher Education


40.§

- (1) The aim of the National Scholarship for Excellence in Higher Education is to support the research and creative activity and professional development of doctoral students and doctoral candidates with outstanding scientific and artistic achievements, which results in high-quality, remarkable publications, other scientific, technical or artistic works relevant to the given branch of science, as well as the proper foundation of their doctoral dissertation (PhD, DLA).
- (2) Scholarships may be awarded to students participating in the doctoral programme with excellent performance who carry out research activities during such scholarship under the University.
- (3) Students having an active student status in the semester of the application may submit applications.
- (4) The detailed requirements for the scholarship, as well as the cases of termination of eligibility and the order of disbursement are set out in the Decree of Excellence, as well as the operating rules of the scholarship programme and the call for applications.
- (5) The number of students eligible for the scholarship shall be determined by the competent minister.
- (6) The scholarship may be awarded for a period of 5–60 months, and the amount of the scholarship is included in the call for applications.
- (7) The competent minister shall make the final decision on awarding the scholarship. No legal remedy is available at the University.
- (8) Notwithstanding the general rules, the institutional tasks related to scholarships are carried out by the Corvinus Doctoral Schools.

Cooperative Doctoral Scholarship

41.§

- (1) The Cooperative Doctoral Scholarship Programme is a scholarship established by the Government, which aims to further expand the number of employees in the field of research and development innovation – primarily in the fields of MTMI (mathematics,

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natural sciences, technology and information technology) – who want to increase their professional knowledge with the latest scientific research findings and are committed to the social and economic utilization of their knowledge.

- (2) The scholarship programme is managed by the National Research, Development and Innovation Office.
- (3) The scope of the applicants and the number of students eligible for scholarship are in the call for applications.
- (4) The scholarship may be awarded for the period specified in the call for applications.
- (5) Applications shall be evaluated by the Minister responsible for the coordination of science policy.
- (6) The call for applications includes the student requirements of the application, the deadline for submitting applications, the evaluation criteria, the current amount of scholarship granted to the students and the requirements related to the educational progress, as well as the cases of termination of eligibility.
- (7) The University shall sign a scholarship contract with the scholarship holder, that determines the scholarship rights and obligations. The requirements for the content of the scholarship contract are included in the invitation to the grant.
- (8) The scholarship shall be paid by the University in accordance with the rules laid in the call for applications.
- (9) As an exception to the general rules, the institutional coordination and communication tasks related to the scholarship are carried out by the Corvinus Doctoral Schools unit. Student administration tasks are managed by Corvinus Doctoral Schools, and in this regard it keeps in touch with the National Research, Development and Innovation Office.

PhD student scholarship

42.§

- (1) The PhD Student Scholarship is a cash benefit for students participating in doctoral programmes.
- (2) The source of the scholarship is covered by state budget.
- (3) Under the title of PhD student scholarship, the amount specified in the HEA shall be due to state scholarship doctoral students participating in full-time (daytime) programmes.
- (4) The scholarship may be awarded in a scholarship procedure for a period of one (1) semester.
- (5) Institutional tasks related to the scholarship are carried out by the Student Services, and in order to perform the task, contact shall be maintained with the PhD students and Corvinus Doctoral Schools.
- (6) The grant shall be paid by the University to the student by the 10th day of each month, provided, that the payment due for the month of September shall be made by no later than 10th October, and the payment of the scholarship due for the month of February shall be made by no later than 10th March.


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Institutional scholarships for students participating in doctoral programmes


Corvinus Doctoral scholarship

43.§

- (1) The University grants a Corvinus doctoral scholarship (hereinafter in this Article referred to as: scholarship) to its students participating in doctoral programmes based on their performance, – if they meet the conditions set out in paragraph (2) and no grounds for exclusion arise against them. – The scholarship is intended to complement the Hungarian state scholarship granted in doctoral programmes, and its aim is to support the studies of the most talented and best performing doctoral students, to promote the stability of their existential status, and to make the entry into the academic career attractive.
- (2) Applicants for doctoral programmes (prospective freshmen) may apply for the first and–second semesters if:
 - a) applied for admission to an academic career in accordance with the Doctoral Regulations;
 - b) applied for Hungarian state scholarship programme;
 - c) commencement of doctoral programmes at Corvinus first in the semester 2021/2022/I (autumn) or later.
- (3) For the 3–4th, 5–6th and 7–8th semesters, students may apply that:
 - a) conduct studies in the academic field in accordance with the Doctoral Regulations;
 - b) participate in Hungarian state scholarship programmes;
 - c) commencement of doctoral programmes at Corvinus first in the semester 2021/2022/I (autumn) or later;
 - d) the required assessment for the period preceding the submission of the application has been prepared and the Doctoral Scholarship Board has accepted.
- (4) Students applying for or participating in a doctoral programme receiving a Cooperative Doctoral Scholarship in the semesters eligible for grants on the basis of the application may not apply.
- (5) Doctoral students commencing studies at Corvinus in a self-funded programme, but later continue their studies under a Hungarian state scholarship programme, may not apply.
- (6) Students who do not submit half-yearly report by the given deadline, and those whose reports have been rejected by the Doctoral Scholarship Board on two (2) occasions during their doctoral studies, may no longer apply for this scholarship.
- (7) The Doctoral Scholarship Board decides on the application possibility of students commencing their studies in the doctoral programme on the basis of an acceptance decision from another institution on an individual basis.
- (8) In the case of students who had previously completed their studies in a Corvinus doctoral programme, and later terminated their student status and resumed their studies in the semester of 2021/2022/I (autumn) or thereafter, the Doctoral Scholarship Board shall decide on the eligibility on the basis of individual consideration.

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- (9) The amount of the scholarship shall be determined annually by the Presidential Committee in February.
- (10) The amount of the scholarship and the number of places that may be awarded shall be determined by the Presidential Committee every February. The amount of the scholarship determined by the Presidential Committee and its framework by year shall apply to the autumn and spring semesters of the academic year following the decision.
- (11) This scholarship may be awarded to the applicant doctoral student on the basis of a public application.
- (12) The grant is announced by the President of the Doctoral Scholarship Board. The call for applications shall be opened in April each year for a period of one (1) year.
- (13) The detailed requirements the scholarship are set out in the call for applications. The call for applications shall include the application requirements for doctoral students, the deadline for submitting applications, the evaluation criteria, the amount of the scholarship and the requirements related to eligibility for the scholarship.
- (14) The scholarship may be awarded in a single procedure for one (1) year (for the autumn and spring semesters of the academic year following the call for applications), however, doctoral students may apply more than once, taking into account the provisions of this Article.
- (15) In total, the scholarship can be awarded for a semester corresponding to the number of semesters with state scholarship (which is the same as the duration of the programme) (maximum number of semesters supported).
- (16) In the case of admission to doctoral programmes the University shall decide on the application in the decision on the admission for the first and second semesters, and in the following years a separate decision is made.
- (17) The decision on the scholarship shall become final subject to the following conditions:
 - a) enrolment in the year of the admission procedure and signing the scholarship contract;
 - b) signing the scholarship contract in the following years, if the applicant has not yet signed a scholarship contract.
- (18) In addition to their doctoral student status, scholarship holders may only establish a civil law (agency) relationship or a part-time (up to 50%) employment relationship with an employer outside the University, in respect of which there is a reporting obligation towards the Director General of Corvinus Doctoral Schools.
- (19) After each semester, the scholarship holder shall prepare an assessment in writing, which shall be submitted at the latest by 30 January in the autumn semester, and by 30 June in the spring semester.
- (20) The Doctoral Scholarship Board shall decide on the acceptance of such assessments by 15 February and 15 July of each year.
- (21) The scholarship is terminated and those scholarship holders lose their eligibility for the scholarship,

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- a) whose scholarship contract is terminated for any reason;
 - b) whose assessment is not accepted by the Doctoral Scholarship Board for the semester following the semester concerned by the assessment;
 - c) for the entire semester concerning the one covered by the assessment and for the following semester, if the student does not submit the assessment;
 - d) for the entire period(s) of the semester(s) in the self-funded programme, if the student is transferred to a self-funded programme;
 - e) whose student status is terminated, for the semester of termination and the semester following the semester of termination;
 - f) who establish a legal relationship aimed at working part-time (up to 50%), for the semester affected by extra work and for the semester following the semester affected by the extra work.
- (22) If the assessment of a student for the autumn semester is not accepted by the Doctoral Scholarship Board, the student is not excluded from applying in the next academic year on the basis of his/her performance in the spring semester.
- (23) Doctoral students shall be obliged to repay, if:
- a) no half-yearly report is submitted by the deadline, for the entire period of the given semester;
 - b) a scholarship holder does not meet the minimum credit required by the Doctoral Regulations, for the entire semester in which he/she did not meet the required credits,
 - c) student status is terminated, for the whole semester of such termination,
 - d) student status is suspended, for the whole semester of such suspension.
- (24) Professional and scientific decisions related to the scholarship are taken by the Doctoral Scholarship Board. The President of the Doctoral Scholarship Board is the Chair(person) of the University Doctoral Council, its members are the Vice-Rector for Research, the heads of doctoral schools (in their absence, the delegated programme director), the Director General of Corvinus Doctoral Schools, the delegate of the PhD Student Union, and their secretary (no voting rights) and the Head of the Office of Corvinus Doctoral Schools.
- (25) The Doctoral Scholarship Board makes decisions on scholarship applications. The decision shall be signed by the President on behalf of the Doctoral Scholarship Board.
- (26) The Doctoral Scholarship Board shall determine and publish each year by 30 March on the website, the detailed requirements for winning and holding the scholarship, which shall be introduced in an phasing-in system, that is, shall apply to the years enrolled after publication and shall remain valid for the entire programme duration of the given year. In designing the conditionality, the Doctoral Scholarship Board takes into account the possibilities of giving preference to students with disabilities.
- (27) A scholarship contract shall be signed with students winning the grant.
- (28) Students may submit an application for equity to the Rector in the matter of winning or losing the scholarship, with respect to their situation meriting special treatment.

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(29) The University pays the scholarship to the student at the same time the state scholarship is paid.

Scholarship to support participation in study visit abroad for doctoral students

44.§

- (1) Doctoral schools, from their own budget, may grant scholarships to support the participation in study visit abroad to their doctoral students with active student status and participating in daytime programmes (hereinafter: doctoral student).
- (2) The aim of the scholarship is to encourage and support the participation of doctoral students in study visits abroad, whereby, by supporting the subsistence costs during their stay, doctoral students can carry out research and broaden their international experience abroad related to the preparation of their doctoral dissertation and to the prestigious higher education institution of the given country, that preferably also has doctoral programmes.
- (3) Scholarships may be awarded to doctoral students, both during the study (education and research) phase and during the phase of obtaining the degree (research and dissertation), who have commenced their studies in a doctoral programme
 - a) in or after the 2016/2017 academic year, in an eight-semester (8) academic term, provided that they have completed a minimum of sixty (60) credits and at least two (2) successfully closed semesters during the eight (8) semesters;
 - b) in or before the 2016/2017 academic year, in a six-semester (6) academic term, provided that they have completed a minimum of ninety (90) credits and at least three (3) successfully closed semesters during the eight (8) semesters;
 - c) doctoral students transferred from other higher education institutions may receive the scholarship for the remaining period of their academic term specified in the transfer decision, provided that the study requirements set out in subpoints a) and b) are fulfilled.
- (4) Fulfilling the requirements set out in paragraph (3), doctoral students who are not Hungarian citizens and who receive a Stipendium Hungaricum Scholarship may also apply, but their home country may not be the destination of the study visit abroad.
- (5) Awarding the scholarship is decided by the Evaluation Board, whose members are the head of the competent Doctoral School (hereinafter referred to as "DS"), the Director General of the CDS and the Head of Office of the CDS.
- (6) The scholarship is a lump sum and may only be awarded to a doctoral student one time during the doctoral programme.
- (7) Applications may be submitted for a study visit abroad of a minimum of one (1) and a maximum of three (3) months. The amount of the scholarship shall be determined by the Evaluation Board on the basis of the submitted application, provided that:
 - a) maximum HUF 300 000 for a study visit of 1 month;
 - b) maximum HUF 400 000 for a study visit of 2 months;


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- c) maximum HUF 500 000 for a study visit of 3 months;
grant amount may be awarded to the applicant doctoral student.
- (8) The application file shall include the following:
 - a) the research plan for the study visit;
 - b) the statement of the foreign host institution;
 - c) the planned duration of the study visit;
 - d) the estimated costs of the study visit.
- (9) In addition, applicants must make a statement on the institutional scholarship and support (e.g. conference participation, translation) received in the given semester and in the previous semester.
- (10) In addition to what is specified in this Article, the DS may set additional professional requirements. The call for applications containing detailed form and content requirements, in particular with regard to the expected performance, shall be approved by the given DS.
- (11) If the doctoral student fails to comply with the requirements of the call for applications or fails to provide proof thereof within fifteen (15) days of the expiry of the deadline, he/she shall be obliged to repay the full amount of the grant to the DS.
- (12) The scholarship may be obtained through a public application procedure. The application is announced by the Director General of Corvinus Doctoral Schools, having the opinion of the Vice-Rector for Education and the Vice-Rector for Research.
- (13) The Director General of Corvinus Doctoral Schools shall make the decision on the scholarship.


Scholarship to encourage the research topic for doctoral students

45.§

- (1) The University may grant scholarships to its doctoral students to support the research work of any organisational unit of the University (hereinafter: organisational unit), against its own revenues.
- (2) The aim of the scholarship is to support high-level research activities in the research field of the organizational unit, by combining the research carried out by the organizational unit and student research.
- (3) This scholarship may only be granted to doctoral students with active status (hereinafter: doctoral student) who pursue their studies in the full-time work schedule, and who:
 - a) commenced their doctoral programme in or after the 2016/2017 academic year, in an eight-semester (8) programme, for a maximum of eight (8) semesters,
 - b) commenced in or before the 2015/2016 academic year in a six-semester (6) programme, for a maximum of six (6) semesters, and

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- c) doctoral students transferred from other higher education institutions may receive the scholarship for the remaining period of their academic term specified in the transfer decision.
- (4) Doctoral students applying for the scholarship must submit the following documents with their application:
 - a) detailed professional curriculum vitae,
 - b) motivation letter,
 - c) two professional references
 in Hungarian and English languages.
- (5) Applicants must make a statement on the institutional scholarship support (e.g. conference participation, translation) received in the given semester and in the previous semester.
- (6) The duration and amount of the scholarship are included in the call for applications.
- (7) The application requirements and awarding the scholarship shall be decided by a board of referees of at least three (3) members, the composition of which shall be included in the call for applications.
- (8) In addition to what is specified in this Article, the call for applications may set additional professional requirements.
- (9) The doctoral student loses his/her eligibility for the scholarship and the scholarship can no longer be paid if
 - a) the student status is terminated,
 - b) the student does not participate in the research activities of the given organisational unit,
 - c) if the student's research activities do not meet the requirements specified at the time of the decision on the entitlement, at the discretion of the board of referees
 - d) changes its research activity and is therefore incompatible with the objectives of the organisational unit,
 - e) in the event of the occurrence of any other special reason for termination specified in the call for applications.
- (10) The conditions for the reimbursement of the scholarship earned are set out in the given call for applications and in the scholarship contract.
- (11) The scholarship may be obtained through a public application procedure. The application is announced by the Director General of Corvinus Doctoral Schools, having the opinion of the Vice-Rector for Education and the Vice-Rector for Research.
- (12) The Director General of Corvinus Doctoral Schools shall make the decision on the scholarship.

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Scholarships in partnership

46.§

- (1) The provisions of Article 36 shall apply to applications under a partnership, available for doctoral students, provided that the call for application is announced by the Director General of Corvinus Doctoral Schools in agreement with the Vice-Rector for Research and the Vice-Rector for Education.

Excellence grant awarded in the framework of domestic, EU or other grant programmes

47.§

- (1) The provisions of Article 37 shall apply to applications under a grant project, available for doctoral students, provided that the call for application is announced by the Director General of Corvinus Doctoral Schools in agreement with the Vice-Rector for Research and the Vice-Rector for Education.

Grants for students participating in doctoral programmes

48.§

- (1) The provisions of Article 38 shall apply to applications under a grant project, available for doctoral students, provided that the call for application is announced by the Director General of Corvinus Doctoral Schools in agreement with the Vice-Rector for Research and the Vice-Rector for Education.

Indirectly provided non-monetary benefits to students

Funding of institutional operating costs


49.§

- (1) Pursuant to Article 9, the part of the textbook and notebook support, sports and cultural normative defined therein may be used for the production and purchase of the digital learning material and learning aids for students with disabilities.

Supporting sports activities

50.§

- (1) The textbook and notebook support and 10% of the sports and cultural normative can be used to support sports activities for students in daytime (delivery) Bachelor programmes, two-cycle or single-cycle master programmes with state (partial) scholarship and for students in daytime (delivery) doctoral programmes with state scholarship.
- (2) Sports activities include, in particular, activities organized and provided for students within the framework of the University, such as physical exercise, sports, competitions, activities promoting a healthy lifestyle, lifestyle counselling, and activities related to sports federations membership.


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- (3) The Presidential Committee, with the agreement of the Student Union, at the latest by 31 May each year, shall decide on the use of sports activity support at a university level by requesting the opinion of the educational organisational unit involved in teaching the physical education subject.

Support for cultural activities

51.8

- (1) The textbook and notebook support and 10% of the sports and cultural normative can be used to support cultural activities for students in daytime (delivery) Bachelor programmes, two-cycle or single-cycle master programmes with state (partial) scholarship or for students in daytime (delivery) doctoral programmes with state scholarship.
- (2) Cultural activities include, in particular, cultural activities, event organizing, career counselling, lifestyle and study counselling and mental health and life coaching arranged and provided to students, within the framework of the University.
- (3) Cultural support may also be used for the purchase of tickets or passes for cultural events in the scope of cultural activities under paragraph (2), subject to the following conditions: the cultural event and the amount of the support shall be proposed by the Student Union and decided by the Chancellor; the tickets/passes eligible for participation must be given to the students free of charge; the conditions of such distribution shall be approved by the Chancellor on the basis of the proposal of the Student Union, provided that the regularity and financial conditions prevail, and the distribution may not depend on an office or position.
- (4) The University uses the cultural support primarily to support events defined in the Student Event Organization Rules.
- (5) As part of the Event Management Plan defined in the Event Organization Rules, the Student Union shall prepare a proposal on the allocation of the grant.
- (6) Together with the adoption of the Event Management Plan, the allocation of the grant will also be approved, provided that the annual budget plan adopted by the Student Union includes the plan for the use of cultural support for the given financial year. The Use-plan shall include the name of the event to be financed and the amount to be used.
- (7) If cultural support is used at an event, an accounting must be prepared within thirty (30) days of the event, which must include the exact amount of the support used and any and all discounts that the University students had at the time of paying the ticket. The amount of cultural support granted to students shall be equal to the total amount of all discounts applied, which may exceed, but may not be less than, the amount of the cultural normative actually spent. The accounting must be prepared by the chief organiser of the event, signed by the Head having the right to make commitments against the cultural support and forwarded to the Chancellor.

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Supporting the operation of the Student Union and the PhD Student Union

52.§

- (1) The University supports the activities of the Student Union and the PhD Student Union with normative support as part of the normative allowance provided for by Article 114/D of the HEA.
- (2) The amount of the normative allowance is 2.00% of the normative funding for students. The use of this is regulated by the Statutes of the Student Union and the Statutes of the PhD Student Union.

Maintenance and operation of the dormitory


53.§

- (1) The Student Union shall exercise the right of consent in respect of all regulations and annexes relating to the organisational and operational regulations of the University dormitories.
- (2) 65.00 % of the housing allowance normative envelope may be used:
 - a) renting dormitory places;
 - b) expansion of dormitory places, dormitory renovation and the purchase of a building for the purpose of establishing a new dormitory.
- (3) On the basis of the proposal of the University Dormitory Council, the Presidential Committee, having the consent of the Student Union, shall decide on the division between sub-paragraphs a) and b) of paragraph (2) within the limits of the budget for the given year.

Dormitory placement

54.§

- (1) Dormitory accommodation is a benefit in kind that can be obtained on the basis of applications. Applications shall be judged on the basis of the scoring system set out in Annex 7 of the RSFB.
- (2) The rules for submitting a dormitory accommodation application are set out in Annex 6 of the RSFB.
- (3) At the initiative of the Student Union, students may be placed in the dormitory up to 5% of the places, based on the decision of the Director of the Campus.
- (4) The conditions for the submission of tenders and the definition of the rules of evaluation are set out in Annex 7 of the RSFB.
- (5) Non-Hungarian students who study in Hungary in state-supported Bachelor's, Master's or doctoral programmes, and who are required to do so by a bilateral or multilateral international treaty, are entitled to dormitory accommodation for twelve (12) months per year. Non-Hungarian students who pursue self-funded studies in Hungary on the basis of a bilateral or multilateral international treaty shall be entitled to a dormitory

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accommodation for twelve (12) months a year, the fee of which shall be paid from their ministerial scholarship.

Common procedural rules for student benefits

55.§

- (1) The call for applications containing the detailed formal and substantive requirements for scholarships must be published on the University's website.
- (2) On the day of the publication of the call on the website a Neptun message must be sent to the students, which message is not a validity criteria for the actual call for applications.
- (3) The time limit for the judgement of applications shall be thirty (30) days from the date of receipt, unless otherwise provided for by the RSFB, by law or a cooperation agreement, provided that any period granted for correcting deficiencies does not count against the administrative time limit.
- (4) Students are expected to conduct their scholarship and other benefits affairs, as well as their own programme cost and other repayments, primarily in person, although if not excluded by the RSFB, an authorized representative may act for the student.
- (5) If provided for by the RSFB, minor students may not act independently, but their legal representative may act for them.
- (6) Scholarship contracts may be signed by the students themselves or, in the case of a minor students, by their legal representative. Unless otherwise provided in these Rules, the University may be represented by the Student Services Head of Neptun and the Student Finance in the Student Scholarship Contract. In scholarship contracts to be concluded with students participating in a doctoral programme, the CDS Head of Office is entitled to represent the University independently, unless otherwise provided in these Rules. In the Corvinus scholarship contracts, given that it is part of the programme contract, the University is represented by the Student Services Head of Study matters in the case of regular students and by the CDS Head of Office, in the case of PhD students.
- (7) A contract may be signed with the student, if there is a model contract for this, on the model contract issued by the University, otherwise with the contractual content approved by the Legal, Administrative and Regulatory Services (hereinafter: LARS). The contract may be drawn up in paper or electronic form. The paper-based contract must be signed and dated by the student or his/her legal representative, and signed and stamped by the Student Services Head of Neptun and Student Finances in the case of regular students and by the CDS Head of Office, in the case of PhD students. The contract included in the electronic document must be signed by the student using the document authentication service (AVDH) traced back to identification and sent to the University through the Customer portal, and must be electronically signed by the Student Services Head of Neptun and the Head of Student Finances, and by the CDS Head of Office in doctoral programmes. The signed contract must be delivered to the student via Neptun or the Customer portal.
- (8) The official administration channel between the University and the student in the matters covered by the RSFB is primarily Neptun, if the RSFB allows it, and if the student cannot

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be contacted by other means or is required by law to be included in a paper-based document, then mail delivery.

- (9) Students may submit their requests and submissions on the form issued by the University, if available, or otherwise in any other form. Applications must be submitted via Neptun. Should the RSFB expressly permit, requests may be submitted in person, by post or through a Customer portal. Requests and submissions submitted by the students shall be deemed authentic:
 - a) in the case of a Neptun request, without the student's signature,
 - b) in the case of an application submitted through the Customer portal, by using a document authentication service (AVDH), which is traced back to identification,
 - c) signed by the student if submitted in person or via post.
- (10) The University shall put its decisions regarding the student in a system message sent in Neptun, in a resolution created in Neptun or in a written decision and shall communicate them with the student via Neptun, or in the case of a written decision, through Neptun, the Customer portal or by post. The decision shall be put in writing in the case specified in the RSFB and if requested by the student.
- (11) The University shall put its decisions in writing in the following ways:
 - a) resolution on paper or
 - b) an electronic resolution.
- (12) The University shall put its information and notices issued in matters under the scope of the RSFB in a paper-based or an electronic document. In all cases where permitted by law, efforts must be made to put documents in electronic form. The Student Services Head of Neptun and Student Finances decides jointly with the Head of the LARS on the form (paper or electronic) for each case group, unless provided for by the RSFB. Paper-based documents shall be authenticated by the signature of the person specified in the RSFB, the University stamp and the date thereof, and electronic documents shall be authenticated by time stamp and the electronic signature of the person specified in the RSFB.
- (13) The Student Services Head of Neptun and the Head of Student Finances or the Student Services Associate/Coordinator authorized by the Head shall be entitled to authenticate the copy of the decisions made in matters covered by the RSFB.
- (14) During the scholarship period, students receiving the scholarship shall inform the Student Services in person within the shortest time – but no later than within eight (8) days – about any changes affecting their scholarship, and in the case of doctoral programmes, the Corvinus Doctoral School (CDS) too. Failure to do so, the Student Services or CDS otherwise becoming aware of the change must inform the decision maker thereof. The decision maker may revoke the eligibility for the scholarship.
- (15) Disbursement of scholarships paid on a monthly basis in case of termination or suspension of the student status: during the term of the scholarship relationship, the scholarship holder shall be entitled to the scholarship in each commenced month in which the scholarship holder's student status exists and has not yet requested a suspension or has

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not been instructed to take a passive semester. If a student terminates his/her student status or announces that he/she is going to suspend his/her student status or the University instructs him/her to have a passive semester:

- a) the scholarship entitlement is terminated on the last day of the month of termination,
 - b) in the case of a suspension, the scholarship entitlement is terminated on the last day of the month of the notice of the suspension or instruction for the passive semester.
- (16) The payment/accounting of the financial benefits of the students is solely performed through Neptun. The payment/accounting of the cash benefits determined in HUF is subject to students having a default bank account in HUF currency under their own name, the data of which must be recorded in the Neptun system. A further requirement for the payment/accounting of the scholarship is having valid tax ID and permanent address recorded in Neptun.
- (17) The payment of the cash grants determined in HUF currency will be made by transfer to the bank account held by the student at a Hungarian financial institution specified in Neptun. The payment of the cash grants determined in a foreign currency will be made by transfer to the foreign currency bank account recorded in Neptun. The transfer of the grant in foreign currency is subject to the provision of the IBAN bank account number, SWIFT code, name and address of the bank holding the account.
- (18) The University shall not be liable in the event of failure to transfer the grant if the student has not recorded his/her bank account number properly and/or the change thereof. All consequences arising from the failure to record the change of the bank account number, providing an incorrect bank account number, or the default bank account number not or not properly set shall be borne by the student. If the student does not record the data necessary for the payment in Neptun and does not fill or correct it upon the notice sent to the student's electronic mailing address, the University is not obliged to make further attempts to pay until the student does not confirm the full uploading of the data to the organisational unit responsible for the payment/settlement.
- (19) Unless otherwise provided by law, these Rules or agreement, if the student does not sign the scholarship contract or does not provide the data and information necessary for the payment of the scholarship, at the latest within forty-five (45) days from the date of the finalization of the decision on the determination of eligibility, the student forfeits the scholarship entitlement without any further action according to the RSFB. Such decisions are made by the Student Services Head of Neptun and Student Finances. These decisions shall be communicated to the student in a Neptun resolution.
- (20) In the event of an incorrect transfer to the student, or an obligation to repay for any reason, the student shall be obliged to repay the amount in full immediately upon notification, but no later than fifteen (15) days after the receipt of the notice from the University.

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III. CHAPTER

Conditions and rules for the charges and fees to be paid by the students

General Provisions


56.§

- (1) Education at the University takes place in the form of a Hungarian state scholarship (hereinafter: state scholarship holder) and in self-funded programmes.
- (2) The cost of training state scholarship holders shall be borne by the Hungarian State, provided, that in the case of foreign language programmes, the foreign language training contribution shall be paid by the student.
- (3) Students with state scholarships may be obliged to pay compensation fees within the limits specified in the National Higher Education Act and the Grants Decree, in accordance with the provisions of these Rules.
- (4) Students participating in self-funded programmes shall pay the programme cost, if relevant, in the case of training in a foreign language, a foreign language programme tuition contribution, as well as fees, within the limits set out in the HEA and the Grants Decree, in accordance with the provisions of this Policy.
- (5) Students who are admitted and enrolled in the spring semester of the 2019/2020 academic year or later, with the exception of students who are admitted and enrolled in doctoral programmes, can only participate in self-funded programmes.
- (6) The order of reclassification between the forms of financing is set out in these Rules, or in the case of doctoral programmes, in the Doctoral Regulations.
- (7) According to these Rules, Corvinus announces a Corvinus scholarship for the programme cost in self-funded programmes.

Services available free of charge and with a payment

57.§

- (1) The services available free of charge in programmes funded through state scholarship:
 - a) lectures, seminars, consultations, practical sessions, field studies at first time for the fulfilment of the educational and academic requirements defined in the educational programme, the completion of the diploma or the doctoral absolutarium, the repetition of assessments, examinations and unsuccessful assessments, a single repetition of exams, passing the final exam, and the procedure for obtaining a degree during the period of the student status,
 - b) sessions in colleges for advanced studies,
 - c) use of the University equipment – library and core library services, laboratory, IT, sports and leisure facilities – related to the free services,
 - d) academic and student career counselling,


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- e) initial issue of all documents related to the programme and obtaining a doctoral degree, unless a more favourable condition for the student is laid down by law.
- (2) In programmes funded through state scholarship and self-funded programmes, the following services are available subject to payment of additional fee:
 - a) the option, at the students' choice, that the knowledge specified in the curriculum of the Bachelor and Master programmes in Hungarian language and actually taught in Hungarian language may be other than Hungarian, not including if the curriculum contains a compulsory learning requirement in a foreign language,
 - b) anything produced by the means of the University, provided by the University to the student, which becomes the student's property (e.g. duplicated aids),
 - c) use of the University facilities, equipment (library, laboratory, sports and leisure facilities) outside the free services,
 - d) physical Education is a zero (0) credit criterion subject. For signing, students must complete two (2) semesters during the first four (4) semesters of the duration of the programme. Students who meet the criteria and want to do sports may hereinafter register for the physical education course only after paying the fee,
 - e) compulsory programmes, and programmes resulting in a credit value that may be added in addition to the rate to be provided by the University on the basis of the National Higher Education Act.
- (3) Based on the Study and Exam Regulation, every third and other exams, lectures, seminars, consultations, practical sessions and field studies in the same subject, as well as the failure or late completion of the obligation set out in the Study and Exam Regulation is subject to a payment obligation based on these Rules.
- (4) Students participating in programmes funded through state scholarship may participate in education also under their guest student status as defined in paragraphs (1)–(3).
- (5) For the purposes listed in paragraph (1), students participating in self-funded programmes shall pay the programme cost.


The method of determining the cost in self-funded programmes and foreign language programme tuition contribution

58.§

- (1) The Vice-Rector for Education shall propose to the Presidential Committee the amount of the programme cost and, where relevant, the foreign language programme tuition contribution per semester (programme name, mode of study, location, language of the programme), including the amount of the cost for foreign students in foreign languages, as well as the self-fund of preparatory trainings, with regard to all expenses related to the programme, by 15 September of the previous school year at the latest.
- (2) In the case of students who started their studies before the 2015/2016 academic year, the amount of the programme cost in the remaining years of their studies may not be more than the amount valid in the previous year plus the consumer price index determined by the Hungarian Central Statistical Office for the previous year.

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- (3) In the case of students who commence their studies in or after the 2015/2016 academic year, the amount of the programme cost does not change during the period of the student status according to the programme and outcome requirements.
- (4) The amount of the programme cost and, where relevant, the foreign language training contribution is included in Annex 2 of the RSFB, except for the cost of further postgraduate specialist training, which is determined in a provision by the Presidential Committee. The amount of the programme cost may vary in the case of persons with the same rights as Hungarian citizens as well as Hungarian citizens, and in the case of third country nationals.
- (5) The programme cost and, where relevant, the foreign language programme tuition contribution must be expressed in HUF or EUR.
- (6) If the number of active semesters of the students participating in a self-funded programme exceeds the programme duration specified in the programme and output requirements/qualification requirements of the given specialisation (hereinafter referred to as "student beyond the duration of the programme"), in the remaining active semesters of his/her studies, he/she shall pay the fee calculated from the programme cost and the foreign language programme tuition contribution on the basis of the credit value of the registered subjects, but in the value of at least two (2) credits. The fee per one (1) credit shall be one-thirtieth of the current half-term programme cost, and if relevant, of the fee for the foreign language programme tuition contribution. However, the amount thus established may not be higher than the programme cost paid by the student in the last active semester within the prescribed programme duration, and where relevant, the amount of the foreign language programme tuition contribution. This amount shall be paid by the student in full within the training period, in the active semesters exceeding the programme duration, to the extent specified in this paragraph.
- (7) In case the student is reclassified from a programme funded through state scholarship into a self-funded programme, he/she is obliged to pay the total programme cost determined for the semester, if relevant, foreign language programme tuition contribution, which is the self-fund of the students who commenced their first year studies in the semester of the establishment of their student status at the University. In the case of students beyond the duration of the programme, the fee for the programme cost per semester shall be determined in accordance with paragraph (6).
- (8) In the case of students achieving their student status through transfer the calculation of the programme duration restarts. In case the student is obliged to pay the total programme cost determined for the semester, if relevant, foreign language programme tuition contribution, which is the self-fund and the foreign language programme tuition contribution of the students who commenced their first year studies in the semester of the establishment of their student status at the University. In the case of students beyond the duration of the programme, the fee for the programme cost per semester shall be determined in accordance with paragraph (6).
- (9) In the case of students creating an education status by changing programme within the University the calculation of the programme duration restarts as per the Study and Exam Regulation. The amount of the student's programme cost, and if relevant, the foreign

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language programme tuition contribution, shall be equal to the cost of the students commencing their studies in the first year of the semester under the new education status in the given department, and if relevant, the foreign language programme tuition contribution. This amount shall be paid by the student in full within the training period, in the active semesters exceeding the programme duration, to the extent specified in paragraph (6).

- (10) In the case of students who have started their studies in the same or different study programme under the new admission procedure, the student must pay the programme cost of the given study programme, and if relevant, an education contribution.

Dormitory fees


59.§

- (1) The dormitory tenants or the natural person legally residing in the dormitory, using the dormitory place, the service accommodation or the housing unit through a dormitory or lease relationship (in this Article hereinafter referred to as "tenants") shall pay a dormitory fee for the basic dormitory services and placement, and an additional fee for any extra services provided by the dormitory. The University Dormitory Council shall propose the amount of the fees by 30 May of the previous academic year.
- (2) The dormitory fee of state scholarship students is determined on the basis of the normative funding for students, per comfort level, as specified in Annex 8 of the RSFB.
- (3) In the case of using the dormitory place, the fee paid by self-fund students for accommodation in the dormitory shall be paid by the dormitory in accordance with Annex 6 of the RSFB.
- (4) In the case of dormitories, the dormitory fee is adjusted to their comfort level. Basic principles of classifying dormitories by comfort levels are set out in Annex 8 of the RSFB.
- (5) The specific amount of dormitory charges and dormitory fees per academic year are set out in Annex 6 of the RSFB.
- (6) The specified dormitory fee shall be paid for the basic dormitory service and placement and for the additional services provided by the dormitory through Neptun until the 15th day of each month.

Dormitory fees

60.§

- (1) In the event of failure or delay in fulfilling the obligation set out in the Study and Exam Regulation and other university regulations, in the case of those with student status, the students shall pay the fees set out in Annex 4 of the RSFB, and in the case of those without student status, the fees are set out in Annex 5 of the RSFB.
- (2) Students with state scholarship and those who have commenced their studies in the 2014/2015 academic year or after in a self-funded programme may complete subjects with a credit value exceeding by ten percent (10%) the credit required for obtaining the diploma in the programme and outcome requirements of the programme without paying a fee. For

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subjects exceeding the total required credits by ten percent (10%), with the exception of those participating in cross-border training, a fee shall be paid at the end of the programme cycle (credit overload fee) as specified in Annex 4 of the RSFB.

- (3) For the subjects enrolled but not completed, students having state scholarship and supported by the Corvinus scholarship, with the exception of those participating in the cross-border training, shall be paid the fee specified in Annex 4 of the RSFB after the end of the semester. The maximum amount of this fee is HUF 40,000/student/semester (fee for credit omission).
- (4) Having the consent of the Student Union the University may use the fees received under the titles set out in Paragraphs (2)–(3) for learning material development, textbooks and study related support for students, as well as for the costs of services used by students.
- (5) If the student has registered for an exam but has not showed up, he/she shall pay a fee to the extent specified in Annex 4 of the RSFB. The obligation to pay this fee shall not apply to guest students participating in the foreign exchange programme. Students who, within five (5) working days of the examination, prove their absence in any means credible in the secretariat of the institution/department concerned, in accordance with the provisions of the Study and Exam Regulation on the proof of absence from the compulsory sessions, shall be exempt from the payment of fees.
- (6) For the first time, students may improve their exams (including the “no show” entry) completed with an insufficient grade without paying an exam repetition fee. Students may take their third and further exams of the same subject, subject to the payment of the fee specified in Annex 4 of the RSFB.
- (7) In the case specified in the Study and Exam Regulation, students have the right to improve their passed exam without paying a fee.
- (8) The fee for retaking the examination shall be paid before the retaking of the examination or the final examination.
- (9) Students may be obliged to pay a fee if they fail to fulfil their obligations related to the administration of their academic affairs with a time limit, or if they are late in fulfilling them, compared to the prescribed time limit.
- (10) The fee for the validation of the student identity card is borne by the student only if the student card has been lost, destroyed or stolen.
- (11) Students may request the authentication of their copies of their own documents related to their University studies and their certified translation against payment of the fee for the given procedure.
- (12) Upon the student’s request, free authentication of the data specified in the enforcement decree shall be provided once (1) every semester.
- (13) During the period of the student status, all certificates on the student status shall be issued free of charge.
- (14) The first copy of the diploma supplement issued in Hungarian and English are free of charge. A fee must be paid for each additional copy (duplicate).

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- (15) A fee, in accordance with Annex 5 of the RSFB, is required for the issuance of the duplicate diploma.
- (16) Correction of the diploma and the annex to the diploma in cases specified by law is free of charge.
- (17) The titles and rates of the fees payable by the students are set out in Annex 4 of the RSFB.
- (18) The fees specified in this Article shall be paid through Neptun by the deadline specified therein or, in certain cases, by transfer to the University's payment account.
- (19) Payment concessions related to the fees specified in this Article may only be used in accordance with these Regulations.


The method of making the payment in self-funded programmes and foreign language programme tuition contribution

61.§

- (1) The student and the University shall sign a student training contract in accordance with the provisions of the Study and Exam Regulation together with the registration for the semester, in the case of reclassification from state (partial)scholarship to self-funded programmes, during the reclassification semester.
- (2) As a general rule, students participating in the self-funded programmes are obliged to pay the programme cost determined for the given semester, and if relevant, the foreign language programme tuition contribution, in a lump sum, by the date specified in the procedure of starting the Semester.
- (3) The method of making the payment of the programme cost, and if relevant, the foreign language programme tuition contribution:
 - a) by transfer to the joint account by the student via Neptun (using the HUF and the foreign currency joint accounts) with the SimplePay option,
 - b) the programme cost to be paid by the student, if the payment of the relevant foreign language programme tuition contribution may be undertaken by a third party, by completing and sending a statement issued by the University for this purpose. The programme cost to be paid should the payment of the relevant foreign language programme tuition contribution be undertaken by a third party, if the Parties have signed an agreement, which may be implemented by the acceptance of the statement by the University or by signing a contract for educational services. The person making the statement shall pay the amount of the programme cost, and if relevant, the foreign language programme tuition contribution against the invoice issued by the University via bank transfer to the current account indicated on the invoice,
 - c) by transfer to the University's current account by Diákhitel Zrt. if it is a payment via student loan facility(s),
 - d) by transfer to the University's current account, when enrolling foreign students in training advertised in a foreign language, the programme cost of the first semester is paid by those who do not have a student status,

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- e) by transfer to the University's current account if the payment is made by students in a specialisation programme.
- (4) Payments to the University may be made in the currency displayed in the application announcement, that means from the foreign currency joint account in the case the announcement is in euro, and from the HUF joint account in the case the announcement is in forint.
- (5) In the case of students who established a student status in the practical bachelor's degree course prior to the 2017/2018/I (autumn) semester, except for the Business Informatics Bachelor's programme, if the internship is completed in the summer period between two (2) semesters, the internship completed in the summer for self-funded students shall be counted for the autumn semester, and the semester's programme costs must be listed in Neptun separately for the internship and the following autumn semester:
- a) if the student completes the internship as part of a seven (7) semester Bachelor programme in the summer after six (6) completed active semesters, regardless of whether the internship overlaps to the next study period, then the student's internship must be documented in Neptun for the autumn semester. For this seventh (7th) semester, as a part of the performance (internship) of the programme, the programme cost of the service for one (1) academic semester shall be assigned and paid by the student participating in the training;
 - b) if the internship period overlaps the study period, the student participating in the self-funded programme may register for a maximum of two (2) subjects during the autumn semester at no additional cost;
 - c) the student may register for more than two subjects only if the duration of the internship and the study period do not overlap. In this case, students participating in the self-funded programme may register for the two subjects with the highest credit value without paying any additional cost, and students shall be assigned and pay a programme cost proportional to the credit for each additional subject. The cost per one (1) credit shall be equal to the 1/30 part of the cost determined for one (1) academic semester;
 - d) if the internship semester, which is part of the seven (7) semesters of the Bachelor programme, is completed over summer following four (4) active semesters completed at the student's own discretion, the internship may not overlap with the next study period under the Study and Exam Regulation. In this case, the traineeship of the student must be technically documented in Neptun for the autumn semester, and the cost of the internship per one (1) semester must be assigned and paid by students in self-funded programmes for the semester as part of the training;
 - e) for internships, the programme cost must be assigned by 5 October at the latest. The payment deadline is 31 October;
 - f) in the following autumn semester, the cost of which must be assigned and paid by students in self-funded programmes in accordance with the general rules, may receive a number of credits in accordance with the provisions of the Study and Exam Regulation.


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- (6) Students who establish a student status by transfer from other higher education institutions shall pay the cost and the foreign language programme tuition contribution in the method and by the date specified in the transfer decision. If the specified amount is not paid by the specified date, they cannot enroll and establish a student status with the University.

Failure to pay fees

62.§

- (1) Students who, if enrolled in more than one programmes, for all their programmes, fail to meet their programme cost, and if relevant the foreign language programme tuition contribution, or any of the fees set out in Annex 4 to the RSFB and its annexes, as well as any of the payment obligation set out in the RSFB and its annexes or in a resolution ordering a payment, and deferred payment was not permitted upon their request submitted before the payment deadline, may not register for the following semester, (students enrolled to more than one programmes, may not register for any), may not be admitted to the final examination, termination of their student status may be initiated on the basis of the provisions of the Study and Exam Regulation, and their contractual relationship with the dormitory may be terminated on the date of the finalization of the decision on the subject of termination after the student's unsuccessful notice and examination of his/her social situation.
- (2) In the event that the student fails to meet the payment obligation deadline, the following shall apply:
 - a) payment arrears shall mean any existing but expired monetary debt to the University, irrespective of its legal title;
 - b) the staff member of the department assigning the financial item – as a general rule, the Student Services – in a message sent via Neptun shall twice request students to fulfill their expired payment obligation without delay, but no later than fifteen (15) days, or to provide evidence of their social situation towards the Student Services organisational unit or the competent organisational unit assigning the financial item by this deadline, who shall forward the certificate to the Student Social Committee without delay if one of the cases listed in point c) applies, at the same time drawing the student's attention to the legal consequences of the failure;
 - c) the Student Social Committee then examines the student's social situation if the student indicates in his/her documented application submitted through Neptun at the request referred to in point b) that there has been a change in his/her financial situation due to an accident, illness or other unexpected reason not attributable to the student, which he/she has not previously communicated to the University in his/her application concerning the payment obligation, and which he/she excludes or makes it extremely difficult to fulfill such payment obligation;
 - d) the student's social situation is examined by the Student Social Committee and the result of the examination is recorded in Neptun. On the basis of the examination, the Student Services Head of Neptun and Student finances decides whether the

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conditions set out in point c) apply and whether the student may be entitled to one of the payment concessions provided for in these Regulations;

- e) these decisions shall be communicated to the student in a resolution created in Neptun;
 - f) thereafter, in the case of dormitory fees, the Student Services shall send one (1) copy of the resolution to the Head of the Dormitory. The Student Services suspend the termination of the student status until the resolution on the payment concession becomes final;
 - g) if the student fails to comply with his/her payment obligation or fails to prove his/her edibility based on social needs in accordance with points b)–c) within fifteen (15) days of the notice, the student status shall be terminated on the basis of the relevant provisions of the Study and Exam Regulation;
 - h) if students prove their social situation upon request, but their need is not justified by the Student Social Committee, the Student Services Head of Neptun and Student finances shall reject the application, and inform the organisational unit that assigned the item. On this basis, the organisational unit assigning the item prescribes the deadline for the student to pay the arrears. If students fail to pay their debt by this deadline, their student status shall be terminated on the basis of the relevant provisions of the Study and Exam Regulation.
- (3) Students may not submit a request for a payment concession if they have an expired payment obligation to the University in any respect.
- (4) If a payment obligation incurs and the student makes a late payment, the University shall be entitled to deduct the expired debt from the student's joint account on the basis of the education contract signed with the student.
- (5) In respect of students and/or former students for whom the expired debt cannot be deducted from the joint account, the University may enforce its claim in a non-judicial or litigation procedure.

Terms and conditions for granting benefits relating to the performance of the payment obligation


63.§

- (1) Students are obliged to pay the programme cost determined for the given semester, and if relevant, the foreign language programme tuition contribution in accordance with the provisions of the RSFB.
- (2) If a student is unable to pay the programme cost and/or the foreign language programme tuition contribution charged in a lump sum, he/she may initiate in Neptun to pay it in two (2) parts. The payment in instalments is possible by paying 50% of the programme cost, and if relevant, of the foreign language programme tuition contribution prior to enrolment/registration (until the end of the registration period), as defined in Article 61, and the remaining 50% by 20 September for the autumn semester and 20 February for the spring semester. It is possible to apply different dates in the case of programmes where the schedule of the academic year differs from the general schedule of the University in


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the academic year. In this case, the payment deadline is included in the calendar of the academic year of the given programme.

- (3) After the expiration of the programme duration, the programme cost and/or foreign language programme tuition contribution for the credits shall be paid in accordance with paragraph (1), but may also be paid at the student's initiative in accordance with the schedule set out in paragraph (2).
- (4) If a student makes use of the possibility of payment in instalments pursuant to paragraphs (2) and/or (3), no exemption, deferred payment or further payment in instalments may be granted to him/her in respect of the given item of the given semester.
- (5) The Student Services Head of Neptun and Student finances shall decide on the subject of the request under paragraphs (2) and (3).
- (6) In the case referred to in paragraphs (2) and (3), the Student Services shall automatically interrupt the announcement of the student's programme cost and/or foreign language programme tuition contribution, and modify the payment deadlines.
- (7) Students may request a deferred payment only on the grounds of financing the student loan, by attaching the number of the Student Loan contract to the item in Neptun, thereby stating that they intend to pay the programme cost, and if relevant, the foreign language programme tuition contribution on student loans, and for this reason s/he requests a deferred payment. The Student Services shall examine the contract number and, in case it is valid, shall extend the payment deadline for the assigned item to the deadline specified by the Diákhitel Központ Zrt. If it can be established that the contract number is not real, then the Student Services will request the student's contract for the purpose of proof, and the deadline shall not be extended until then.
- (8) If students use a deferred payment on the basis of the reason set out in paragraph (7), they shall not be entitled to pay in instalments provided for in paragraphs (2) or (3) in respect of the same legal title.
- (9) Students may submit a request for payment in instalments or deferred payment via Neptun, by no later than one (1) week before the last day of the enrolment or registration period, in relation to the payment of the fees set out in Annex 4 of the RSFB, with the exceptions set out in paragraph (11), and the dormitory fees set out in Annex 6 of the RSFB, up to a maximum of one (1) time per semester and for one (1) item, if the student has at least one (1) active semester and has no overdue debt to the University.
- (10) The decision maker in the case of applications under paragraph (9), if the application is for a fee according to Annex 4 of the RSFB, the Student Services Head of Neptun and Student finances, or in the case of dormitory fees, the dormitory head, who may give a payment in instalments concession for up to two (2) instalments.
- (11) No instalment or deferred payment benefit or exemption from payment shall be granted on the basis of the following default and late payment charges, other remuneration fees and participation in Community activities:
 - a) every third and other exams, lectures, seminars, consultations, practical sessions and field studies in the same subject,

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- b) registration for physical education subject in a semester other than the one recommended in the operational curriculum, re-registration in case of non-compliance or in case of registration beyond the fulfilment obligation stipulated in the operational curriculum,
 - c) submission of applications,
 - d) certificates relating to studies,
 - e) unjustified absence from examinations (“no show”)
 - f) late payment,
 - g) delayed selection of the specialisation,
 - h) modification of the course record outside the registration period,
 - i) late submission/presentation of certificates and proofs,
 - j) failure to comply with other administrative obligations,
 - k) submission of the thesis after the deadline,
 - l) application for final examination after two (2) years,
 - m) final exam repetition,
 - n) issue of a duplicate diploma, diploma supplement
 - o) admission procedure, recognition procedure fees.
- (12) If the payment in instalments or deferred payment is determined at the request of the student, the Student Services Head of Neptun and the Student finances shall take a resolution on the decision on the fulfilment of the payment obligation. The resolution providing for the possibility of payment in instalments or the deferred payment shall specify:
- a) the time limit and schedule for the payment, stipulated that in the case of payment in instalments the first and second instalments shall be paid by the date specified in paragraph (2) and in the case of deferred payment by the date specified in paragraph (7),
 - b) the consequences of non-compliance,
 - c) in the event of a refusal, reasoning of the decision and information on the possibility of legal remedies.
- (13) If a student has already been given the option of a deferred payment or payment in instalments for a given semester under the provisions of this Article on one (1) occasion in the case of a given payment obligation, no further concession(s) may be given to him/her for the same item.
- (14) The provisions concerning the payment concessions of the dormitory fee are set out in Annex 7 of the RSFB.

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Rules for repayment of fees and charges paid

64.§

- (1) In the case of suspension of the legal status in the case of self-funded students, the total cost of the suspended semester (including the foreign language programme tuition contribution) shall be repaid to the students:
 - a) if they report by 14 October in the autumn semester and by 14 March in the spring semester that their student status is suspended, or
 - b) if students revoke their application by 14 October in the autumn semester and by 14 March in the spring semester, or
 - c) students demand the suspension of their student status due to birth, illness, accident or any other unexpected reason, and report it at any time by the end of the study period.
- (2) In case of termination of the legal relationship, the full amount of the programme cost shall be repaid to self-funded students if by 14 October in the autumn semester or by 14 March in the spring semester if
 - a) the student declares that s/he terminates his/her student status or
 - b) the University terminates their student status.
- (3) In the case of termination/suspension, the programme cost for the semester of termination/suspension shall be repaid pro rata temporis to the students if, for any reason, their student status is terminated or suspended on or after 15 October in the autumn semester, or on 15 March or after in the spring semester, but no later than the last day of the study period, or they suspend their legal relationship, except in the case referred to in paragraph (1) c).
- (4) In the calculation of the pro rata temporis part referred to in paragraph (3) (every six months), the period between the first and the last day of the study period shall be calculated in a way that the amount of the programme cost paid must be divided by the number of weeks over the study period and the result must be multiplied by the number of weeks not yet started during the study period, and the resulting pro rata temporis amount shall be repaid to the student in the case referred to in paragraph (3).
- (5) A request for a return may be submitted at any time.
- (6) Such requests shall be assessed by the Student Services Head of Neptun and Student finances within fifteen (15) days of submission.
- (7) These decisions shall be communicated to the student in a Neptun resolution.
- (8) After the decision referred to in paragraphs (6) to (7), steps shall be taken for the repayment within fifteen (15) days. If the University has a valid claim against students and the amount thereof is higher than the University's debt to a student, the payment must be made only after the students make their own payment. If the amount of the claim against the student is lower than the amount of the obligation against him/her, the deadline for the repayment shall be 15 days after the decision.

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- (9) The repayment of the foreign language programme tuition contribution shall be effected in accordance with paragraphs (1) to (8).
- (10) The paid cost and/or the foreign language training contribution shall not be repaid if the student submits/submits his/her application for the termination or suspension of his/her student status after the last day of the tenure period, except in the case referred to in paragraph 1 (c).
- (11) Students may also request the repayment of the programme cost and/or the foreign language programme tuition contribution in case of erroneous payment.
- (12) Due to erroneous determination of the programme cost and/or the foreign language programme tuition contribution, students may – within fifteen (15) days of the determination of the fee payment obligation – make a comment at the Student Services department and request the return of the paid amount during their student status based on the data recorded in Neptun, by providing a name, bank account number and tax identification number after the termination of their student status.
- (13) The Student Services shall investigate such requests within eight (8) working days and, if the student's request is justified, it shall, subject to paragraph (17), take steps within five (5) days in order to repay the amount wrongly paid.
- (14) The fee, dormitory charge or fee paid may not be reclaimed, except in the case of an erroneous finding or an erroneous payment. It is not considered as an erroneous payment if the student does not use the service for the paid fee (e.g. pays the fee of the correction examination, but does not use the possibility of the correction examination later).
- (15) In the case referred to in paragraph (14), repayment shall be made in accordance with paragraphs (11) to (13).
- (16) In case the amount paid in Neptun has not yet been assigned to any of the listed items, the student can initiate the transfer to the account number specified in Neptun. No request is required in this case.
- (17) Erroneously paid charges or fees shall not be repaid during the academic year under ten thousand (10,000) Forints, that is, repayment during the academic year shall be made only if the amount of the given charges or fees paid wrongly reaches ten thousand (10,000) Forints. The University shall repay to the student the fees of a smaller amount jointly, if more than one charges or fees are involved, by the last day of the given semester.

IV. CHAPTER

Miscellaneous and final provisions

Equity

65.§

- (1) Upon the student's request, in two (2) cases, where appropriate, within the maximum period of studies, the rector may permit equity – in cases related to the RSFB – in the case specified in paragraph either (2) or (3), if the student has no expired payment obligation to the University.


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- (2) Pursuant to paragraph (1), an equity permit may be requested for:
 - a) deferred payment of programme costs, payment of instalments,
 - b) deferred payment of foreign language programme tuition contributions, payment in instalments,
 - c) deferred payment of dormitory fees, payment in instalments,
 - d) deferred repayment of the Corvinus scholarship, payment in instalments.
- (3) Disabled students with an excellent academic record may submit equity request two (2) times during their studies exemption from the obligation to pay their own programme cost and/or foreign language programme tuition contribution for one (1) semester.
- (4) The request for equity may be submitted at any time, subject to the payment of the fee specified in Annex 4 to the RSFB.
- (5) The request may cover one request/item. The application must contain the reason(s) justifying the application for equity and be accompanied by the document(s) supporting the reason(s).
- (6) The Rector shall assess the request for equity and make a decision within fifteen (15) days of submission.
- (7) These decisions shall be communicated to the student in a Neptun resolution.
- (8) An equity decision does not need to be justified, and there is no legal remedy against such decisions.
- (9) A request for equity may only be submitted and granted under a student status.

Special provisions for guest students and students in specialisation programmes

66.§

- (1) Students of other domestic higher education institutions, if they participate in a programme funded through state scholarship in their parent institution, and have a guest student status with the University, have the same rights and obligations as students of the University participating in programmes funded through state scholarship.
- (2) Students of a foreign higher education institution, if they come from a higher education institution with which the University has a cooperation agreement regarding student exchange, and the quota set in the agreement has not yet been reached, shall have the same rights and obligations as the students of the University in programmes funded through state scholarship. In the event of exceeding the quota or in the absence of a cooperation agreement regarding student exchange, the student shall pay the relevant programme cost and, where relevant, a foreign language programme tuition contribution.
- (3) Students of a foreign higher education institution having a guest student status in an individually organized part-time programme at the University may:
 - a) register for subjects at the University if paying the fees, provided that they are a citizen and family member of a contracting state to the Agreement on the European Economic Area and conduct studies at their mother's university in self-funded form,


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- b) conduct studies only in self-funded form, provided that they are not a citizen and family member of a contracting state to the Agreement on the European Economic Area. The fee for the cost course registration is included in Annex 2 of the RSFB.
- (4) Students of other domestic higher education institutions, if they take part in self-funded programmes in their parent institution, are obliged to pay a course registration fee, with the exception of students studying in joint programmes with the University and other higher education institutions.
- (5) A student who has established a student status in specialisation programmes shall pay a programme cost, the extent of which is included in Annex 2 of the RSFB.


Rules for the reclassification from programmes funded through state scholarship to self-funded programmes

67.§

- (1) Students are classified in a state scholarship or self-funded programme for a period of one academic year.
- (2) Every academic year, the University is obliged to reclassify to self-funded programme all students supported by a state scholarship who established their student status prior to the 2016/2017 academic year, who have not completed at least fifty percent (50%) of the credits required in the recommended curriculum or average academic performance over the last two semesters in which the student status was not suspended, and those who withdraw their statement under Article 48/D (2) of the HEA.
- (3) Every academic year, the University is obliged to reclassify to self-funded programme all students supported by a state scholarship who established their student status prior to the 2016/2017 academic year, and did not participate in a foreign programme in any EEA Member State, who have not completed at least 18 credits or have not completed the weighted average academic performance described in table 1 of this Article over the last two semesters in which the student status was not suspended, and those who withdraw their statement under Article 48/D (2) of the HEA.
- (4) Students who have been reclassified on the basis of paragraphs (2) or (3) may continue their studies only in self-funded programmes.
- (5) In order to determine the number of students that can be reclassified in the next academic term:
 - a) the number of state scholarship students that had their student status terminated before obtaining the final certificate (absolutorium),
 - b) the number of state scholarship students reclassified in self-funded programme,
 - c) the number of students that have already used the period of funding provided by Article 47 (3) of the HEA. in the given department and in the semester closed,
 - d) or for any other reason, continue their studies in a self-funded programme should be determined on the basis of the students' educational performance in the given academic year, in the given department.


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- (6) If the student status of a student in a programme funded through state scholarship is terminated before the completion of his/her studies, or the student continues his/her studies in a self-funded programme for any reason, s/he may be replaced by University students who continue their studies in the same programme in a self-funded form.
- (7) For the state scholarship student maximum number of students, self-funded students may be reclassified, whose:
- a) student status was established prior to the 2016/2017 academic year and obtained in the last two enrolled semesters at least fifty percent (50%) of the credits required in the recommended curriculum and has a top ranking on the student ranking prepared for the self-funded students in the given programme and year in accordance with paragraphs (12)–(15), and whose weighted average academic performance is higher than the weighted average academic performance of the best student from the lower fifth of the student ranking prepared for state scholarship students in the given programme and year in accordance with paragraphs (12) – (15) prior to the reclassification of state scholarship students to self-funded programme;
 - b) student status was established in or after the 2016/2017 academic year and in the average of the last two semesters still having an active student status, the student obtained at least eighteen (18) credits or reached at least the weighted average academic performance specified in Table 1 of this Article, based on the ranking of the applicants.
- (8) At the end of the school year, from the last day of the exam period until 5 July, self-funded students with outstanding academic performance may submit the application under paragraph (7) for reclassification to a programme funded through state scholarship.
- (9) The decision on reclassification must be made on the basis of the educational performance of self-funded students who request reclassification in the Hungarian state scholarship.
- (10) Students who have completed their studies at the University in a maximum of one academic term and who have not been able to complete their semester due to the provisions of Article 47 (6) of the National Higher Education Act. shall be ignored in the decision on the reclassification of the given academic year.
- (11) Students commencing their studies in or before the first (autumn) semester of the 2019/2020 academic year in a self-funded programme may apply for reclassification to a Hungarian state scholarship form.
- (12) For the reclassification between state scholarship and self-funded programmes, at the end of each academic year by 15 July at the latest, the Student Services shall prepare a ranking based on the weighted average academic performance (rounded to two decimals) of the students – based on the results of the previous academic year of the state scholarship students closed by 5 July at the latest.
- (13) All state scholarship students must be included in this ranking, regardless of how many credits they have completed or if their student status has been terminated during the year.
- (14) After the first registration for the semester, the first two semesters of the students shall be taken into account for the calculation of the weighted average academic performance, even if they have registered a passive semester within one (1) year of their enrolment. In this

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case, the credits completed in the only active semester shall serve as the basis for the aggregate adjusted credit index. An exception to this is if the student status has been suspended for reasons specified in the National Higher Education Act (childbirth, accident, long-term hospital treatment, illness). Subsequently, the student's performance in the last two (2) active semesters shall be taken into account at the end of each academic year when calculating the weighted average of the students' further studies.

- (15) Students in the 3. year of the bachelor's degree and those in the 2. year of the master's degree who do not obtain a final certificate (absolutorium) in the sixth (6.) active semester of their bachelor's degree or in the fourth (4.) active semester of their master's degree programme shall be treated separately from the other years as a separate year when preparing the ranking.
- (16) The decision must be the identical for all students with the same weighted average academic performance.
- (17) The decision on the reclassification between state scholarship and self-funded programmes must be taken by 31 July each year, once a year.
- (18) Reclassification will be decided by the competent dean.
- (19) These decisions shall be communicated to the student in a Neptun resolution.
- (20) In the reclassification resolution on the change of the form of financing, the maximum number of semesters the student may use after the reclassification must be determined by simultaneously examining the student's support period available pursuant to Article 47 (3)–(7) of the HEA.
- (21) Upon registration for the first semester following the reclassification to state scholarship, students shall make a statement in writing on the acceptance of the conditions of the state scholarship. The statement must be attached to the master sheet.
- (22) Self-funded students whose number of previously used state scholarship semesters exceeds the duration specified in the programme and outcome requirements of the given study programme by two or, in the case of students with disabilities, by up to six, shall not qualify for programmes funded through state scholarship
- (23) Based on the available data, the University determines the number of state-sponsored and/or Hungarian state (partial)scholarship semesters used by the student, and if required by law – within fifteen (15) days from the date of the determination – it makes a decision on changing the form of financing. The decision is made by the competent dean. These decisions shall be communicated to the student in a Neptun resolution. Upon the finalization of the resolution, the Student Services shall immediately modify the form of financing the student training in Neptun.
- (24) In the case of paragraph 23, the decision shall be taken every six months after the end of the training period, but no later than 15 March after the autumn semester and no later than 15 October after the spring semester.
- (25) Non-reclassified students will continue their studies in the form as in the previous academic year.

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- (26) Students with state scholarships who have participated in an exchange programme in a non-EEA Member State will be conditionally reclassified by the University to a self-funded programme at the time of the reclassification. If the student has completed the subjects, s/he shall submit the relevant application for admission to the subject in accordance with the Study and Exam Regulation, together with the documents proving the completion. After the subjects are accepted, the University shall reclassify them to a programme funded through state scholarship.

Table 1.

Weighted average academic performance for reclassification (for the period)					
Field of study according to Government Decree no. 139/2015. (VI. 19.)	The establishment of the student status				
	between 1 September 2016 and 31 August 2017	between 1 September 2017 and 31 August 2018	between 1 September 2018 and 31 August 2019	between 1 September 2019 and 31 August 2020	From 1 September 2020
agricultural	2.25	2.5	2.75	3.00	3.00
economics	2.25	2.5	2.75	3.00	3.00
informatics	2.25	2.5	2.75	3.00	3.00
teacher programme	2.5	2.75	3.00	3.25	3.50
social sciences	2.5	2.75	3.00	3.25	3.50


- (27) In the case of doctoral training, in addition to the general provisions on doctoral programme laid in this Article, the competent organisation defined in the Doctoral Regulations shall decide on the reclassification of students between state scholarship and self-funded programmes within the framework of the National Higher Education Act and the Implementation Decree, as specified in the Doctoral Regulations.

- (28) Self-funded students who commence their studies in the spring semester of the 2019/2020 academic year or later may not be reclassified to state scholarship programmes.

Transitional rules for the competent boards

68.§

- (1) The mandate of the board of referees involved in the evaluation of scholarship applications and operating at the time of the entry into force of this Policy shall be valid until the termination of their original mandate.
- (2) New boards shall be mandated from the day after the expiry of the mandate of the board referred to in paragraph 1.

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Special provisions for those who do not have a student status


69.§

- (1) Former students who no longer have a student status at the University or have no student status in their given programme (hereinafter referred to as: former students), as well as third parties requesting the issuance of documents related to the former students' studies, may request the issuance of documents related to their former studies.
- (2) The titles and rates of the fees payable by the students are set out in Annex 5 of the RSFB. If the service fee is not included in Annex 5 of the RSFB, the given document is issued free of charge.
- (3) The service fees shall be transferred to the University's bank account:
 - a) in HUF, if the transfer is made from a bank account in Hungary,
 - b) in EUR, if the transfer is made from a bank account held abroad.
- (4) Other fees for former students are also included in Annex 5 of the RSFB, provided, that the provisions of these Regulations shall apply to their payment.
- (5) No payment in instalments, exemption from payment, deferred payment or payment concession may be granted for the service fees under this Article.

Closing provisions

70.§

- (1) These Rules and their annexes were adopted by the Board of Trustees at its meeting on 1 July 2021.
- (2) These Rules shall enter into force on 1 September 2021, and at the same time the Regulation on Student Fees and Benefits approved by resolution no. 31/2020. (2020.08.18.) of the Board of Trustees shall be repealed.
- (3) The provisions of these Rules regarding the Scholarship for Demonstrators shall be applied for the last time to the grants announced in the semester 2021/2022/I (autumn). All rules on the Scholarship for Demonstrators expire on 31 January 2022.
- (4) In the case of grants announced before there Rules enter into force, the provisions in force on 31 August 2021 shall apply.
- (5) These Rules constitute part 4 of the Student Requirements.
- (6) Annexes to these Rules:
 - Annex 1: Criteria for institutional allowances
 - Annex 2: Self-funded foreign language programme tuition contribution
 - Annex 3: Admission procedure fees
 - Annex 4: Fees for regular students and students in doctoral programmes
 - Annex 5: Rates for students with terminated student status
 - Annex 6: Dormitory charges, dormitory fees

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Annex 7: Dormitory admission procedure

Annex 8: Principles of classifying dormitories by comfort levels

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Annexes

1. annex


Criteria for institutional allowances

1) Scholarship evaluation criteria


Scholarship applications at the University based on Articles 6 and 7	Assessment criteria	Point in this Annex	Rating ratio %
Article 6 (1) Scholarships to finance the programme cost for students and doctoral students			
(a) from State resources			
aa) Hungarian state scholarship	reclassification at the end of the academic year: based on the National Higher Education Act	2) a) ab)	
ab) Stipendium Hungaricum scholarship	the University does not judge, it only makes payments		
ac) Diaspora higher education scholarship	the University does not judge, it only makes payments		
ad) Scholarship Programme for Christian Young People	the University does not judge, it only makes payments		
b) from a maintainer source: Corvinus scholarship	review at the end of the academic year	15–17	
Article 7 (3) State scholarships, the assessment and/or payment of which the University contributes to:			
a) National higher education scholarship (organisation of the selection process and payment)	evaluation of the academic achievement	2) a) aa)	60%
	evaluation of scientific activity	4)	30%
	overall evaluation of public affairs and student organisation activities	8)	10%
	overall evaluation of sporting activity	6)	

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Scholarship applications at the University based on Articles 6 and 7	Assessment criteria	Point in this Annex	Rating ratio %
	evaluation of student organization professional activity	9)	
b) National higher education excellence scholarship	evaluation based on the criteria set out in the ministerial call for applications		
c) Bursa Hungarica Higher Education Municipal Scholarship	the University does not judge, it only makes payments		
d) The part of the Stipendium Hungaricum Scholarship that can be granted for students as financial benefits	the University does not judge, it only makes payments		
e) The portion of Diaspora Higher Education Scholarship that can be used for student financial benefits	the University does not judge, it only makes payments		
e) The portion of Scholarship Programme for Christian Young People that can be used for student financial benefits	the University does not judge, it only makes payments		
g) Scholarships in partial training abroad	the University does not judge, it only makes payments		
h) Hunyadi János Scholarship	the University does not judge, it only makes payments		
i) scholarships for non-Hungarian students participating in cost-paying and / or self-funded programmes	the University does not judge, it only makes payments		
j) Hungarian Sports Star Scholarship	the University does not judge, it only makes payments		
k) Cooperative Doctoral scholarship	the University does not judge, it only makes payments		

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Scholarship applications at the University based on Articles 6 and 7	Assessment criteria	Point in this Annex	Rating ratio %
Article 7 (4) Institutional scholarships for students conducting studies in Bachelor programmes, two-cycle or single-cycle master programmes:			
a) Scholarships financed by State and maintainer grants			
aa) study grant	evaluation of the academic achievement	2) a) aa)	100%
before September 2019	ranking criteria	2) e) ea)	
September 2019 and thereafter		2) e) eb)	
ab) social-based grant:			
(1) Regular grant based on social needs	<i>Evaluation criteria for assessing the social background</i>	12)	100%
	a) living conditions, marital status	12) a)	
	b) distance of the place of residence	12) b)	
	c) housing conditions	12) c)	
	d) calculation of points adjusted to the monthly net income per capita	12) d)	
(2) Exceptional grants based on social needs	Exceptional social grant evaluation criteria	13)	100%
(3) dormitory grant based on social needs	same evaluation criteria as the regular grants based on social needs	12) a), b), c), d), e), f)	100%
ac) extracurricular grants:			

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Scholarship applications at the University based on Articles 6 and 7	Assessment criteria	Point in this Annex	Rating ratio %
(1) Scholarship for Demonstrators	evaluation of demonstrator activity	3)	100%
(2) Scientific Scholarship	evaluation of scientific activity	4)	100%
(3) Public Affairs Scholarship	evaluation of public affairs scholarship	10)	100%
(4) Student organisation grant	evaluation of the student organisation grant	11)	100%
(5) Corvinus excellence scholarship	evaluation of the academic achievement	2) a) aa)	40%
	evaluation of scientific activity	4)	50%
	overall evaluation of public affairs and student organisation activities	8)	10%
	overall evaluation of sporting activity	6)	
	public education and other professional activities	9)	
(6) Partial training abroad scholarship	evaluation of the academic achievement	2) a) aa)	30%
	assessment of language skills	5)	
	evaluation of scientific activity	4)	22%
	overall evaluation of public affairs and student organisation activities	8)	22%
	overall evaluation of sporting activity	6)	
	evaluation of student organization professional activity	9)	

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Scholarship applications at the University based on Articles 6 and 7	Assessment criteria	Point in this Annex	Rating ratio %
	<i>criteria for assessing the conditions of stay abroad</i>		26%
	a) minimum amount required to make a living at the place of study	14) a)	
	b) the amount of the grant received by the student participating in the foreign exchange programme	14) b)	
	c) duration of the stay abroad	14) c)	
b) Excellence grant awarded in the framework of partnership programmes (this may include academic, social and extracurricular scholarships)	based on the call for applications		
c) Excellence grant awarded in the framework of domestic, EU or other grant programmes (this may include study, social and extracurricular scholarships)	based on the call for applications		
d) Excellence grant awarded from own resources (this may include study grants, social and extracurricular scholarships)	based on the call for applications		
Article 7 (5) Institutional scholarships for doctoral students:			
a) Scholarships financed by State and maintainer grants			
aa) study grant – Doctoral scholarship	no application is required, the right exists on the basis of the National Higher Education Act		
ab) Corvinus Doctoral scholarship	based on the call for applications		


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Scholarship applications at the University based on Articles 6 and 7	Assessment criteria	Point in this Annex	Rating ratio %
ac) extracurricular scholarships			
b) Excellence grant awarded in the framework of partnership programmes (this may include academic, social and extracurricular scholarships)	based on the call for applications		
c) Excellence grant awarded in the framework of domestic, EU or other grant programmes (this may include academic, social and extracurricular scholarships)	based on the call for applications		
d) Excellence grant awarded from own resources (this may include study grants, social and extracurricular scholarships).	based on the call for applications		
da) Scholarship aimed at promoting a research topic	based on the call for applications		
db) Scholarship to participate in a study visit	based on the call for applications		

- a. The scholarships set out in the RSFB shall be assessed on the basis of the criteria set out in this Annex.
- b. The tables contain recommended scoring (points) for the given activity, which may be deviated from in the call for applications.
- c. The call for applications shall specify the period during which the activity is to be included in the given evaluation.

2) Evaluation of the academic achievement

- a) Evaluation of the academic achievement
 - aa) or a scholarship average set in Article 72 (6) of the Study and Exam Regulation must be applied,
 - (1) The scholarship average is calculated on the basis of the results of all the subjects registered in the given active semester. The scholarship average is the result of the credit value and grades of the subjects completed in the semester divided by the number of credits taken. The scholarship average must be calculated with the marks achieved in the compulsory and compulsory optional subjects and their credit values, applying 1.2 weight.

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$$\text{The scholarship average is} = \frac{\sum 1,2 \times \text{credit}^K \times \text{érdemjegy}^K + \sum \text{credit}^V \times \text{érdemjegy}^V}{\sum 1,2 \times \text{credit}^K + \sum \text{credit}^V}$$

where

K: all compulsory/compulsory optional subjects stated in the sample curriculum/operational Specialization/academic specialisation,

V: the optional subjects taken according to the sample curriculum;

(2) scholarship average in the first semester for master students: based on the "scholarship average" from the recruitment points (100/20=5)

ab) the academic performance weighted by credits defined in Article 72 (2) of the Study and Exam Regulations shall be used:

Academic performance weighted by credits = $\frac{\sum(\text{credit points} \times \text{grade})}{\text{completed credit points}}$.

- b) The scholarship average and the credit weighted average academic performance will be calculated on the basis of the results of all the subjects enrolled in the semester(s) concerned
 - ba) Grades accomplished based on another (parallel) student status established in another higher education institution and obtained in such parallel courses cannot be included in the calculation of the scholarship average and the weighted average academic performance.
 - bb) The subjects closed with an insufficient grade or with a "missed exam", "no show" entry are included in the numerator of the formula with zero mark, an exception to this is, if the student in case of the given subject in the course of improving a successful examination does not attend the examination and receives a "not present/absent" entry, in this case the last successful grade and credit value of the given subject is indicated in the calculation.
 - bc) Relating to students pursuing their higher education at the master's level, in addition to credits required to obtain a diploma being a mandatory condition for the application, the subjects to be completed parallel with the training aimed at obtaining a diploma at master's degree level, are not included in the scholarship average and the credit weighted average academic performance, under the preliminary credit recognition process and including the credits completed in previous studies.
 - bd) Subjects completed in the framework of the guest student status, regardless of whether the student has completed them in the framework of the guest student status established with a domestic or foreign higher education institution, shall be deemed to have been completed by the student at the University and the results thereof shall be included in the study average weighted by weighted by credits and grades accepted by the Credit Transfer Committee.
- c) Scholarship average must be applied
 - ca) For the calculation of the study scholarship average,
 - cb) For National higher education grant,
 - cc) For grants in foreign partial training abroad,

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- cd) For Corvinus excellence scholarship.
- d) Average academic performance weighted by credits must be applied
 - da) Hungarian state scholarship (reclassification at the end of the academic year),
 - db) Corvinus scholarship (during review).
- e) Ranking criteria applied for the calculation of the study scholarships:
 - ea) For students who established a student status before September 2019
 - (1) The average scholarship achieved must be converted into study points. In doing so, the academic scholarship average shall be set to a range of 0.25 brackets, with a lower limit of 3.00, a upper limit of 5.00, and each bracket assigned to the scores in the table below.

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Number of the bracket	Lower limit of the bracket based on the scholarship average	Upper limit of the bracket based on the scholarship average	For the part of the scholarship average in the given bracket, the value of the multiplier assigned to 1/100	Study points
1.	3.00	3.25	1	equal to the scholarship average
2.	3.26	3.50	2	detailed in subpoint (2)
3.	3.51	3.75	3	
4.	3.76	4.00	4	
5.	4.01	4.25	5	
6.	4.26	4.50	6	
7.	4.51	4.75	7	
8.	4.76	5.00	8	


- (2) The average scholarship achieved is broken down by brackets and the 1/100 in the given bracket are multiplied by the multiplier assigned to the given bracket, the sum of which gives the study score. For example, in the case of a 4.32 scholarship average, 3.25 in the first (1st) bracket, $0.25 \times 2 = 0.50$ in the second (2nd) bracket, $0.25 \times 3 = 0.75$ in the third (3rd) bracket, $0.25 \times 4 = 1.00$ in the fourth (4th) bracket, $0.25 \times 5 = 1.25$ in the fifth (5th) bracket, $0.07 \times 6 = 0.42$ in the sixth (6th) bracket, so that in total: The student will have a study score of 7.17.

Scholarship average	Study points	Scholarship average	Study points	Scholarship average	Study points	Scholarship average	Study points
3.25	3.25	3.69	4.32	4.13	6.15	4.57	8.74
3.26	3.27	3.70	4.35	4.14	6.20	4.58	8.81
3.27	3.29	3.71	4.38	4.15	6.25	4.59	8.88
3.28	3.31	3.72	4.41	4.16	6.30	4.60	8.95
3.29	3.33	3.73	4.44	4.17	6.35	4.61	9.02
3.30	3.35	3.74	4.47	4.18	6.40	4.62	9.09
3.31	3.37	3.75	4.50	4.19	6.45	4.63	9.16
3.32	3.39	3.76	4.54	4.20	6.50	4.64	9.23
3.33	3.41	3.77	4.58	4.21	6.55	4.65	9.30
3.34	3.43	3.78	4.62	4.22	6.60	4.66	9.37
3.35	3.45	3.79	4.66	4.23	6.65	4.67	9.44
3.36	3.47	3.80	4.70	4.24	6.70	4.68	9.51
3.37	3.49	3.81	4.74	4.25	6.75	4.69	9.58
3.38	3.51	3.82	4.78	4.26	6.81	4.70	9.65
3.39	3.53	3.83	4.82	4.27	6.87	4.71	9.72
3.40	3.55	3.84	4.86	4.28	6.93	4.72	9.79
3.41	3.57	3.85	4.90	4.29	6.99	4.73	9.86
3.42	3.59	3.86	4.94	4.30	7.05	4.74	9.93
3.43	3.61	3.87	4.98	4.31	7.11	4.75	10.00
3.44	3.63	3.88	5.02	4.32	7.17	4.76	10.08

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3.45	3.65	3.89	5.06	4.33	7.23	4.77	10.16
3.46	3.67	3.90	5.10	4.34	7.29	4.78	10.24
3.47	3.69	3.91	5.14	4.35	7.35	4.79	10.32
3.48	3.71	3.92	5.18	4.36	7.41	4.80	10.40
3.49	3.73	3.93	5.22	4.37	7.47	4.81	10.48
3.50	3.75	3.94	5.26	4.38	7.53	4.82	10.56
3.51	3.78	3.95	5.30	4.39	7.59	4.83	10.64
3.52	3.81	3.96	5.34	4.40	7.65	4.84	10.72
3.53	3.84	3.97	5.38	4.41	7.71	4.85	10.80
3.54	3.87	3.98	5.42	4.42	7.77	4.86	10.88
3.55	3.90	3.99	5.46	4.43	7.83	4.87	10.96
3.56	3.93	4.00	5.50	4.44	7.89	4.88	11.04
3.57	3.96	4.01	5.55	4.45	7.95	4.89	11.12
3.58	3.99	4.02	5.60	4.46	8.01	4.90	11.20
3.59	4.02	4.03	5.65	4.47	8.07	4.91	11.28
3.60	4.05	4.04	5.70	4.48	8.13	4.92	11.36
3.61	4.08	4.05	5.75	4.49	8.19	4.93	11.44
3.62	4.11	4.06	5.80	4.50	8.25	4.94	11.52
3.63	4.14	4.07	5.85	4.51	8.32	4.95	11.60
3.64	4.17	4.08	5.90	4.52	8.39	4.96	11.68
3.65	4.20	4.09	5.95	4.53	8.46	4.97	11.76
3.66	4.23	4.10	6.00	4.54	8.53	4.98	11.84
3.67	4.26	4.11	6.05	4.55	8.60	4.99	11.92
3.68	4.29	4.12	6.10	4.56	8.67	5.00	12.00

- (3) Students not eligible for scholarships, i.e. who have not completed at least 23 credits and a scholarship average of 3.00, should not be included in homogeneous groups trained for awarding scholarships.
- (4) The median of the average scholarship of students eligible for a scholarship shall be determined for the eligible students under paragraph (3) for each department/homogeneous group. The median shall be calculated and rounded to two decimals.
- (5) Only students with a scholarship that exceeds the median value calculated for their homogeneous group can receive a scholarship.
- eb) For students establishing their student status in September 2019 and after, the amount of the study grant shall be determined as follows:
- (1) At university level, the amount of the scholarship for the average scholarship achieved is determined uniformly in such a way that:
- (a) the amount of the monthly minimum scholarship determined by the Presidential Committee is assigned to the 3.80 scholarship average squared,
 - (b) the amount of the monthly maximum scholarship determined by the Presidential Committee is assigned to the 5.00 scholarship average squared,
 - (c) in the range 3.80-5.00, the scholarship amount for the average scholarships must be determined per 1/100 between the minimum and maximum monthly scholarship amount.
- (2) Within a given homogeneous group (programme), the scholarship amount belonging to each scholarship average shall be allocated in decreasing order from the highest scholarship average and the scholarship amounts already allocated shall be cumulated as long as the scholarship amount belonging to the

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given homogeneous group covers this. The average of the scholarships for which funds are still available from the budget of the homogeneous group shall determine the minimum scholarship average in the given homogeneous group, above which the students will receive a study grant.

- f) When forming the homogeneous groups, efforts should be made to ensure that the same programmes (regardless of the site) are placed in the same group. Where justified by the number of students in the homogeneous group, different academic levels or courses in different languages may be combined.
- g) Students who have changed their major/training after the semester on which the scholarship is based shall be classified in the homogeneous group of the programme valid for their semester which the scholarship is based on.

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3) Evaluation of demonstrator activity

Overall assessment of the quality of the work performed by the demonstrator (where 1 is insufficient and 5 is for excellent quality)	
Educational activity and/or its support (giving courses, preparation, support the work of an institute instructor, consultations, etc.)	Time spent (hours/semester) 1 hour = 60 min
	Evaluation in text (if the time spent is greater than zero, 3-4 sentences are required to explain)
Participation in the organization and conduct of examinations, preparation of exam tasks, mid-year or year-end corrections	Time spent (hours/semester) 1 hour = 60 min
	Evaluation in text (if the time spent is greater than zero, 3-4 sentences are required to explain)
Participation in the organization of study competitions and other professional events organized by the Department	Time spent (hours/semester) 1 hour = 60 min
	Evaluation in text (if the time spent is greater than zero, 3-4 sentences are required to explain)
Participation in the compilation of educational materials	Time spent (hours/semester) 1 hour = 60 min
	Evaluation in text (if the time spent is greater than zero, 3-4 sentences are required to explain)
Other activities not listed above	Time spent (hours/semester) 1 hour = 60 min
	Evaluation in text (if the time spent is greater than zero, 3-4 sentences are required to explain)
Total time spent in the semester	

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4) Evaluation of scientific activity

Academic activity	Maximum points available	Proof required, additional info
1. Research activity	max. 10 points	Stamped, signed and dated recommendation of the head of the research or head of the department responsible
2. TDK (Students' Scientific Association), OTDK (National Conference of Students' Scientific Associations)		<p>It is acceptable for the results achieved in the semester relating to the application.</p> <p>A copy of the certificate verifying participation or placement, or a proof of participation indicating the date, issued by the organiser.</p> <p>Points can be given for several OTDK and/or TDK dissertations, but the given points cannot be higher than 35 and/or 25 points.</p>
OTDK	35 points maximum	
2.1 OTDK, participation/right to participate	3 points	
2.2 OTDK 1 st place	23 points	
2.3 OTDK 2 nd place	18 points	
2.4. OTDK 3 rd place	13 points	
2.5 OTDK special reward	13 points	
TDK	25 points maximum	
2.6 TDK 1 st place	15 points	
2.7 TDK 2 nd place	12 points	
2.8 TDK 3 rd place	10 points	
2.9 TDK special reward	7 points	
2.10 For TDK dissertation	5 points	
3. Other professional and academic competitions	10 points maximum	
4. Publications, conferences	50 points maximum	
4.1 Publication in a scholarly journal, book or book chapter, in Hungarian	20	Publication in a scholarly journal: it is necessary to attach the abstract of the publication, and the proof of the fact of the publication and the opinion of
4.2 Publication, book or book chapter published in a	30	

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scholarly journal in a foreign language		the department specialised, which covers the text evaluation and, on this basis, the points recommended. Exception: if the student is employed by the journal or daily newspaper. The points shall be granted for actually published articles only, it is not possible to grant any points if the production of the article was an activity affecting the given semester.
4.3 Publication in the conference volume in Hungarian	10	
4.4 Publication in the conference volume in foreign languages	15	
5. Scientific conferences, panel discussions, scientific events	20 points maximum	
5.1 Organisation of scientific conferences, panel discussions, scientific events, participation in Hungarian language	10	proof No proof of scientific activity may be submitted to internal conferences organised by a student organisation.
5.2 Organisation of scientific conferences, panel discussions, scientific events, participation in foreign languages	15	proof

- a) The points to be achieved for a valid application shall be determined by the Board of referees for each evaluation, whose composition must be recorded in the call for applications.
- b) If the student submits the application with a TDK dissertation or other scientific work as a co-author, the following points apply:
 - ba) if the dissertation has two authors of, the applicant shall receive 70% of the maximum points,
 - bb) if the dissertation has more than two co-authors, the student can get the maximum eligible points divided by the number of authors.

5) Assessment of language skills

Language exam (10 points maximum)		
professional advanced	Type C	5 points
general advanced	Type C	4 points
professional advanced	Type A or B	4 points
general advanced	Type A or B	3 points

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professional intermediate	Type C	3 points
general intermediate	Type C	2 points
professional intermediate	Type A or B	2 points
general intermediate	Type A or B	1 point


6) Overall evaluation of sporting activity

Sporting activity	Available points	Proof required, additional info
1. Outstanding sporting activity	max. 15 points	Copy of the certificate of placement/participation achieved or certificate of participation in the competition issued and signed by the organizer(s). In the case of active and effective sports activities*, certification from the association/department, etc., is required. In the case of students who regularly play on the University's sports team, the verification of the Physical Education and Sports Centre is required.
1.1 Active and effective sporting activities	max. 7 points	
1.2 For Olympic Framework Membership and for ranks 1-10. at World or European Championships	max. 15 points	


*Participation in county, regional and/or national competitions for the last 1 year is appropriate for active and successful sports activities.

7) Detailed evaluation of sporting activity

Sporting activity		100 points for the entire period of studies		Proof required, additional info			
1. Outstanding sporting activity		max. 100 points		Copy of the certificate of placement/participation achieved or certificate of participation in the competition issued and signed by the organizer(s). In the case of active and effective sports activities, certification from the association/department, etc., is required.			
1.1 Active and effective sporting activities		40 points					
1.2 For Olympic Framework Membership and for ranks 1-10. at World or European Championships		75 points					
contest		points					
		participation	1 st place	2 nd place	3 rd place	4 th place	5 th place


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HUNGARIAN COLLEGE AND UNIVERSITY NATIONAL CHAMPIONSHIP	100	100	80	60	40	20	10
NATIONAL CHAMPIONSHIP I.	100	100	80	60	40	20	10
NATIONAL CHAMPIONSHIP II.	50	100	80	60	40	20	10
NATIONAL CHAMPIONSHIP III.	25	100	80	60	40	20	10
National athlete	300	100	80	60	40	20	10
College Games	400	100	80	60	40	20	10
EUROPEAN CHAMPIONSHIP - EUROPEAN CUP	500	100	80	60	40	20	10
UNIVERSIADE	700	100	80	60	40	20	10
WORLD CHAMPIONSHIP - WORLD CUP	900	100	80	60	40	20	10
Olympics	1000	100	80	60	40	20	10

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8) Overall evaluation of public life and student organisation activities

Public life and student organisation activities	Available points	Proof required, additional info
1. Activity in the student public affairs	max. 15 points	<p>Points may be awarded for activities carried out in the Student Union, for work carried out in a dormitory committee, and for work carried out in a student organization accredited by the Students Union. The accreditation category of a student organisation for a certificate issued by that student organisation shall be taken into account for the date of issue of the certificate. A certificate issued by the competent college for advanced studies and/or student organisation may be accepted, dated, stamped and signed by the Head of the given college or student organisation, which includes the evaluation in writing and, on that basis, the score offered by the Head of the organisation. If it is not stamped, it shall be certified by the Student Union.</p>
1.1 Membership in a student organisation	max. 5 points	
Student Union	max. 5 points	
Category A student organisation	max. 5 points	
Category S1 student organisation	max. 3 points	
Category K1 student organisation	max. 3 points	
Category S2 student organisation	max. 2 points	
Category K2 student organisation	max. 2 points	
1.2 Intermediate management activities in student organisations	max. 10 points	
Student Union	max. 10 points	
Category A student organisation	max. 10 points	
Category S1 student organisation	max. 7 points	
Category K1 student organisation	max. 7 points	
Category S2 student organisation	max. 4 points	
Category K2 student organisation	max. 4 points	
1.3 Senior management activity in student organisations	max. 15 points	
Student Union	max. 15 points	
Category A student organisation	max. 15 points	
Category S1 student organisation	max. 12 points	
Category K1 student organisation	max. 12 points	
Category S2 student organisation	max. 8 points	
Category K2 student organisation	max. 8 points	

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9) Evaluation of Student Organization Professional activity

Student organisation activities	Available points	Proof required, additional info
1. Any other professional activity or course attendance in a college for advanced studies or other organisation accredited by the Student Union for which the student has not received a credit.	max. 6 points	The accreditation category of a student organisation for a certificate issued by that student organisation shall be taken into account for the date of issue of the certificate. Certificates issued by the competent college for advanced studies and/or student organisation may be accepted, dated, stamped and signed by the head of the given college or student organisation. If it is not stamped, it shall be certified by the Student Union. Courses organized by a student organisation may be accepted closed and completed in the semester preceding the application period. An official certificate of the content/nature of the course must be attached. Certification saved from Neptune may not be accepted. The certificate issued by the organisation holding the course must include the duration of the course and be stamped, signed and dated. 3 points may be awarded per course.
Student Union	max. 6 points	
Category A student organisation	max. 6 points	
Category S1 student organisation	max. 4 points	
Category K1 student organisation	max. 4 points	
Category S2 student organisation	max. 2 points	
Category K2 student organisation	max. 2 points	Courses organized by a student organisation may be accepted closed and completed in the semester preceding the application period. An official certificate of the content/nature of the course must be attached. Certification saved from Neptune may not be accepted. The certificate issued by the organisation holding the course must include the duration of the course and be stamped, signed and dated. 4 points may be awarded per course.
2. Professional course in a foreign language (non-linguistic and non-territorial or cultural knowledge) for which the student has not received a credit.	max. 8 points	

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10) Public Affairs Scholarship evaluation method

Activities in the Student Union	Points	Signer of the certificate
Tasks related to operational implementing bodies		
Head of Division tasks or activity at the Student Social Committee (Head of Division/working group)	0–90	Head of the Student Council
Coordinator/Desk Officer tasks in the division	0–50	Head of the Student Council
Project manager tasks in the division	0–30	Head of the Student Council
Division/ working group member tasks	0–30	Head of the Student Council
Non-divisional ad hoc project tasks	0–30	Head of the Student Council
Tasks related to representative boards		
Delegate meeting (attendance, chairing, presentation, minutes, other)	0–20	Head of the Student Council
Supervisory Committee (attendance, chairing, presentation at the meeting, keeping minutes, ad hoc tasks)	0–50	Head of the Student Council
University committees, other bodies (verbal admission committees, Public Affairs Evaluation Board, other)	0–40	Head of the Student Council
Other outstanding representative activities (Student Union representation, negotiations, other)	0–30	Head of the Student Council
Delegated tasks in institutes/departments (communication with institutes and departments)	0–20	Head of the Student Council
Activities conducted outside the Student Union		
Event organisation (organization, management)	0–40	In the case of activities in Corvinus organisational units, the head of the organisational unit, in other cases the Head of the Student Union

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Increasing the reputation of the University (not through event organization)	0–20	In the case of activities in Corvinus organisational units, the head of the organisational unit, in other cases the Head of the Student Union
Work on a project led or supervised by a university organisational unit	0–50	Head of a Corvinus organisational unit
Activity bonus for public activities		
Activity bonus for public activities	0–50	-

- Points can be awarded only one time per activity.
- It is not possible to apply with an activity that the student has performed under an employment contract, student employment contract or an agency contract, for which he/she has received some kind of (material, financial) consideration.
- Activity bonuses can only be added for one activity per application.


11) Student Organization Scholarship evaluation method

Based on the position	Points	Attested by
presidential fund	0–100	the head of the student organisation (in case he/she is prevented from doing so, the person substituting him/her) certifies the activity by giving an opinion
senior management fund	0–75	
middle management fund	0–50	
project management fund	0–35	
By the activity		
event planning	0–30	
organizing and holding course-training	0–30	
other	0–30	
Activity bonus		
activity bonus	0–30	

- Activity bonuses can only be added to one activity per application and only in one category.
- An activity can be listed only in one category and point(s) may be given only one time.
 - the criteria for evaluation on the basis of activity must be well separated from the evaluation on the basis of function.

1) Additional evaluation criteria:

- Size of the student organisation.
- Organization of events that enhance the reputation of the University or if the organization provides “outsourced” services (e.g. teaching, integration of foreign students, etc.) will receive an increased reward.
- Considering any outstanding activity of the organization (e.g. research seminars, organization of several events per week, etc.).

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- d) Points are given by the Student Organisation Evaluation Board not only in proportion to the number of hours, but also taking into account the quality. The number of hours is there only as a guideline. If the applicant deserves more points than the highest limit in a given section, the Student Organisation Evaluation Board will balance the work with the Activity Bonus.
- e) The Evaluation Board shall decide on the number of points to be given based on the activity described in the tenders and their experience.

12) Evaluation criteria for assessing the social background

- a) living conditions, marital status

Family circumstances of the applicant	
Semi- orphan	18 points
Orphan	23 points
Disadvantaged	15 points
Multiply disadvantaged (applicant):	25 points
Applicant with disability	20 points
Based on pharmaceutical expenses	0-20 points
Circumstances for self-employed applicants	
Applicants raising a child	15 points/child
Breadwinner/Self-supported applicants	15 points

- b) distance of residence (up to 20 points)

bb) The number of points that can be earned based on the distance to the place of residence is listed in the table below. +1 point, on top of the points listed in the table, may be given to students having their permanent residence outside Hungary.

Distance to place of residence	Points
Local (Budapest)	0 points
Within 30 km	3 points
30 - 59 km	5 points
60 - 89 km	7 points
90 - 119 km	9 points
120-149 km	11 points

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150 - 179 km	13 points
180 - 209 km	15 points
210 - 239 km	17 points
Over 240 km	19 points

c) housing conditions (up to 10 points)

Type of housing conditions	Points
Type of the applicant's permanent residence:	
Student residing in a property owned by him/herself or a family member	0
The breadwinner's permanent residence is a rental property (does not apply to self-employed applicants)	4
If the applicant is not from Budapest/Székesfehérvár, his/her place of residence is:	
Property owned by him/herself or a family member	0
Dormitory	4
Sublease (not having a resolution rejecting the dormitory request)	0
Sublease (having a resolution rejecting the dormitory request)	6

d) calculation of points adjusted to the monthly net income per capita

Minimum	Maximum	Points	Minimum	Maximum	Points	Minimum	Maximum	Points
0	40 900	70	63 901	64 900	46	88 901	90 900	22
40 901	41 900	69	64 901	65 900	45	90 901	92 900	21
41 901	42 900	68	65 901	66 900	44	92 901	94 900	20
42 901	43 900	67	66 901	67 900	43	94 901	96 900	19
43 901	44 900	66	67 901	68 900	42	96 901	98 900	18
44 901	45 900	65	68 901	69 900	41	98 901	100 900	17
45 901	46 900	64	69 901	70 900	40	100 901	102 900	16
46 901	47 900	63	70 901	71 900	39	102 901	104 900	15
47 901	48 900	62	71 901	72 900	38	104 901	106 900	14


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48 901	49 900	61	72 901	73 900	37	106 901	108 900	13
49 901	50 900	60	73 901	74 900	36	108 901	110 900	12
50 901	51 900	59	74 901	75 900	35	110 901	112 900	11
51 901	52 900	58	75 901	76 900	34	112 901	114 900	10
52 901	53 900	57	76 901	77 900	33	114 901	116 900	9
53 901	54 900	56	77 901	78 900	32	116 901	118 900	8
54 901	55 900	55	78 901	79 900	31	118 901	120 900	7
55 901	56 900	54	79 901	80 900	30	120 901	122 900	6
56 901	57 900	53	80 901	81 900	29	122 901	124 900	5
57 901	58 900	52	81 901	82 900	28	124 901	126 900	4
58 901	59 900	51	82 901	83 900	27	126 901	128 900	3
59 901	60 900	50	83 901	84 900	26	128 901	130 900	2
60 901	61 900	49	84 901	85 900	25	130 901	132 900	1
61 901	62 900	48	85 901	86 900	24	over 132 901		0
62 901	63 900	47	86 901	88 900				

- e) In the process of the income calculation, for the autumn semester the average of April, May, June, for the spring semester September, October and November, and for other incomes the 1/12 of the last year closed with a tax declaration shall be taken into account.
- f) If students do not require the inclusion of income points for the regular grant based on social needs, they do not need to certify the incomes received.
- g) Evaluation and extent of the dormitory grant based on social needs:

Social scores	Amount of the dormitory grant based on social needs expressed as a % of the maximum amount
from 70 points	100%
69–40	50%
39–0	0%

Dormitory building	Maximum amount of dormitory grant based on social needs per month
Tarkarét	HUF 17 200

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Kinizsi 2 beds	HUF 16 350
Kinizsi 3-4 beds	HUF 17 200
Kinizsi 2 beds	HUF 27 525
Földes 3-4 beds	HUF 24 000
Székesfehérvár	HUF 11 650

13) Extraordinary social grant evaluation criteria


Grants shall be classified according to the following categories:

- a) *mild change of circumstances*: diagnosis or aggravation of a long-term illness of the applicant or of a family member living in the same household, or if the applicant's family member is in a certified sick leave for more than one (1) month or has suddenly lost his/her job (if s/he receives an unemployment benefit), or if s/he receives an early retirement pension, or if s/he receives unemployment benefit before retirement.
In the event of a mild change of circumstances, a one time maximum of HUF 75 000 may be awarded;
- b) *moderate change in circumstances*: if there has been a death in the applicant's household or if the applicant has suddenly lost his/her job (if s/he no longer receives the unemployment benefit), a higher level of disability for persons with disabilities compared to their previous level, and if s/he receives a pension before the age of the maintainer(s), or if s/he receives unemployment benefit before retirement.
In the event of a moderate change of circumstances, a one time maximum of HUF 100 000 may be awarded;
- c) *serious change in circumstances*: shall mean the death of the maintainer(s) living in the applicant's household, change in working capacity (disability) or serious deterioration.
In the event of a serious change of circumstances, a one time maximum of HUF 125 000 may be awarded.

14) Criteria for assessing the conditions of stay abroad

- a) Based on the minimum amount required to make a living at the place of study (10 points maximum)

Country	Points
Iceland, Liechtenstein, Norway, Switzerland, Singapore	10
Australia, Denmark, Finland, Ireland, Israel, Luxembourg, New Zealand, Sweden	9
Austria, Belgium, Canada, France, Germany, Japan, Netherlands, United Kingdom, United States	8
Cyprus, Italy, Korea, Spain	7
Chile, Estonia, Greece, Malta, Portugal, Slovenia	6

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Brazil, China, Colombia, Croatia, Czech Republic, Latvia, Lithuania, Mexico, Slovakia	5
Albania, Bosnia and Herzegovina, Bulgaria, Montenegro, North Macedonia, Poland, Romania, Russia, Serbia, South Africa	4
India, Indonesia, Turkey	3
Other	based on individual assessment

- b) Based on the grant amount won by the student participating in the foreign exchange programme (max. 10 points)

Support/month (EUR)	Points
EUR 0-560	10
EUR 561 and above	0


- c) Based on time spent abroad (max. 10 points)*

Month	Points
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10 or more	10

* In case of incomplete months, the period of staying abroad shall be rounded up.

15) Corvinus scholarship in the 2nd semester of 2019/2020


- a) Until the date of the next review in bachelor's, master's or single-cycle programmes, students who achieve a ranking equal to or better than the number of scholarship places available at the time of the review in the ranking per training based on the evaluation criteria described in the following points shall be entitled to the scholarship.

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- b) The evaluation criteria used in the examination of eligibility for the scholarship in Bachelor's, Master's and single cycle studies are as follows:
- ba) a maximum of 40 points may be obtained on the basis of the credit value of the course subject to the two semesters evaluated and weighted by the value of at least 3.5 average academic result calculated with two decimals (hereinafter referred to as "achieved academic result"),
 - bb) a maximum of 40 points can be obtained on the basis of the subjects completed in two semesters with a total number of credits over 46 (hereinafter referred to as "completed credits"), where a maximum of 60 credits can be taken into account in the number of credits completed in two semesters,
 - bc) a maximum of 20 points can be obtained on the basis of a student organisation, scientific and sports activities, which are subject to the performance recorded in the Neptun system.
- c) The score to be obtained from the academic performance in accordance with point ba), rounded to two decimal places calculated according to the following formula:

$$(\text{academic achievement} - 3.5) / 1.5 * 40 \text{ points}$$
- d) The score to be obtained with the credits completed in accordance with point bb), rounded to two decimals to be calculated according to the following formula, where the maximum number of credits to be taken into account may be 60: $(\text{number of credits completed} - 46) / 14 * 40 \text{ points}$
- e) The maximum score that can be achieved by the student organisation and scientific activity referred to in point bc) shall be 20 points and shall be obtained by the activities in groups II and III as follows:


Annual student performance assessment of the Corvinus scholarship system			Score
Total			100
<i>I. Based on the academic result</i>			<i>80 points maximum</i>
<i>II. Based on work in a student organisation (1)</i>			<i>20 points maximum</i>
	II. 1.	Based on a position or membership in a student organisation of excellence (category A) or in the Student Union	20 points maximum
		President or Co-President	20
		Vice-President	15
		Middle Manager	10
		Member	5
	II.2.	<u>Based on other accredited student organisation positions or memberships</u>	12 points maximum
		President or Co-President	12
		Vice-President	8

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		Middle Manager	3.
		Member	1
<i>III. Based on scientific activity</i>			<i>20 points maximum</i>
	III. 1.	<u>Based on Demonstrator Position (2)</u>	18 points maximum
		Demonstrator appointment	9
	III. 2.	<u>Based on participation in an international study competition (3)</u>	20 points maximum
		1 st place	20
		2 nd place	15
		3 rd place	10
		Participation	5
	III. 3.	<u>Based on participation in a national study competition, organized by Hungary</u>	10 points maximum
		1 st place	10
		2 nd place	5
		3 rd place	2
	III. 4.	<u>Based on participation in an Students' Scientific Association or National Conference of Students' Scientific Associations (4)</u>	20 points maximum
		1 st place	20
		2 nd place	15
		3 rd place	10
		Special awards	10
	III. 5.	<u>Based on participation in international sports competitions</u>	20 points maximum
		Participation in Olympic or Paralympic games	20
		At least 3 rd place in a World Championship	15
		At least 3 rd place in a European Championship	10

1. comment:

- a. In the case of membership in more than one student organisation at a time, only membership in the two highest-rated organisations and the points for the highest position count.
- b. Points are awarded for a given position only if it has occupied 70% of the assessment period (12 months, including summer, including study semesters).
- c. If the student has changed position within the evaluation period, points for a higher ranking position shall be given, but only if s/he has had that position for 70% of the evaluation period.
- d. If one of the listed categories does not exist in a given student organisation, it may be replaced with a matching procedure (e.g. DB secretary). The referencing procedure shall be carried out by the Student Union Accreditation

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Committee on the basis of the relevant provisions of the Student Union Statutes.

- e. The student organisation accreditation terminologies and position definitions, as well as their maximum number, are set out in the accreditation annex of the Student Union Statutes.
2. comment:
 - a. If the student occupies more than one demonstrator position, the maximum score in III.1 is 18.
 - b. Points are awarded for a given demonstrator position only if it has been completed for at least 70% of the two semesters assessed.
3. comment:
 - a. If you enter more than two international competitions, a total of 10 points may be earned for a maximum of two competitions.
 - b. In the case of team races, each team member is entitled to the full score.
4. comment:
 - a. If the student is a co-author in the case of TDK, s/he receives 70% of the score.
 - b. If the student achieved both TDK and OTDK rankings with one dissertation, then only one of the higher ranks can be awarded points.
 - c. If the same dissertation received a special prize on both the TDK and the OTDK, only one special prize, i.e. 10 points, may be taken into account, regardless of whether the TDK and the OTDK were held in the same or a different evaluation period.
- f) In the case of students participating in Bachelor and single-cycle programmes, when the eligibility for the scholarship is examined for the first time, i.e. after two semesters of study, the ranking of the students per training is based on the score available under points ba) and bb). The maximum score that can be achieved during this initial review is 80 points.
- g) In the further review periods, the ranking of students per programme is based on the joint consideration of the assessment criteria set in ba), bb) and bc). The maximum score that can be achieved during this initial review is 100 points.

16) Corvinus Scholarship for students admitted from the 2020/2021 academic year

- a) Until the date of the next review, students in Bachelor's, Master's, single-cycle and specialist postgraduate programmes for the two semesters subject to evaluation may be eligible for the (partial) scholarship, if
 - aa) the average of the student's academic performance weighted by credits calculated together reaches 3.80 (educational result) and
 - ab) they have completed at least 46 credits worth of subjects (number of credits completed) in total.
 - ac) The ranking is based on the following formula based on the subjects completed in the two semesters concerned:


$$\Sigma (\text{credit points} \times \text{grades})$$

Σ credit value of completed subjects, but at least 60 credits

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17) The average of the academic performance of Corvinus scholarship students admitted from the 2020/2021 academic year and from the 2019/2020 second semester is calculated on the basis of the results of all the student's subjects in the semesters concerned.


- (1) Grades obtained in the course of internal parallel training in the framework of a further (parallel) student status in another higher education institution shall not be included in the academic result and the completed credits.
- (2) The subjects closed with an insufficient grade or with a “missed exam”, “no show” entry are included in the numerator of the formula with zero mark, an exception to this is, if the student in case of the given subject in the course of improving a successful examination does not attend the examination and receives a “not present/absent” entry, in this case the last successful grade and credit value of the given subject is indicated in the calculation.
- (3) Relating to students pursuing their higher education at the master's level, in addition to credits required to obtain a diploma being a mandatory condition of the application, the subjects to be completed parallel with the training aimed at obtaining a master's level degree, are not recognized / included in the academic performance or the credits, under the preliminary credit recognition process and including the credits completed in previous studies.
- (4) Subjects completed in the framework of the guest student status, regardless of whether the student has completed them in the framework of the guest student relationship established with a domestic or foreign higher education institution, shall be deemed to have been completed by the student at the University and the results thereof shall be included in the average academic performance and in the achieved credits together with the credits and grades accepted by the Credit Transfer Committee.

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2. annex

Self-funded foreign language programme tuition contribution


The annex is contained in a separate document (excel file).

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3. annex

Admission procedure fees


Fee	Charges	Comment
Admission fee for organised training in doctoral programmes	HUF 9 000	the fee is payable only once even in the case of applying for more than one specialisation (programmes) under the given admission procedure
Admission fee for organised training in preparatory courses (student status)	370 EUR	the fee is payable only once even in the case of applying for more than one specialisation (programmes) under the given admission procedure
Admission fee for the administration of organised trainings at bachelor's and master's level (institutional procedure)	75 EUR	the fee is payable only once even in the case of applying for more than one specialisation (programmes) under the given admission procedure The fee covers the application, the admission examination and the preliminary credit recognition.
Admission fee for organised training in specialist postgraduate programmes	HUF 9 000	the fee is payable only once even in the case of applying for more than one specialisation (programmes) under the given admission procedure
Special administrative fee for the career admission procedure (central admission procedure)	HUF 4 000	the fee is payable only once even in the case of applying for more than one specialisation (programmes) under the given admission procedure
Special administrative fee for admission examination organised in bachelor's and master's programmes (central admission procedure)	HUF 4 000	the fee is payable only once even in the case of applying for more than one specialisation (programmes) under the given admission procedure
Special administrative fee for the preliminary credit recognition procedure when applying for bachelor's and master's programmes (central admission procedure)	HUF 8 000	the fee is payable only once even in the case of applying for more than one specialisation (programmes) under the given admission procedure
Special administrative fee for admission procedure in the IT field of study (other than the central admission procedure)	HUF 9 000	the fee is payable only once even in the case of applying for more than one specialisation (programmes) under the given admission procedure

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Fees for regular students and students in doctoral programmes

Fee	Charges	Comment
Self-funded payment/Cost-paying fee	Their title and amount are specified in Annex 2 of the RSFB.	
Foreign language training contribution	Their title and amount are specified in Annex 2 of the RSFB.	
Language training fee	HUF 40 000/semester (4 teaching hours/week)	English and German courses
	HUF 36 000/semester (4 teaching hours/week)	All language courses except English and German
	HUF 48 000/semester (6 teaching hours/week)	6 hours per week, beginner level e.g. Italian, Spanish, French, Russian courses
	HUF 20 000/semester (2 teaching hours/week)	special courses of 2 teaching hours per week; in the case of the 6-hour / week programmes one group per week free of charge linked to the 4-hours, free programme
Failure to fulfil administrative obligations		
Fee	Charges	Comment
Delay in the selection of the specialisation	4 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / commenced week may be accepted for a maximum of two weeks from the deadline.	Should the minimum wage change, within 5 working days the Student Services manager shall take the appropriate measures to record the changed rate in Neptun and to inform the students.
Late (beyond the final course period) enrolment to / quit from courses	4 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / subject	Should the minimum wage change, within 5 working days the Student Services manager shall take the appropriate measures to record the changed rate in Neptun and to inform the students.

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Failure/late performance of other administrative obligations	4 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / occasion	Should the minimum wage change, within 5 working days the Student Services manager shall take the appropriate measures to record the changed rate in Neptun and to inform the students.
Failure to fulfil payment obligations		
Fee	Charges	Comment
Failure to fulfil payment obligations		Based on Section 6:47 (2) of Act V of 2013 on the Civil Code (hereinafter referred to as: Civil Code) the National Bank's Basic Interest Rate
Late payment of dormitory fees	500 HUF/commenced week	
Requests		
Fee	Charges	Comment
Credit inclusion request	4 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / request	Should the minimum wage change, within 5 working days the Student Services manager shall take the appropriate measures to record the changed rate in Neptun and to inform the students.
Request for equity	5 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / request	Should the minimum wage change, within 5 working days the Student Services manager shall take the appropriate measures to record the changed rate in Neptun and to inform the students.
Request for programme change	4 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / request	Should the minimum wage change, within 5 working days the Student Services manager shall take the appropriate measures to record the changed rate in Neptun and to inform the students.
Requests for change/drop of specialisation/ requests for	4 % of the mandatory lowest remuneration for full-time work	Should the minimum wage change, within 5 working days


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enrolling / dropping second or additional specialisation	(minimum wage) determined for full time, rounded to HUF 100 / request	the Student Services manager shall take the appropriate measures to record the changed rate in Neptun and to inform the students.
Request for transfer from another higher education institution	8 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / request	Should the minimum wage change, within 5 working days the Student Services manager shall take the appropriate measures to record the changed rate in Neptun and to inform the students.
Requests for prior credit recognition (for master's degree in case of transfer from another institution)	HUF 8 000/request	
Changing the subject of the thesis/diploma work and/or the consultant	4 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / request	Should the minimum wage change, within 5 working days the Student Services manager shall take the appropriate measures to record the changed rate in Neptun and to inform the students.
Request for correction of a failed (insufficient) thesis	5 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / request	Should the minimum wage change, within 5 working days the Student Services manager shall take the appropriate measures to record the changed rate in Neptun and to inform the students.
Declaring active semester as passive outside the registration period	2000 HUF/request	As defined in the Study and Exam Regulation.


Examination and course enrolment fees

Fee	Charges	Comment
Exam repetition fee, correction exam (second or additional corrective examinations)	5 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / occasion	For the first time free of charge (counting all enrolments).

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Strict/complex exam, preliminary exam repetition fee	5 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / occasion	For the first time free of charge (counting all enrolments).
Correction of successful exams	5 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / occasion	If the corrective examination is the student's third or additional exam (counting all course enrolments)
Re-enrolment of a successfully completed subject	5 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / occasion	
Fee for exceeding credits	HUF 1 500/credit at the end of the training cycle for completed subjects exceeding the total required credits by ten percent	Students who have a state (partial) scholarship and have started their studies in the 2014/2015 academic year or subsequently in self-financed training may register for subjects with a credit value exceeding the total required credits by ten percent without making any payment. In addition, a fee shall be payable for the subjects completed. (As per the relevant provision of the RSFB)
Fee for unjustified absence ("not attended")	5 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / occasion	As defined in the RSFB.
Credit abandonment fee (for credits enrolled but not completed)	<p>HUF 1 500/credit for Hungarian language subjects</p> <p>HUF 3 000/credit for foreign language subjects</p>	For subjects enrolled but not completed, students participating in a state (partial) scholarship programme, with the exception of those participating in cross-border training, shall pay a fee after the end of the semester. The maximum amount of this fee is HUF 40 000/student/semester.

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Enrolment for language or physical education course in a semester other than the one recommended in the operational curriculum	HUF 2 000/ occasion	
Re-enrolment for language or physical education course in case of failure	HUF 2 000/ occasion	Due at the end of the semester affected by the failed payment.
Enrolment for language courses and physical education in excess of the course requirements	HUF 5 000/ occasion	Students must prescribe the fee in Neptun System
Compensation	the amount of damage attributable to the student	As defined In the Civil Code.

Student ID fees


Fee	Charges	Remark
In case of losing the validation sticker	HUF 3 500	As per Section 40 of Government Decree No. 362/2011 on education IDs.

Replacement, translation and authentication of study documents, IDs

Fee	Charges	Comment
Preparation of course registration book extracts and master sheet extracts in Hungarian	HUF 1 000	charged from the second copy per semester (term)
Preparation of course registration book extracts and master sheet extracts in English	HUF 1 000	
Preparation of course registration book extracts and master sheet extracts in German (per page of the form)	HUF 1 000	
Other certificates in English and German (per copy)	HUF 1 000	

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Certificate in Hungarian or in English language, authentication upon request by a third party	HUF 3 100	excluding legal assistance and compulsory reporting
Emergency surcharge if within 3 days	double the fee	This service is not automatic, it applies only in the event that the relevant organizational unit can undertake this service in certain periods and is only payable in the event of chargeable items.
Fees payable only by students in doctoral programmes		
Fee	Charges	Comment
Honorary certificate	HUF 20 000	due only in doctoral programmes

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Rates for students with terminated student status

Fees for issuing certificates and extracts related to studies (per copy)		
Fee	Charges	Comment
Fee for repeating the Final examination a) repetition for the first time b) repetitions for the second time and further on	a) HUF 10 000 b) HUF 50 000	
Certificate of successful completion of the final exams (as diploma may be issued without satisfaction of language requirements), certificate of entitlement to a diploma	HUF 3 100 / 11 €	With contents according to the Implementation decree
Study period, certificate of student status in Hungarian or English	HUF 3 100 / 11 €	Certification on the student status with contents according to the Implementation decree
Credit certificate (in Hungarian or English)	HUF 4 200 / 15 €	With contents according to the Implementation decree
Replacement of lost, destroyed course registration book a) Issue of a new course registration book or, if not possible, extract from the register b) certified copy of the register	a) 4 200 HUF/15 € in case issued from Neptune b) 15 700 HUF/56 € in case of a paper-based master sheet	With contents according to the Implementation decree
Authenticated copy of the master sheet	15 700 HUF/56 € in case of a paper-based master sheet	For former students, the University can issue the first copy free of charge: a) ex-officio to a student who concluded his/her studies without earning a final certificate (absolutor), if he / she has completed at least one semester as an active student, b) to the student, at the request of the student, who obtained a certificate but concluded his/her

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		<p>studies without earning a diploma,</p> <p>c) to the student, at the request of the student, who earned a certificate in a continuing a specialist postgraduate programme.</p> <p>If the University has issued a course registration book to a former student, a master sheet extract does not need to be issued.</p>
Issue of master sheet extract	4 200 HUF/15 € in case issued from Neptun	The first copy is free of charge.
<p>Course registration book extract (in Hungarian or English)</p> <p>language examination certificate</p> <p>- first copy</p> <p>- additional copies</p>	<p align="center">HUF 4 200 / 15 €</p> <p align="center">HUF 2 100/ 7.5 €</p>	
Other Hungarian or English certificates not mentioned above	HUF 3 100 / 11 €	(including the event of a request through a third party but not legal assistance and compulsory reporting)
<p align="center">Fees for issuing and authentication of duplicates, corrections and other documents (per copy), other procedural fees</p>		
<p>Authentication of copies of diplomas, supplements and course registration books</p> <p>- first copy</p> <p>- additional copies</p>	<p align="center">HUF 4 200 / 15 €</p> <p align="center">HUF 2 100/ 7.5 €</p>	
<p>Authentication of the translation of course registration books</p> <p>- first copy</p> <p>- additional copies</p>	<p align="center">HUF 13 600 / 49 €</p> <p align="center">HUF 4 200 / 15 €</p>	
Emergency surcharge if within 3 days	double the fee	This service is not automatic, it applies only in the event that the relevant organizational unit can


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		undertake this service in certain periods. Applies to all fees payable by individuals that have no student status.
Other authentication in Hungarian or English, not listed above	HUF 3 100 / 11 €	(including the event of a request through a third party but not legal assistance and compulsory reporting)
Issue of a duplicate of a course registration book	HUF 10 000	
Issue of diploma duplicate	HUF 10 000	
Issue of a duplicate diploma supplement	HUF 10 000	
Correction of diplomas	-	With content and reservation clause according to the Implementation decree
Correction of diploma supplement Hungarian-English bilingual	-	With contents according to the Implementation decree, in the event of changes in the data of the diploma supplement during the correction of the diploma

Fees in connection with the completion of studies

Fee	Charges	Comment
Thesis consultation compulsory in case of thesis writing, thesis update or thesis correction after the termination of the student status	HUF 50 000	
Fee for retaking the Final examination (improvement) a) repetition for the first time b) repetitions for the second time and further on	a) HUF 10 000 b) HUF 50 000	-
Improvement of the final examination with the permission of the rector (not under rector's equity)	8 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / request	

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Final examination more than two years after the issue of the final certificate	HUF 50 000	
Changing the topic of the thesis/diploma work and/or changing the consultant	5 % of the mandatory lowest remuneration for full-time work (minimum wage) determined for full time, rounded to HUF 100 / occasion	
Fees payable only by students in doctoral programmes		
Fee	Charges	Comment
Fees for rigorosum/complex examinations	HUF 24 500	due only in doctoral programmes
Fee for draft thesis defence	HUF 41 000	due only in doctoral programmes Those who submit the draft thesis during their student status and the draft is discussed within 1 year are exempt from the payment of the fee.
Fee for draft defence	HUF 64 500	due only in doctoral programmes Those who submit the draft thesis during their student status and the draft is defended within 1 year are exempt from the payment of the fee.

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6. annex

Dormitory fees

Dormitory fee for state scholarship and daytime PhD students (hereinafter collectively referred to as "scholarship students") on a daytime work schedule, and dormitory fee for self-funded students and self-funded PhD students (hereinafter collectively referred to as "self-paid students") on a daytime work schedule

DORMITORY	PLACEMENT Ppl/room	Comfort level	DORMITORY FEE (state scholarship students) HUF/person/mo nth*	DORMITORY FEE (Self-fund students) HUF/person/mo nth
Székesfehérvár Campus Dormitory	1-2	IV.	12 350,-	24 000,-

*Only and exclusively for residents participating in programmes funded through state scholarship and having a student status.

Other remuneration fees for the dormitories in the Székesfehérvár CAMPUS
of Corvinus University of Budapest

Access card or key replacement	3 000 HUF/piece
Forced cleaning fee	HUF 5 000/room/occasion
Visitor reception fee	HUF 1 000/person/occasion
Late payment fee (for each overdue debt)	HUF 1 000/ occasion
Request fee for moving-in (security deposit)	HUF 11 000

Corvinus University of Budapest

DORMITORY FEES FOR THE ECONOMICS CAMPUS dormitories

Dormitory fees for scholarship and PhD students on a daytime work schedule, and dormitory fees for self-funded students on a daytime work schedule

DORMITORY	PLACEMENT Ppl/room	Comfort level	DORMITORY FEE (state scholarship students) HUF/person/month*	DORMITORY FEE (Self-fund students) HUF/person/mon th
Kinizsi Dormitory	2	II.	11 650	28 000


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Kinizsi Dormitory	3-4	I.	9 300	26 500
Tarkaréti Dormitory	3	I.	9 300	26 500
Földes Ferenc Dormitory	2 3-4	PPP structure IV.	HUF 17 475 HUF 16 000	HUF 45 000 HUF 40 000
Rajk László Vocational College	3-4	I.	HUF 9 300	HUF 22 500


*Only and exclusively for residents participating in programmes funded through state scholarship and having a student status.

Additional service fees in the
ECONOMICS CAMPUS dormitories of the Corvinus University of Budapest

	Kinizsi Dormitory	Tarkaréti Dormitory	Földes Ferenc Dormitory
Additional service fees for students in programmes funded through state scholarship (elevator, operation of fire alarm system, daily maintenance, garbage collection, etc.)	HUF 5 550/person/se mester	HUF 5 550/person/se mester	HUF 12 350/person/se mester
Cultural contribution fee*	HUF 2 000/person/semester		
Visitor reception fee	HUF 1 000/person/occasion		
Late payment fee	HUF 1 000/person/occasion		
Access card replacement fee	HUF 3 000 /piece/occasion		
Key replacement fee	HUF 3 000 /piece/occasion	HUF 3 000 /piece/occasion	HUF 4 000 /piece/occasion
Request fee for moving-in (deposit: the minimum dormitory fee of the given building at any time)	HUF 9 300	HUF 9 300	HUF 16 000
Forced cleaning fee	HUF 2500/person/oc casion (all occupants of the room must pay)	HUF 2500/person/oc casion (all occupants of the room must pay)	HUF 1 000/person/occ asion (all users / occupants of the bath or room/ must pay)
Gym access fee	As per the decision of the Physical	HUF 7 500/person/se mester	HUF 3 000/person/se mester

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENT SYSTEM PART 4.	Version number 00. Entry into force: From 01.09.2021 File number: JISZ-SZ/14/2021
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	Education and Sports Centre		
All other compensation fees shall be paid in accordance with the Student Disciplinary and Compensation Regulations.			

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7. annex

Dormitory admission procedure

I. GENERAL PROVISIONS

(1) The dormitory places of Corvinus University of Budapest (hereinafter referred to as Corvinus or University) defined in the Dormitory ROO serve to accommodate the students defined in the *laws, regulations, the University Regulations and these present Rules* during the period of study and examination and beyond this period (internship) for the duration of the educational rules set out in the programme and outcome requirements and the curricula.

(2) The University, in accordance with Government Decree 51/2007. (III. 26.) on the benefits paid to and certain fees to be paid by the students studying in higher education institutions and the University Regulation on Student Fees and Benefits, hereby establishes the following procedure set in this annex for the submission, assessment and their scoring system applied for dormitory applications.


(3) In consultation with the Head of the Dormitory Division declared in the Articles of Association of the University Student Union and with the President of the Student Social Committee (hereinafter referred to as "SSC"), the campus directors shall jointly issue the call for applications for dormitory accommodation and placement, with deadlines and other information including the characteristics of the dormitory building and the campus, through the Neptun Uniform Study System (hereinafter referred to as "Neptun"), on the SSC website and the dormitory websites by 31 May and 1 December of each year. The finalization of the call is the competence and responsibility of the campus directors. The publication of the call is the competence and responsibility of the Head of the Dormitory Division.

Students admitted to the first year (BA, BSc, MA, MSc) programmes will receive information about the dormitory admission procedure at the same time as the university admission notification, which can be found on the University and dormitory websites too.

(4) Applications for dormitory accommodation may be submitted by completing and submitting the application for dormitory admission in Neptun. At the same time with the dormitory application, applications for regular grant based on social needs may also be submitted on a separate sheet. The score obtained from the application for grant based on social needs submitted in this way is included in the admission score of the dormitory accommodation application. Dormitory applications may be submitted even without a valid application for grant based on social needs, in which case the social part of the dormitory admission score will be finalized with 0 points during the dormitory admission procedure.

(5) Applicants for dormitory (accommodation) admission can be:

- a) Students of Hungarian and foreign nationality studying in full-time active (daytime) working schedules at the University, Hungarian and cross-border Hungarian students in full-time PhD programmes, as well as those foreigner students studying abroad under an interstate contract.
- b) Corvinus University of Budapest prefers students in state scholarship funding status during the dormitory admission procedure.

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c) During the admission procedure, only students whose permanent residence is outside the administrative borders of Budapest may apply for the dormitories of Közgáz Campus.

d) Only students whose permanent residence is outside the administrative borders of Székesfehérvár may apply for the dormitory of Székesfehérvár Campus.

e) Who voluntarily undertake to comply with the rules of the colleges.

(6) Admission to the dormitory may be for a period of one semester (5 months) or one academic year (10 months), and all subsequent periods must be reapplied. Exceptions are students in 6+1 semester Bachelor's programmes and in four (4) semester Master's programmes in cross semesters, as they can only apply for five (5) months in the last, autumn semester under the TOR.


(7) Before the expiry of the period specified at the time of the application, moving out free of charge (resigning from the accommodation) may only be done on the basis of an "Interim Moving in Request" submitted via Neptun and the medical or other certificate must be attached to it, only in cases where Extraordinary Social Support may also be given, or in the case of marriage. 100% of the fee is payable for the month commenced, and the student loses the fee (deposit) paid when submitting the Moving in Request. An exception to this are students who have started foreign partial studies (provided that information and official proof have been provided in due time, in compliance with their obligation to register for moving out). If the applicant has been placed for one academic year, the place is lost for the second semester in the event of cancellation in a Neptun request between 1 to 7 December, and no payment of a fee may be required in this regard.

Students with a dormitory place for ten (10) months may not apply for dormitory accommodation in the dormitory admission procedure for the spring semester.

(8) If the applicant has got a placement for five (5) months or has waived the dormitory place for the second semester, but has not officially moved out of the dormitory by the deadline determined on the basis of the schedule of the academic year (but not later than the expiry of the residence agreement and/or the deadline agreed in the Moving out Request in Neptun), the fee (deposit) paid upon the submission of the Moving in Request shall be forfeited.

(9) If the applicant has been placed during the dormitory admission procedure, he/she must submit a Move in Request after paying the deposit, no later than within one (1) week after the admission notification. If the date of moving in is within one (1) week, the Moving in Request must be submitted no later than the date of moving in. If a successful applicant fails to submit the Moving in Request by the deadline, the application submitted in the dormitory admission procedure will be invalidated. By submitting the Moving in Request, the student's Dormitory Residence Agreement shall enter into force even without signing: The obligation to pay the dormitory fee and other obligations of student, as well as the provisions regarding the termination of the Agreement shall take effect.

(10) The dormitory accommodation requested for the full academic year (10 months) may be changed to one semester (5 months) and the dormitory placement requested for one semester (5 months) may also be changed for the academic year (10 months), both free of charge. To do this, an application must be submitted electronically in the Neptun application system between

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01 to 07 December. The Extension Request will be assessed by the Director of the respective Campus, and the Moving out Request (Request for Resignation) will be acknowledged by the Director of the respective Campus.

(11) If the student status of a dormitory resident is terminated (or becomes passive) and/or the programme work schedule (for example, but not limited to from full-time to evening or correspondence courses) and/or the form of financing (for example, but not limited to from state-funded to self-funded) changes, the student shall immediately inform the Dorm Manager in writing (on the first working day following the change), and his/her residence agreement shall expire on the 15th day following the change. If the student requests in writing to maintain the accommodation upon the change, a new contract/agreement may be signed for his/her dormitory place, and a self-funded charge for the dormitory building concerned shall be established as the rent for the accommodation. The Neptun administrator regularly monitors/verifies the changes of student status. If the student fails to comply with this obligation, he/she shall immediately forfeit the fee (deposit) and his/her dormitory place paid at the time of submitting the Moving in Request.

(12) The Közgáz Campus Directorate and the Head of the Dormitory Division shall be responsible for the processing, scoring and aggregation of dormitory admission applications. (Exceptions are the college for advanced studies applications described in paragraph (18) of this section.) Determining the result of the dormitory admission procedure (see paragraph (15) of this Article) is the competence of the Dorm Manager of the given dormitory building and the dormitory Neptun administrator, based on the data obtained from the Neptun system, with the approval of the director of the given campus. Comments on the results can be made in the manner and by the deadline specified in the application system, by submitting a Comment Request, which falls within the competence of the campus directors, in addition to the opinion of the Neptun administrator and the Head of the Dormitory Division. (It is the responsibility of the Head of the Dormitory Division and the Neptun administrator to collect and give a preliminary opinion on the comments.)

The process of the dormitory admission procedure:

- Calls for an admission procedure, setting and publishing deadlines (responsible persons: campus directors, dormitory coordinator, Head of the Dormitory Division (publication) and SSC President, Neptun administrator), in accordance with the call for regular grants based on social needs opened at the same time, with the involvement of Programme Management.
- In Neptun, setting the dormitory cycle modification period and the periods of the admission procedure, ensuring availability adjusted to deadlines (Neptun opening and closing) for the relevant groups throughout the whole process (responsible person: Neptun administrator).
- Assessment and scoring of dormitory applications (responsible person: Head of the Dormitory Division), returning them for correcting deficiencies (Neptun notification, by the Head of the Dormitory Division), aggregation of points.


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- Score cut-off, first-round announcement of results [responsible people: campus directors, dormitory coordinator, Dorm Managers, Head of the Dormitory Division, Neptun administrator (recording results in Neptun)]
- Commenting period (review and evaluation of applications), (responsible person: Head of the Dormitory Division), applicants have the opportunity to apply for a waiting list during the submission of the application, placement on the waiting list is not automatic.
- Final score cut-off, consideration of comments (responsible person: campus directors, dormitory coordinator, Dorm Managers, Head of the Dormitory Division and Neptun administrator).
- Contract award procedure, notifications [responsible person: Dorm Managers (sending moving-in letters), Neptun administrator (sending Neptun messages, rejection resolutions, recording results in the Neptun system, opening and closing Move-in Requests and aggregating the submitted requests for the Dorm Managers)].
- Cancellation management and filling up available places from waiting lists: from waiting lists students can get in by submitting a Moving in Request. The application must be submitted within 48 hours of the offer of the available place.

(13) Dormitory students/students participating in the dormitory admission procedure and those who assess the regular grants based on social needs at the same time may not apply for places. The existing places of the dormitory students must be provided for 10 months during the summer procedure and five (5) months during the winter procedure, provided that they must comply with the terms of the residence agreement. Students not participating in the dormitory assessment but not staying in must be provided with a dormitory place in accordance with their Dormitory Request submitted outside the application procedure. Students participating in the proceeding shall not be subject to a final disciplinary decision. Students participating in the assessment must make a legal declaration on data processing in the context of the assessment of applications, which is issued by the Legal, Administrative and Regulatory Services organisational unit.

(14) The dormitory places of colleges for advanced studies and leased properties maintained by the University are listed in the following table:

Dormitory/name of tenement/leased property	Dormitory places	Places for colleges for advanced studies and others	Places total
Tarkaréti Dormitory	235	60 (IOK) 110 (SH)	405
Kinizsi Dormitory	242	50 (EVK) 110 (SH)	402
Földes Ferenc Dormitory	86	35 (TEK) + 20 (FAKT) 20 (GYDSZ) + 110 (Study Abroad)*	271
Rajk László Vocational College	0	90	90

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Székesfehérvár Campus Dormitory	40	10	50
Total	603	615	1218

* Students may use the vacant and available places of the Study Abroad only for one academic semester (5 months).

(15) The determination of the dormitory admission score of the applicants falls within the competence of the Head of the Dormitory Division and the campus directorates.

The Dorm Managers are obliged to determine the number of students that can be admitted to each dormitory and make a proposal for the cut-off score for the given building after summarizing the applications received during the admission procedure. Each Campus Director decides on the limit of the cut-off score of their building.

Moving in may be denied for students:

- who have an active debt to any Corvinus dormitory,
- against whom a condemning disciplinary decision is in force for the violation of the dormitory rules,
- whose dormitory status was previously unilaterally terminated by the University,
- who has reached 50% + 1 point of the penalty points required for the unilateral termination of the Residence Agreement under the GTC within the previous twelve (12) months according to the penalty point system defined in the house rules.

(16) By submitting an application, applicants acknowledges and agrees that the employees of the dormitories, the Head of the Dormitory Division and the members of the Student Social Committee shall process, store and use their personal data, certificates and proofs in accordance with the provisions of Act CXII of 2011 on the right of informational self-determination and on freedom of information for the assessment of other support applications.

(17) Dormitory status is established by submitting the Moving in Request through Neptun, for the scope specified therein. The dormitory status is verified by signing the form downloaded by the Dorm Managers from the Neptun system.

(18) On the basis of the applications submitted during their admission procedure, the colleges for advanced studies shall make decisions at their own discretion on filling up the places available to them, within the framework of:

1. in the case of the TEK college for advanced studies, at least 25% of the places are available to them from the academic year of 2022/23 and at least 50% of the places are available to them from the academic year of 2026/27,
2. in the case of FAKT and GYDSZ colleges for advanced studies, from the 2020/2021 academic year and onwards at least 90% of the places are filled up with tenants having student status at Corvinus.

Colleges for advanced studies may apply special conditions during their admission procedure and may freely deviate from the general admission procedure. The provisions of this Annex concerning the admission procedure shall not apply to students placed under the limit for colleges for advanced studies.

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The scoring shall be carried out according to the scoring system established by the college for advanced studies, as specified in their approved Organisational and Operational Procedures (OOP), and on the basis of an agreement with the host dormitory.

After finishing the admission procedure, the residents' names of the colleges for advanced studies shall be sent to the Dorm Manager of the host college by 31 July at the latest for the autumn semester and within 5 working days of the announcement of the higher education admission results for the spring semester. The list of residents of the dormitories for college for advanced studies includes at least the students' name, birth data, permanent residence, Neptun code, contact information (e-mail, mobile phone number), higher education institution, and the form of financing of their programme. The Director of the dormitory has the right to overwrite the list of residents to be moved in by the colleges for advanced studies if it does not comply with any regulation of the OOP, in particular if the dormitory student in question has an active dormitory debt to the University with an expired deadline. Members of the colleges for advanced studies with dormitory accommodation are also obliged to comply with the organisational and operational rules and house rules of the dormitories.

(19) In a separate agreement with the University, the special colleges and their background institutions undertake to collect the dormitory fee on time according to Annex 6 of the RSFB and the additional fees on time in the case of dormitories not having a student status with Corvinus University of Budapest, depending on their funding classification. In all cases, the fees shall be determined in accordance with Annex 6 of the RSFB.


(20) College students having student status with the University shall pay their fee through the Neptun system. The payment deadline refers to the date of completion of the item listed in the Neptun system.

(21) The available vacancies available for the colleges for advanced studies may be used by the host colleges during the assessment to host general students.

II. ASSESSMENT ORDER OF DORMITORY ADMISSION APPLICATIONS

(1) Evaluation criteria taken into account in the evaluation of applications:

- a) the score obtained through regular grants based on social needs application called at the same time as the dormitory admission procedure,
- b) distance of permanent address from the administrative borders of Budapest/Székesfehérvár,
- c) the applicant's academic result (the admission score for first-year students and the arithmetic average of the student's scholarship averages for the student's last two completed semesters),
- d) the scientific work carried out by the applicant at the University for the student community,
- e) privilege is given to applicants if the conditions for giving privilege set out in the Higher Education Act are met (on a case-by-case, individual basis).

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(2) Subsection (1) a) is the same as the system for scoring regular grants based on social needs. The score obtained for the application for a regular grant based on social needs shall be taken into account in the dormitory admission application, rounded according to the rules of mathematical rounding.

(3) Distribution of the scores in the dormitory admissions (total of 200 points):

- the score given for the regular social grant counts 50% (100 points maximum),
- average academic performance for upper years (40 point maximum) and admission points for freshmen (50 points maximum), whether in Bachelor's or Master's programme count 25 %
- points for community work count 15 % (40 points maximum),
- points awarded for distance (20 points maximum).

The number of points that can be earned based on the distance to the place of residence is listed in the table below. +2 points, on top of the in addition to points listed in the table, may be given to students having their permanent residence outside Hungary.


Distance to place of residence	Points	Distance to place of residence	Points
Local (Budapest and HÉV lines)	0 points	between 120–149 km	10 points
Within 30 km	2 points	between 150–179 km	12 points
between 30–59 km	4 points	between 180–209 km	14 points
between 60–89 km	6 points	between 210–239 km	16 points
between 90–119 km	8 points	Over 240 km	18 points

(4) Based on the score obtained during the Dormitory Admission and nominated in the first place of the given dormitory, the dormitory places shall be filled in the order of the leading students, and the cut-off score shall be determined.

III. CERTIFICATES AND PROOFS TO BE ATTACHED TO THE DORMITORY ADMISSION APPLICATION

(1) The certificates required for the public affairs score must be uploaded into Neptun in scanned form in accordance with the provisions of IV. (7), ensuring good visibility.

(2) Exemption from the obligation to pay the dormitory fee may be requested by the applicants with regard to their dormitory work or their social situation. (The exemption may be granted on a social basis to disabled, orphan or maintainer students, or whose custody has been terminated due to reaching adult age.) The exemption (Neptun application) can be obtained through an application, which can be submitted by the applicant through Neptun up to ten (10) working days after moving into the dormitory. Within ten (10) working days, the Head of the Dormitory Division shall propose the granting of the exemption to the Campus Director, who shall decide on the granting of the exemption/payment in instalments option at its own

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discretion. In a dormitory, up to a maximum of 2% of available places may be granted exemption from dormitory fees.

(3) If the student admitted has a student status in another higher education institution and participates in state-funded programme there, he/she shall be entitled to payment of state-funded dormitory fees only if there is a financing agreement and/or a lease contract between the University and the other higher education institution concerned for dormitory places. In all other cases, the student is obliged to pay the dormitory fee self-funded.

IV. SCORES THAT CAN BE GIVEN DURING THE ADMISSION PROCEDURE

(1) The dormitory admission social score shall be determined on the basis of the social score obtained during the regular social grant application defined in the RSFB.

(2) A maximum of one hundred (100) social points may be obtained during the dormitory admission procedure, if the applicant does not submit application for regular grant based on social needs or it not valid, his/her social score shall be zero (0).

(3) In the course of the dormitory admission procedure, the score determined on the basis of the scoring system the regular social grant shall be taken into account. In the event that this is more than one hundred (100) points, students may receive one hundred (100) social points maximum during the dormitory admission application.

(4) Points that may be awarded to applicants in the first year of the Bachelor programme based on their admission scores

The score determined in the national higher education admission procedure must be divided by ten, this way a maximum of forty (40) points can be achieved. (A maximum of five hundred (500) points can be achieved in the national higher education admission procedure, i.e. $500/12,5 \Rightarrow 40$.)

(Corrected according to the rules of mathematical rounding.)

(5) Points that may be awarded to Bachelor freshmen applicants based on their admission scores (40 points maximum)


The score determined in the first year of the Master programmes must be divided by 2.5 in the admission procedure, this way a maximum of forty (40) points can be achieved. (A maximum of one hundred (100) points can be achieved in the national higher education admission procedure, i.e. $100/2,5 \Rightarrow 40$.)

(Corrected according to the rules of mathematical rounding.)

(6) Scores that can be given to higher grades of applicants based on their average academic performance (40 points)

The arithmetic average of the average of the scholarships of the last two completed semesters of the higher year applicants * must be multiplied by ten. A maximum of forty (40) points can be achieved, i.e. $5.00 \times 8 \Rightarrow 40.0$ (Corrected according to the rules of mathematical rounding.)

* Average academic performance = average academic scholarship – calculated in accordance with the Regulation on Student Fees and Benefits in force, in the course of the score calculation, the average academic scholarship of the last completed academic semester according to the

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Neptun system shall be taken into account on the date determined as the deadline for submission of the dormitory admission procedure.

(7) Scores for extracurricular activities (40 points maximum)


Activity	Available points	Proof required, additional info
a. Student Union and Student Services Committee		Student organisations accredited by the Student Union (A, S1, K1, S2, K2 category organisations) shall issue a certificate to the applicant on their professional and public activities. The signed and stamped certificate shall be uploaded to the electronic application system by the applicant. The validity of the certificate is subject to the countersignature of the Head of the Student Organisation Division of the Student Union.
- senior management	18 points	
- middle management	12 points	
- member	6 points	
b. Category A		
- senior management	15 points	
- middle management	10 points	
- member	5 points	
c. Category S1, K1		
- senior management	10 points	
- middle management	8 points	
- member	3 points	
d. Category S2, K2		
- senior management	6 points	
- middle management	3 points	
- member	1 point	

1. Student organisation activities (30 points maximum)

- Work in up to two organisations may be taken into account.
- Points can only be awarded for one position per organisation.
- When calculating the score, the student organisation shall be counted in the accredited category in the current semester, if the student is still a member. If the student refers to an earlier activity (but not older than two semesters), the category in which the student organization was included at the end of the student's active activity should be considered.


2. Scientific activity (30 points maximum)

Activity	Available points	Proof required, additional info
1. Research activity	10 points maximum	Stamped, signed and dated recommendation of the head of the research or head of the department responsible

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2. TDK (Students' Scientific Association), OTDK (National Conference of Students' Scientific Associations)	30 points maximum	A copy of the certificate verifying participation or placement, or a proof of participation indicating the date, issued by the organiser. Points can be given for several OTDK and/or TDK dissertations, but the given points cannot be higher than 35 and/or 25 points.
OTDK	20 points maximum	
2.1 OTDK, participation/right to participate	3 points	
2.2 OTDK 1 st place	12 points	
2.3 OTDK 2 nd place	9 points	
2.4. OTDK 3 rd place	7 points	
2.5 OTDK special reward	7 points	
TDK	20 points maximum	
2.6 TDK 1 st place	8 points	
2.7 TDK 2 nd place	7 points	
2.8 TDK 3 rd place	5 points	
2.9 For Students' Scientific Associations accepted dissertation	2 points	
3. Other professional and academic competitions	10 points maximum	Official certificate of the organisation conducting the competition, dated and stamped, containing the name of the organisation and the rank/result.
4. Publications, conferences	20 points maximum	Publication in a scholarly journal: it is necessary to attach the abstract of the publication, and the proof of the fact of the publication and the opinion of the department specialised, which covers the text evaluation and, on this basis, the points recommended. The points shall be granted for actually published articles only, it is not possible to grant any points if the production of the article was an activity affecting the given semester.
4.1 Publication in a scholarly journal, book or book chapter, in Hungarian	8	
4.2 Publication, book or book chapter published in a scholarly journal in a foreign language	10	
4.3. Publication in a conference volume in Hungarian	6	
4.4 Publication in the conference volume in foreign languages	8	
5. Scientific conferences, panel discussions, scientific events	15 points maximum	

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5.1 Organisation of scientific conferences, panel discussions, scientific events, participation in Hungarian language	8	Official certificate dated and stamped by the organisation holding the conference.
5.2 Organisation of scientific conferences, panel discussions, scientific events, participation in English	10	


- a) If the student submits the application with a TDK dissertation or other scientific work as a co-author, the following points apply:
- if the dissertation has two authors of, the applicant shall receive 70% of the maximum points,
 - if the dissertation has more than two co-authors, the student can get the maximum eligible points divided by the number of authors.

3. Demonstrator activity (20 points maximum)

Evaluation of demonstrator activity	Available points	Proof required, additional info
excellent	12	The evaluation of the activity of the relevant semester(s) is carried out by the Institutes and sent to the Head of the Dormitory Division. The student does not need to obtain a separate proof!
good	10	
average	5	
pass	2	
insufficient	0	

4. Sporting activity (15 points maximum)

Activity	Available points	Proof required, additional info
individual international (1 st -3 rd place)	10	An official certificate dated and stamped by the organisation concerned.
individual national (I.-III. place)	5	
team international (1 st -3 rd place)	10	
team national (I.-III. place)	5	
member of the university sports team	3	An official certificate dated and stamped by the organisation concerned.

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- a) During each application period, a maximum of four years of sporting activities may be taken into account.

(8) Procedures after the dormitory admission score calculation

The Dorm Manager of the given building, in cooperation with the Neptun dormitory administrator, determines the admission point limit of the given dormitory building in accordance with the overall scores, taking into account the order of application per building set up by the applicant, prepares the list of residents admitted to each dormitory and sends it to the respective campus director for approval.

The given Campus Director has the applicants ranked in descending order on the basis of the total scores, determines the number of applicants, and decides on the number of applicants that can be admitted after the comments.

The applicant can find out about the admission/rejection in the electronic application system (Neptun).

V. DORMITORY APPLICATION FOR FOREIGN STUDENTS

(1) Non-Hungarian students who do not speak Hungarian may apply to the dormitory of their choice in English through the Dormitory Application Form published on the Corvinus website. It is the responsibility and authority of the Head of the Dormitory Division to publish the application form online and to ensure that it can be filled in online. The application form is mandatory also if the University is obliged to provide the applicant with a dormitory place within the framework of a scholarship program or an interstate contract.

(2) Foreign applicants shall fill in the online application form by the deadline specified in the call for applications.

(3) The Head of the Dormitory Division shall be responsible for the aggregation of the application forms received by the deadline and the preparation of the statement according to the dormitory building and training programme designated for the applicants. The list per dormitory shall be sent to the Dorm Manager of the competent dormitory building no later than by the working day preceding the first round of the announcement of the results. At the same time, the list according to the training/scholarship programmes is sent to the organisational unit responsible for the given training/scholarship programmes, where the list is supplemented with financial information about the applicant (scholarship programme, self-funded, characteristics of the interstate contracts for training), and the accuracy of the data provided is checked.

(4) Foreign applicants submitting appropriate applications shall be subject to the rights and obligations set out in the organisational and operational rules and the house rules of the given dormitory building as well as to applicants through Neptun system. The dormitory fees and surcharges of foreign students are the same as the fees and surcharges set out in Annex 6 of the RSFB, unless the provisions of the scholarship programme, the reimbursements and the interstate training contracts provide otherwise.

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(5) The provisions of paragraphs (1)–(4) shall not apply to students under the NKA budget set out in Annex 6 of the RSFB, as well as to students who are placed as a result of a separate agreement concluded between the organisational units of the University and the dormitory.

(6) Foreign students may be moved into the dormitory only if they have submitted their Moving in Request in Neptun on time and paid the fee (deposit) of the Moving in Request, so that their dormitory residence agreement has been signed. (Applies to all foreign students in any programme/scholarship programme/form.)


(7) Students under the Stipendium Hungaricum Scholarship Programme (SH students) may be allocated a maximum of 110-110 places per dormitory in the Kinizsi Dormitory and the Tarkaréti Dormitory (220 in total), deviating from this ratio only where appropriate, based on a decision of the Campus Director and with the agreement of the Head of the Dormitory Division. Principles of allocation of places:

- a) A total of 220 places shall be distributed among the first-year (freshmen) and PhD (first-year and upper-year) SH students in the order in which applications are received.
- b) If the total number of first-year or PhD SH students applying for dormitory accommodation is less than 220, then the remaining dormitory places may be distributed among upper-year SH students applying for dormitory beds. In this case, on the basis of the student scholarship of the upper year SH students, the places should be distributed among students with better results. In the case of identical averages, the SH student who has previously submitted an application should be preferred.

(8) Placement in the dormitory marked as preferred during the dormitory application process is not guaranteed, it depends on the number of places available.

(9) In all cases, the dormitory status shall be established for the period applied for (5 or 10 months), the scope of which is indicated in the Moving in Request. It is possible to modify the period free of charge one time during the semester (from 1 to 7 December) by submitting a Neptun application. Submitting a request does not imply automatic acceptance.

(10) Students who receive placement after the closure of the admission procedure (from a waiting list) may only contract until the last day of the given semester, but may submit a request for extension.

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8. annex

Principles of classifying dormitories by comfort levels

Based on the agreement between the University and the Student Union, the classification of the individual places is as follows:

a) those dormitory places where the sanitary block is shared, 3 or more persons are accommodated in a single room and the building has not been renovated within 10 years may only be classified in category I;

b) dormitory places may be classified in category II if fewer than 3 persons are accommodated in one room;

c) category III is if a complete sanitary block is installed per room or per two rooms and fewer than 3 persons are accommodated in one room;

d) category IV is if a complete sanitary block is installed per room or per two rooms, fewer than 3 persons are accommodated in a room and the building was renovated within the last 10 years.

Categories of financing adjusted to comfort levels

The monthly amount of the dormitory fee may not be higher per state scholarship and state scholarship doctoral student (HUF/person/month) than

Category I	8% of the annual amount of the dormitory normative
Category II	10% of the annual amount of the dormitory normative
Category III	12% of the annual amount of the dormitory normative
Category IV	15% of the annual amount of the dormitory normative