	STUDENT REQUIREMENTS PART 4	Version number: 01 Effective from: 10 July 2022 File number: JISZ-SZ/7/2022
Regulation on Student Fees and Benefits		

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CHAPTER I

General provisions

THE PURPOSE OF THE REGULATION

1.§

- (1) The Regulation on Student Fees and Benefits (hereinafter: Regulation or RSFB) are designed to define the types of payment obligations incumbent upon students, the rules of calculating and fulfilling them, as well as the requirements for distributing the resources of student benefits, the scope of benefits, along with the rules on the division of power between the persons and bodies involved in such matters.

SCOPE OF THE REGULATIONS


2.§

- (1) The territorial scope of the present Regulation extends to all the places of delivery where the University offers programmes.
- (2) The personal scope of the Regulation covers:
- a) each organisational unit of the University and the bodies and persons involved in matters falling within the material scope of the regulation, irrespective of whether such persons have an employment or student status at the University, unless otherwise specified in the Regulation;
 - b) regardless of the form of financing, all students of Hungarian and – according to the effective laws – non-Hungarian citizenship, who study in any cycle of education, study programme or mode of study, including students participating in a doctoral programme and doctoral candidates, as well as persons applying for admission to the University and its former students (hereinafter jointly referred to as students);
 - c) where provided for under the regulation, persons who have gained admission to the university.
- (3) The scope of the present Regulation does not cover programmes delivered within the framework of adult education subject to Act LXXVII of 2013.
- (4) The material scope of the Regulation covers:
- a) all payment obligations incumbent upon students that are handled by the University and based on the RSFB, the procedure for their establishment and fulfilment,
 - b) as well as the distribution of the resources of student benefits, the scope of benefits, along with the rules on the division of power between the persons and bodies involved in such matters.

Related regulatory documents


3.§

- (1) Enabling legislation for formulating the Regulation: Act CCIV of 2011 on National Higher Education (hereinafter: Nftv).

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(2) Related legislation and internal regulatory documents:

- a) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation:), 'Nftv');
- b) Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship (hereinafter: Gytv.);
- c) Government decree 51/2007 (26 March) on grants available to higher education students (Grants decree),
- d) Government Decree 389/2016 (2 December) on the financing of the core activities of higher education institutions (hereinafter: Financing Decree);
- e) Government Decree 87/2015. (9 April) on the implementation of certain provisions of Act CCIV of 2011 (hereinafter: Vhr),
- f) Government decree 248/2012 (31 August) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education (Vhr2),
- g) Government decree 121/2013 (26 April) on the Educational Authority (OH Decree);
- h) Government decree 24/2013. (5 February) on national academic excellence (Excellence Decree),
- i) Government decree 52/2013 (25 February) on the Klebelsberg Training Scholarship;
- j) Government decree 285/2013 (26 July) on Stipendium Hungaricum;
- k) Government decree 690/2021 (8 December) on the Stipendium Hungaricum Sports Scholarship Programme, as well as on the amendment of certain government decrees related to the functioning of the Stipendium Hungaricum Sports Scholarship Programme
- l) Government Decree 120/2017 (1 June) on the „Scholarship Programme for Christian Young People” and on the amendment of Government Decree 51/2007 (26 March) on the benefits paid to and certain fees to be paid by the students studying in higher education institutions (Christian Scholarship decree),
- m) Government decree 203/2020 (14 May) on the amendment of certain government decrees required for the functioning of the Hungarian Diaspora Scholarship Programme (DSP Decree),
- n) Organisational and Operational Procedures,
- o) Admission Regulations,
- p) Study and Examination Regulations (hereinafter: SER),
- q) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: 'SSP'),
- r) Student Disciplinary and Compensation Regulations (hereinafter: SDCR);
- s) Provisions of the Presidential Committee on programme cost of postgraduate specialist postgraduate study programmes;
- t) Provisions of the Presidential Committee on establishing a scholarship in partnership or in the framework of a national, EU or other grant;

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- u) Provisions of the Presidential Committee on the different types of non-scholarship prizes granted to students, the scope of eligible persons and the procedures for their assessment,
 - v) Provisions containing on a conceptual level the tasks related to the preparation and implementation of certain scholarships, non-scholarship prizes fees and certain fees to be paid by students, which are issued by the Vice-Rector for Education and by the Vice-Rector for Research in the case of doctoral students,
 - w) Provisions issued by the Head of Finance on the management of debts of former students in arrears whose student status has been terminated,
- (3) In relation to subparagraphs (u) to (v), the Vice-Rector for Education or the Head of Student Services or the Neptun and Student Finances at Student Services may issue information and implementation guides.

Definitions

4.§

- (1) With respect to the terms used in the present Regulation, the definitions set out in the pieces of legislation listed under related documents and internal regulatory documents, in particular Nftv, the Grants decree and Gytv, as well as in the SER and the Doctoral Regulation shall be applied, subject to the derogation referred to in paragraph (2).
- (2) The academic year is understood as a period comprising ten (10) months, defined for the purposes of organising education and is composed of semesters.

Bodies and persons involved

5.§

- (1) Organisational units and persons competent to act in matters covered by the Regulation:
 - a) The Maintainer, the Presidential Committee, the Vice-Rector for Education, the Vice-Rector for Research, the Head of Finance with regulatory powers;
 - b) the Senate with right of consultation with regard to the regulations;
 - c) the Vice-Rector for Education with decision-making powers (person authorised to enter into commitments) and powers of approval;
 - d) the Head of Competence Centre with decision-making powers (person authorised to enter into commitments) and powers of approval;
 - e) the Dean of Corvinus Doctoral Schools with decision-making powers (person authorised to enter into commitments) in matters concerning doctoral students;
 - f) the Head of Student Services with decision-making powers (person authorised to enter into commitments);
 - g) the Head of Neptun and Student Finances at Student Services with decision-making powers (person authorised to enter into commitments);
 - h) the Doctoral Scholarship Council with decision-making powers (person authorised to enter into commitments) in matters concerning doctoral students;

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- i) Student Services, Corvinus Doctoral Schools and International Relations and Accreditations with preparatory and implementing duties;
 - j) Legal, Administrative and Regulatory Services with powers of legal control;
 - k) the Chancellor with decision-making powers (person authorised to enter into commitments);
 - l) the Student Union with preparatory and consultative duties;
 - m) in the case of scholarships referred to in Sections 7(4)(b) and (c) and (5)(b) and (c) of the present Regulation, the person designated to enter into commitments shall have decision-making powers (person authorised to enter into commitments).
- (2) The following bodies shall have preparatory, consultative and prioritising duties in matters covered by this Regulation:
- a) Student Social Committee,
 - b) Assessment Committee for Public Affairs Scholarships,
 - c) Assessment Committee for Student Association Scholarships,
 - d) Assessment Committee for Scientific Scholarships,
 - e) Assessment Committee for Corvinus Excellence Scholarships,
 - f) in the case of scholarships referred to in Sections 7(4)(b) and (c) and (5)(b) and (c) of the present Regulation, the assessment committee appointed for this purpose,
 - g) the Student Appeals Committee shall have legal remedial powers in matters covered by the present Regulation.
- (3) Student Social Committee: the Student Social Committee is composed of six (6) members. The Chairperson of the Student Social Committee is the student welfare liaison officer of the Student Union, its members are the four (4) students delegated by the Student Union, along with one (1) employee designated by the Vice-Rector for Education at the proposal of the Head of Neptun and Student Finances at Student Services. The secretary shall be appointed by the Chairperson. The Student Union shall delegate at least two alternate members to the Student Social Committee (hereinafter SSC).
- (4) Assessment Committee for Public Affairs Scholarships: the Assessment Committee for Public Affairs Scholarships consists of four (4) members. The members of the Assessment Committee for Public Affairs Scholarships shall be one (1) employee designated by the Vice-Rector for Education at the proposal of the Head of Neptun and Student Finances at Student Services as well as three (3) students delegated by the Student Union. The Assessment Committee for Public Affairs Scholarships elects its Chairperson from among its members. The secretary shall be appointed by the Chairperson. The Student Union shall delegate at least one alternate member to the Assessment Committee for Public Affairs Scholarships.
- (5) Assessment Committee for Student Association Scholarships: The Assessment Committee for Student Association Scholarships Committee consists of four (4) members. The members of the Assessment Committee for Student Association Scholarships shall be one (1) employee designated by the Vice-Rector for Education at the proposal of the Head of

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Neptun and Student Finances at Student Services as well as three (3) students delegated by the Student Union. The Assessment Committee for Student Association Scholarships elects its Chairperson from among its members. The secretary shall be appointed by the Chairperson. The Student Union shall delegate at least one alternate member to the Assessment Committee for Student Association Scholarships.

- (6) The Assessment Committee for Scientific Scholarships: the Assessment Committee for Scientific Scholarships consists of four (4) members. The members of the Assessment Committee for Scientific Scholarships are one (1) lecturer delegated by the Vice-Rector for Research and three (3) students delegated by the Student Union. The member delegated by HÖK (Student Union) shall be a student performing outstanding scientific work or public affairs activities. The Assessment Committee for Scientific Scholarships elects its Chairperson from among its members. The secretary shall be appointed by the Chairperson. The Student Union shall delegate at least one (1) alternate member to the Assessment Committee for Scientific Scholarships.
- (7) The Assessment Committee for Corvinus Excellence Scholarships: the Assessment Committee for Corvinus Excellence Scholarships consists of six (6) members. The Chairperson of the committee and one of its members is the Vice-Rector for Education *ex officio*, two (2) members are delegated by the Rector, three (3) by the Student Union. The member delegated by HÖK (Student Union) shall be a student performing outstanding scientific work or public affairs activities. The secretary shall be appointed by the Chairperson.
- (8) The rules on the composition of the Student Appeals Committee Procedure are set out in the regulations called Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status.
- (9) To avoid any conflict of interest, students carrying out the assessment of applications may not be involved in giving an opinion on their own application in any form, they may not be present when their application is evaluated and they shall refrain from influencing the assessors in any manner. Any violation of the rule or any attempted violation shall be considered as a material breach and shall result in being excluded from application along with other legal consequences specified in the Rules of Organisation and Operation.
- (10) If the person in charge for the adoption of a decision is not specified in the present Regulation, the Vice-Rector for Education is entitled to adopt a first instance decision. Copies may be certified by the Head of Neptun and Student Finances or the person designated by him/her.

CHAPTER II

System of benefits for students and persons participating in doctoral programmes

Scholarships covering the programme cost

6.§

- (1) Scholarship covering the students' and doctoral students' programme cost:

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- a) From a state resource,
 - aa) Hungarian state scholarship,
 - ab) Part of the Stipendium Hungaricum Scholarship financing the programme cost,
 - ac) Part of the Hungarian Diaspora Scholarship financing the programme cost,
 - ad) Part of the Scholarship Programme for Christian Young People financing the programme cost,
- b) from a source provided by the Maintainer, Corvinus Scholarship,
- c) from a source provided for scholarships awarded in the framework of a partnership,
- d) scholarships provided from national, EU or other grants.

Types of benefits other than those covering the programme cost

7.§

- (1) Types of benefits provided to students:
 - a) financial benefits provided directly to the students,
 - b) non-financial benefits provided indirectly to the students (funding of institutional operating costs).
- (2) Financial benefits provided directly to the students may be:
 - a) State scholarships or
 - b) Institutional student benefits:
 - ba) institutional scholarships,
 - bb) institutional prizes.
- (3) State scholarships in whose evaluation and/or payment the University is involved include in particular:
 - a) National Higher Education Scholarship,
 - b) National Higher Education Excellence Scholarship,
 - c) Bursa Hungarica Higher Education Municipal Scholarship,
 - d) Part of the Stipendium Hungaricum Scholarship that may be allocated to student financial benefits,
 - e) Part of the Hungarian Diaspora Scholarship that may be allocated to student financial benefits,
 - f) Scholarships for upper-year Hungarian Diaspora Scholarship holders provided as a living and housing allowance,
 - g) Part of the Scholarship Programme for Christian Young People that may be allocated to student financial benefits,
 - h) Study abroad scholarships (e.g. Erasmus, CEEPUS)
 - i) Hunyadi János Scholarship,

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- j) Scholarship for non-Hungarian students taking part in fee-paying or self-funded programmes in Hungary,
- k) Hungarian Sports Star Scholarship,
- l) Cooperative Doctoral Scholarship.
- (4) The institutional scholarships available to students pursuing their studies in Bachelor programmes, two-cycle or single-cycle Master programmes are as follows:
 - a) Scholarships funded from support granted by the state and the maintainer:
 - aa) study scholarships,
 - ab) grants based on social needs:
 - (1) Regular grants based on social needs;
 - (2) Exceptional grants based on social needs;
 - (3) Dormitory grants based on social needs;
 - ac) Extracurricular scholarships:
 - (1) Scientific scholarships,
 - (2) Public affairs scholarships,
 - (3) Student association scholarships,
 - (4) Corvinus excellence scholarships for students,
 - (5) Study abroad scholarship,
 - (6) Scholarship for courses taken at a higher education institution abroad related to the double degree programme of the J. Selye University and the Corvinus University of Budapest.
 - b) Scholarship awarded in the framework of partnership programmes (this may include study scholarships, social need-based grants and extracurricular scholarships);
 - c) Scholarship awarded in the framework of domestic, EU and other grants (this may include study, social need-based and extracurricular grants);
 - d) Scholarship awarded from own sources (this may include study, social need-based and extracurricular grants);
 - e) Scholarship awarded from own sources:
 - ea) Grant for study visits;
 - eb) Grants to encourage research,
- (5) Institutional scholarships for doctoral students include:
 - a) Scholarships funded from support granted by the state and the Maintainer:
 - aa) Study-based scholarship – Scholarship for doctoral students;
 - ab) Corvinus Scholarship,
 - ac) Extracurricular scholarship:

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- b) Scholarship awarded in the framework of partnership programmes (this may include study scholarships, social need-based grants and extracurricular scholarships);
- c) Scholarship awarded in the framework of domestic, EU or other grant programmes (this may include study, social need-based and extracurricular grants);
- d) Scholarship awarded from own sources (this may include study, social need-based and extracurricular grants);
 - da) Grant for study visits;
 - db) Grant to encourage research,
 - dc) Creative Research Idea Grant.
- (6) The types of non-scholarship prizes for students, eligibility and the procedure for assessing them are set out in Provisions of the Presidential Committee.
- (7) Non-financial benefits provided indirectly to the students (funding of institutional operating costs):
 - a) Supporting the production of course books, the procurement of textbooks, learning materials and electronic devices needed for preparation, as well as the procurement of devices assisting students with disabilities in their studies;
 - b) supporting cultural and sports activities;
 - c) maintaining and running dormitories;
 - d) renting dormitory capacities, renovating dormitories;
 - e) supporting the operation of the Student Union and the Doctoral Student Union;
 - f) supporting the operation of student advising organisations.
- (8) The types of state scholarships supporting study abroad (e.g. ERASMUS+), eligibility and the procedures for assessing them are set out in the Regulation on Study Abroad.

Force majeure benefits

8.§

- (1) The University may provide students with additional benefits, including concessions, in cases of force majeure. The types of benefits provided, eligibility and the procedure for their assessment are laid down in Provisions of the Presidential Committee.

Sources of benefits

9.§

- (1) The Head of Finance shall keep an up-to-date record of the sources of funding available for the student benefits set out in Sections 6 to 8.


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Breakdown by type of aid received from the Hungarian State for the purposes of student benefits

10.§

- (1) On the basis of the conditions defined in Nftv and the Grants Decree, the amount of the state aid received for the purposes of student benefits is split in the following way:

I. Overall amount of normative funding for students:		100.00%
Of which:		
a) Study scholarship		57.87%
b) Overall amount of grant based on social needs (regular and exceptional grant based on social needs)		28.20%
c) Extracurricular scholarships		10.54%
Of which:		
ca) Study scholarships		2.12 %
cb) Public affairs scholarships		3.68%
cc) Student association scholarships		3.39%
cd) Study abroad scholarship		1.35%,
d) Student prize established by decision of the Presidential Committee		0.16%
e) Reserve		0.23%
f) Overall funding of institutional operating costs		3.00%
Of which:		
fa) Supporting the operation of the Student Union		1.85%
fb) Supporting the operation of the PhD Student Union		0.15%
fc) Supporting the operation of student advising organisations		1.00%.
II. Overall amount of normative housing allowance:		100.00%
Of which:		
a) Overall amount of grants based on social needs (regular and exceptional grants based on social needs)		35.00%
b) overall funding of institutional operating costs		65.00%
III. Support allocated to the textbook and course book needs of non-doctoral students, sports and cultural normative funding:		100.00%
a) Overall amount of grants based on social needs		56.00%
b) Overall funding of institutional operating costs		44.00%
Of which:		
ba) Supporting the production of course books, electronic textbooks, procuring equipment		24.00%
of which:		
(1) Supporting the production of course books		11.40%
(2) Production and procurement of electronic textbooks, learning materials, and procurement of electronic devices needed for preparation		11.40%
(3) Procurement of devices assisting students with disabilities		1.20%
bb) Supporting cultural activities		10.00%
bc) Supporting sports activities		10.00%
IV. Support allocated to the textbook and course book needs of doctoral students sports and cultural normative funding:		100.00%
a) For doctoral scholarships		56.00%

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b) Overall funding of institutional operating costs

44.00%

Financial benefits provided directly to the students may be:

State scholarships

Common rules with regard to state scholarships provided to students

11.§

- (1) State scholarships are aid provided by the state in the granting of which the University is involved as defined in legislation as well as by the ministry in charge of the scholarship programme or by other authorities.
- (2) The amount of the scholarship and the period during which it is granted, the eligible applicants, the eligibility criteria for the scholarship, the rules of application and assessment, the rules of the disbursement of the scholarship, the rights and obligations of the beneficiary, as well as cases of losing the scholarship are laid down in legislation as well as regulations, requirements defined by the ministry in charge of the scholarship programme or by other authorities.
- (3) The University shall comply with the schedule and rules defined by the ministry in charge of the scholarship programme or by other authorities.
- (4) Unless otherwise provided for in the RSFB, the preparatory tasks and implementation with respect to scholarships is the responsibility of Student Services (hereinafter: SS).
- (5) If pursuant to the Nftv a decision, measure or failure to act is subject to appeal, it may be challenged according to the provisions of the regulation called "Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status".

Certain scholarships available to students taking part in bachelor, two-cycle and single cycle master programmes

Hungarian state scholarship

12.§

- (1) In case of a Hungarian state scholarship, the fee payable by the student for the programme provided by the University is paid to the University by the state in place of the student.
- (2) Students taking part in a programme funded through scholarship shall be obliged to meet the specific conditions set out in Nftv.
- (3) If the conditions set out in the SER are fulfilled, a student who commenced his/her studies in the 2st (autumn) semester of the 2019/2020 academic year or before may be reclassified from a self-funded programme to a programme funded through Hungarian state scholarship as well as may be transferred from another higher education institution to the University to a programme funded through Hungarian state scholarship.


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- (4) The conditions of taking part in programmes funded through a scholarship, the associated obligations, the maximum number of funded semesters, the cases of losing entitlement as well as the detailed procedural rules are set out in Nftv., Vhr, Vhr 2. and the EA Decree.

National higher education scholarship

13.§

- (1) On the initiative of the minister in charge of higher education, the University grants a national higher education scholarship to students with an outstanding performance.
- (2) In response to the call for applications of the minister in charge of higher education, the following students may apply for the scholarship:
 - a) who take part in a bachelor programme, a two-cycle or single cycle master programme,
 - b) who have registered for at least two semesters during their studies,
 - c) who have obtained at least 55 credits during their studies,
 - d) who have shown an outstanding academic performance, achieved at least a scholarship average of 4.5 and a minimum of 23 credits per semester during their studies at the University in the semester when the application was submitted and in the previous active semester and
 - e) who have carried out outstanding professional and community work,
 - f) who have an active student status in the semester when the application is handed in.
- (3) Should the students' student status be terminated or suspended for any reason, the scholarship may not be disbursed anymore to the students. In case of studies ending in an odd semester in accordance with the duration of the programme, the entitlement to the scholarship does not cease if the student continues his/her studies in the second semester of the academic year in question.
- (4) The application criteria for the scholarship are set out in Annex 1 to the present Regulation within the framework defined in the Funding Decree.
- (5) The number of students eligible for scholarship is established by the competent minister on the basis of the Funding Decree and communicated to the University.
- (6) The scholarship may be won for a period of an entire academic year (10 months), the amount which may be awarded is specified in the call for applications.
- (7) A National higher education scholarship earned for a given academic year may only be disbursed in the academic year in question and if the student status is active.
- (8) The detailed application criteria with regard to the scholarship, along with the cases in which the entitlement ceases, are set out in the call for applications.
- (9) The scholarship may be earned through a public call for applications. The call is published by the Vice-Rector for Education. The call for applications along with their assessment criteria shall be published in view the timeline specified in the Funding decree.

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- (10) The applications shall be checked and ranked by the Student Social Committee. Under powers delegated by the Senate, the Vice-Rector for Education makes a proposal for the award of the National higher education scholarship to the competent minister.
- (11) The Minister in charge of higher education decides on the award of the scholarship.
- (12) The scholarship is paid to the student by the University.

National Higher Education Excellence Scholarship

14.§

- (1) The purpose of the National higher education excellence scholarship is:
 - a) to support the research activities and professional development of talented students taking part in bachelor programmes, which shall result in a scholarly article or paper submitted to TDK (Conference of Students' Scientific Associations), other scientific, technical or artistic creation relevant for the given branch of science, as well as preparation for the commencement of master-level studies;
 - b) To support the research activities and professional development of talented students taking part in two or single-cycle Master programmes, which shall result in publication (scholarly article or paper submitted to TDK (Conference of Students' Scientific Associations)), other scientific, technical or artistic creation relevant for the given branch of science, as well as preparation for the commencement of doctoral studies;
- (2) The scholarship may be awarded to students with excellent performance taking part in bachelor programmes, two-cycle or single-cycle master programmes who carry out research activities at the University during the scholarship status.
- (3) Any student with an active student status in the semester when the application is submitted may hand in an application.
- (4) The detailed application criteria as well as the cases in which the entitlement ceases and the rules of disbursement are set out in the Excellence Decree, the rules of operation of the scholarship and the call for applications.
- (5) The number of students eligible for the scholarship is determined by the minister in charge of higher education.
- (6) The scholarship may be earned for a duration of 5–60 months, the eligible amount shall be specified in the call for applications.
- (7) The Minister in charge of higher education decides on the award of scholarships. No appeal shall lie against the decision at the University.

Bursa Hungarica Higher Education Municipal Scholarship

15.§

- (1) The Bursa Hungarica Higher Education Municipal Scholarship is a social needs-based financial benefit that consists of a social-needs based scholarship granted to students by local and regional municipalities adhering to the Bursa Hungarica Higher Education Municipal Scholarship Scheme's round in the given year (municipal portion of the grant)

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and the social needs-based scholarship fixed by the University on the basis of the municipal scholarship (institutional portion of the grant).

- (2) The source of the scholarship shall be the state budget.
- (3) Students are eligible for the institutional portion of the grant if the local municipality in which they reside awarded them a grant in the framework of the scholarship scheme, furthermore they pursue studies in a full-time (daytime delivery) bachelor programme, two-cycle or single-cycle master programme.
- (4) The grant established in the framework of the scholarship scheme may exclusively be awarded on the basis of the applicant's social situation, the applicant's academic performance may not be taken into account when awarding the grant.
- (5) The detailed conditions for applying for the scholarship programme, with the cases in which the entitlement ceases, the repayment obligation and the method of repayment, as well as the rules of disbursement are set out in the Grants Decree and the call for applications.
- (6) The number of students eligible for the scholarship shall be established by the competent minister on the basis of the Grants Decree.
- (7) The maximum monthly amount per capita of the institutional portion of the scholarship shall be published on the ministry's website each year by the competent minister.
- (8) The decision on the applications shall be taken by the local municipalities, the institutional portion of the scholarship shall be granted by the competent minister, the central coordination and database management tasks shall be carried out by the designated government organisation managing the applications, the University nevertheless shall be obliged to examine eligibility for the scholarship prior to disbursement, furthermore the University shall be in charge of the disbursement. The verification shall be carried out by Student Services.

Stipendium Hungaricum Scholarships

16.§

- (1) The Stipendium Hungaricum Scholarship Programmes are scholarships created by the Government whose aim is to provide special support to foreign students for their studies in Hungarian higher education institutions, for their participation in competitive sports within and outside higher education institutions, for developing higher education sporting life in order to implement the intergovernmental agreements under which the Stipendium Hungaricum scholarships are offered. Within the framework of the Students at Risk subprogramme, students who wish to pursue their studies commenced in Ukraine are supported for the purpose of obtaining their bachelor, master or doctoral degree in Hungary.
- (2) The scholarship programme is administered by the Tempus Public Foundation.
- (3) Eligibility for submitting applications is set out in the Operational Regulations and the Implementation Guide of the SH Programmes.

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- (4) The scholarship may be earned for the period defined in the SH decrees, the Operational Regulations and the Implementation Guide of SH.
- (5) The number of students eligible for the scholarship is specified in the framework agreement concluded by the University.
- (6) On the basis of the framework agreements under which the Scholarships are offered, the Tempus Public Foundation launches a call for student applications for studies in self-funded programmes in Hungarian higher education institutions. The applications are evaluated by the Tempus Public Foundation.
- (7) The SH decrees as well as the Operational Regulations and the Implementation Guide of SH and the call for student applications contain the student application criteria, the deadline for submitting applications, the evaluation criteria, the actual amount of scholarships and benefits available to students and the requirements related to their academic progress, along with the cases when the entitlement ceases.
- (8) The scholarship holder must meet the admission requirements defined by the University. The Scholarships are granted by the Tempus Public Foundation provided that scholarship holder establishes student status.
- (9) The University shall conclude a scholarship contract with the scholarship holder, setting out the rights and obligations associated with the scholarship. The content requirements of the scholarship contract are set out in the SH decrees, the Operational Regulations and the Implementation Guide of SH.
- (10) The scholarship may be earned for the period defined in the SH decrees, the Operational Regulations and the Implementation Guide of SH.
- (11) By way of derogation from the general rules, the institutional coordination and liaising tasks associated with the scholarship are carried out by International Relations and Accreditations. In accordance with the general rules, student administration tasks are performed by Student Services, the latter being in charge of liaising with the Tempus Public Foundation in such matters.

Hungarian Diaspora Scholarships

17.§

- (1) The Hungarian Diaspora Scholarship Programme (hereinafter: DSP) is a scholarship established by the Government to provide special support to foreign students with Hungarian roots to study at Hungarian higher education institutions. The programme covers Hungarian diaspora communities living in all countries of the world, with the exception of the European Union's Member States, the Republic of Serbia and the Subcarpathian County of Ukraine.
- (2) The Scholarship Programme is managed by the Minister for Foreign Affairs and administered by the Tempus Public Foundation.
- (3) The eligible applicants, the principles of application and selection, the duration of the scholarship are set out in the DSP Decree, the DSP Rules of Procedure and the DSP Implementation Guide.

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- (4) The number of students eligible for the scholarship is specified in the framework agreement concluded by the University.
- (5) The call for student applications contains the student application criteria, the deadline for submitting applications, the evaluation criteria, the relevant amount of scholarship benefits available to students and the requirements related to their academic progress.
- (6) On behalf of the Minister in charge of foreign politics, the Tempus Public Foundation's Board of Trustees decides on awarding the scholarships.
- (7) The scholarship holder must meet the admission requirements defined by the University. The scholarship is granted by the Tempus Public Foundation on condition that the scholarship holder establishes student status.
- (8) The University shall conclude a scholarship contract with the scholarship holder, setting out the rights and obligations associated with the scholarship. The content requirements of the grant agreement are set out in the DSP Decree as well as the DSP Rules of Procedure and Implementation Guide.
- (9) Upper year DSP scholarship holders may be eligible for a living and housing allowance, which can be applied for either on a social or an excellence basis, but may be awarded only on one of these grounds.
- (10) The scholarship is valid for one academic year from the second academic year of scholarship studies, on the basis of an application submitted each academic year, except for doctoral students or socially deprived persons, who may receive it for the whole period of their scholarship status.
- (11) The call for applications includes the conditions for student applications, the deadline for applications, the method of application, the funding criteria, the monthly amount of funding and its possible forms.
- (12) The University shall adopt a resolution on the scholarship decision, which shall constitute an annex to the scholarship contract. The University shall send the resolution to the scholarship holder and the Tempus Public Foundation.
- (13) Scholarships are disbursed by the University in accordance with the DSP Decree as well as the DFP Rules of Procedure and Implementation Guidelines.
- (14) By way of derogation from the general rules, the institutional coordination and liaising tasks associated with the scholarship are carried out by International Relations and Accreditations. In accordance with the general rules, student administration tasks are performed by Student Services, the latter being in charge of liaising with the Tempus Public Foundation in such matters.

Scholarship Programme for Christian Young People

18.§

- (1) The Scholarship Programme for Christian Young People is a scholarship established by the Government with a view to:
 - a) Providing an opportunity to pursue higher education studies, also including doctoral studies, in Hungary's state-recognised higher education institutions for Christian

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young people in whose country of origin Christian communities are exposed to religious persecution, threats or suffer from restrictions in the free exercise of religion, furthermore

- b) Contributing to the welfare of Christian communities specified in subparagraph a) in their homeland.
- (2) The scholarship programme is administered by the Hungary Helps Agency Nonprofit Zártkörűen Működő Részvénytársaság (hereinafter: Agency).
- (3) Eligibility for submitting applications is set out in the Operational Regulations of the Christian Scholarship.
- (4) The scholarship may be earned for the period defined in the Christian Scholarship decree as well as the Operational Regulations of the Christian Scholarship.
- (5) The number of students eligible for the scholarship is specified in the framework agreement concluded by the University.
- (6) On the basis of the agreements under which the scholarships are offered, the Minister in charge of Aid of Persecuted Christians and the implementation of the Hungary Helps Programme shall launch a call for student applications for scholarships for studies in self-funded programmes in Hungarian higher education institutions. On the basis of a proposal from the Minister, the Minister in charge of education decides on the outcome of the application required for awarding the scholarship.
- (7) The Christian Scholarship Decree as well as the Operational Regulations of the Christian Scholarship and the call for student applications contain the student application criteria, the deadline for submitting applications, the evaluation criteria, the relevant amount of scholarships available to students and the requirements related to their academic progress, along with the cases when the entitlement ceases.
- (8) The scholarship holder must meet the admission requirements defined by the University. To be awarded a scholarship, the scholarship holder must establish student status at the University.
- (9) The University shall conclude a scholarship contract with the scholarship holder, setting out the rights and obligations associated with the scholarship. The content requirements of the scholarship are defined in the Christian Scholarship Decree as well as the Operational Regulations of the Christian Scholarship.
- (10) The scholarship is disbursed by the University in accordance with the rules specified in the Christian Scholarship Decree as well as the Operational Regulations of the Christian Scholarship.
- (11) By way of derogation from the general rules, the institutional coordination and liaising tasks associated with the scholarship are carried out by International Relations and Accreditations. In accordance with the general rules, student administration tasks are performed by Student Services, the latter being in charge of liaising with the Agency in such matters

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Ministerial grant to support the studies of foreign nationals in Hungary under bilateral international agreements

19.§

- (1) Under a bilateral international contract the competent minister awards a grant to students taking part in a programme of a higher education institution recognised by the state, with the exception of students taking part in a doctoral programme funded through Hungarian state scholarship.
- (2) The awarded grant shall be for ten (10) or twelve (12) months each year.
- (3) The monthly amount of the ministerial grant shall be equivalent to:
 - a) 34% of the annual amount of the normative funding for students defined in the Budget Act for students taking part in bachelor and master programmes,
 - b) one twelfth of the annual amount of the normative funding defined in the Budget Act for students taking part in doctoral programmes.
- (4) The competent minister shall establish the number of students eligible for the grant on the basis of the Grants Decree.
- (5) The detailed application criteria with regard to the scholarship, along with the cases in which the entitlement ceases, are set out in the call for applications.
- (6) The ministerial grant is paid to the student by the University.
- (7) For non-Hungarian nationals taking courses taken at another higher education institution under an international agreement, the provisions of paragraphs (1)-(6) shall apply, except that the grant is awarded for the duration of the course.

Hunyadi János Scholarship

20.§

- (1) The competent minister may grant a Hunyadi János scholarship to Hungarian students living beyond the borders of Hungary who take part in a state funded programme in a higher education institution recognised by the state, with the exception of students taking part in a doctoral programme funded by the state.
- (2) The scholarship shall be awarded for ten (10) months of the academic year to students taking part in full-time programmes, the monthly amount per capita shall be HUF 30,000. In the case of students taking courses taken at another higher education institution, the scholarship shall be awarded for the duration of the course, the monthly amount per capita shall be HUF 80,000.
- (3) Students may earn the scholarship through application. The Minister in charge of higher education shall designate the operating structures of the grant in the form of an individual decision. The individual decision must be published on the website of the ministry headed by the minister in charge of education.
- (4) The scholarship is paid to the student by the University.

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Ministerial grant under an intergovernmental agreement

21.§

- (1) Each academic year, the competent minister may award a scholarship to non-Hungarian students taking part in self-funded programmes in Hungary, with the exception of students specified in Section 19 above. The obligations defined in Nftv with respect to Hungarian state scholarship shall not apply to third-country nationals during the period for which the ministerial scholarship is awarded under an intergovernmental agreement.
- (2) The call for applications shall be published by the competent minister within the framework defined by the Budget Act.
- (3) Applications are evaluated on the basis of the available budget allocations and the academic performance of the applicants.
- (4) Applications shall be submitted to the higher education institutions. Applications are ranked by the higher education institutions and the ranked applications are forwarded to the decision maker.
- (5) The competent minister shall take a decision on the applications – if necessary, with the help of experts – on the basis of the ranking and the principles laid down in the Grants Decree.
- (6) The scholarship is paid to the student by the University.

Other state scholarships

22.§

- (1) The rules for state scholarships not featured above shall be laid down in Provisions issued by the Vice-Rector for Education.
- (2) As regards state scholarships in whose award, verification and payment the University is not involved, Student Services shall notify students on the website and shall offer assistance in interpreting the call for applications as may be necessary.

Institutional scholarships

Common rules with regard to scholarships funded from support granted by the state and the Maintainer

23.§

- (1) The preparatory tasks and implementation with respect to the scholarships is carried out by Student Services, unless otherwise provided for by the RSFB.
- (2) The procedures for the preparatory tasks and implementation of each scholarship are worked out by Student Services and issued by the Vice Rector for Education in the form of provisions.
- (3) Student Services or another organisational unit responsible for preparation and implementation may issue a non-normative information bulletin, implementation guidelines for the implementation of the rules of procedure.

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- (4) Persons taking part in the following programmes may not apply for a scholarship funded by the State source or the Maintainer's source, unless otherwise expressly provided for in the RSFB or the call for applications:
- training for the purposes of acquiring specialised knowledge,
 - courses taken at another higher education institution (as a guest student),
 - preparatory courses.
 - as well as students who cover their programme cost from other scholarship sources (beneficiaries of the Stipendium Hungaricum Scholarship, the Hungarian Diaspora Scholarship programme, or any other state or institutional scholarship funding the programme cost - with the exception of the Corvinus Scholarship), as well as those whose employer takes over the payment of the programme cost, etc.).
- (5) If pursuant to relevant legislation, a decision, measure adopted within the competence of the institution or failure to act is subject to appeal, it may be challenged according to the provisions of the regulation called "Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status".

Certain institutional scholarships for students taking part in bachelor, two-cycle and single cycle master programmes:

Corvinus Scholarship

24.§

- The University may grant students admitted to self-funded programmes the performance-based Corvinus scholarship as a financial benefit in order to fully or partially assume the semester's charge (hereinafter: programme cost) payable by the student for the programme (hereinafter for the purposes of the present section the scholarship shall be referred to as: (partial) scholarship), it being understood that the proportion of students supported with the full scholarship shall be at least 50% within the totality of students funded through the scholarship.
- The Maintainer shall define the overall amount of the scholarship.
- The Presidential Committee shall decide on the scope of the programmes supported by (partial) scholarship (hereinafter referred to as "supported programmes"), on the field of study, the mode of delivery, the place of delivery, the language of programme and the admission procedure for which the Corvinus scholarship is offered. The Presidential Committee also decides on the number of scholarship places that can be offered for each programme. These decisions are taken by the Presidential Committee in the context of the central admission procedure and the process of setting the cut-off score under institutional admission procedures. If necessary, the Presidential Committee shall, within the framework of the RSFB, determine the further conditions to be included in the call for applications of the Corvinus Scholarship and the proposal of the Vice-Rector for Education.
- Persons who do not pay the programme cost themselves, thus in particular beneficiaries of the Stipendium Hungaricum Scholarship, the Hungarian Diaspora Scholarship

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programme, or any other state or institutional scholarship funding the programme cost, as well as those whose employer takes over the payment of the programme cost, etc.) are not eligible for the (partial) scholarship.

- (5) A (partial)scholarship is for a specific programme, i.e. for studies pursued in a specific study programme, a specific mode of delivery, language and a specific place of delivery.
- (6) Should the student status be terminated unilaterally by the University through the student's fault or should it cease by virtue of legislation due to the same reason, the student shall not be eligible for the Corvinus scholarship at the same academic level even if he/she acquires a new student status. That is, it may only be awarded once at the same academic level. However, (partial) scholarships are available more than once if they apply to different academic levels.
- (7) If a student requests the termination of his/her student status himself/herself, provided that there were no circumstances at the time of the request for termination or during the semester of the request for termination which would otherwise have led to the termination of his/her student status by the University or which would not have led to the termination of the student status by virtue of legislation due to the same reason, he/she may apply for a scholarship at the same academic level as provided for in paragraph (9).
- (8) One (1) student may receive a Corvinus scholarship in only one (1) programme at the same time in one (1) semester, even if he/she is studying in more than one programmes at the University.
- (9) If a student's student status is terminated at the given academic level and another student status is acquired under a subsequent admission procedure, in view of paragraphs (6)-(7) above, his/her eligibility for Corvinus scholarship may cover the programme duration of his/her current programme as specified in paragraph(s) (11) or (12)-(13) above (maximum number of semesters eligible for funding), reduced by the number of semesters that were funded through a scholarship at the same academic level under a previous student status (corrected number of semesters eligible for funding).
- (10) The maximum amount of the (partial) scholarship per semester shall be equivalent to the programme cost payable by the student for the given programme.
- (11) The (partial) scholarship may only be granted for the duration of the programme defined in the relevant programme and outcome requirements of the given study programme (maximum number of funded semesters) and students may only benefit from it during the eligibility period set out in paragraph (14) or (15). In the case of students coming under the validation procedure, the maximum number of funded semesters is the maximum programme duration as defined in the applicable programme and outcome requirements of the study programme in question, reduced as a result of the validation procedure.
- (12) For students who are registered by the Disability Committee as students with disabilities, the maximum number of funded semesters specified in paragraph (11) is extended by one semester for bachelor, two-cycle master programmes and specialist postgraduate programmes and by two semesters for single-cycle master programmes. To qualify for the concession, the student must register as a student with a disability no later than the last day of the previous semester. If the student fails to do so, he/she will be entitled to claim

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the concession in the semester following the semester in which he/she completed registration as a student with a disability as described above.

- (13) The maximum number of funded semesters specified in paragraph (11) may be extended by up to one (1) semester upon reasonable request of the student due to participation in an exchange programme abroad. The Vice-Rector for Education shall take a decision in the matter of the special circumstance. The request must be submitted by the last day of the semester preceding the semester covered by the extension. The student is obliged to pay a fee according to the RSFB for the submission of such request.
- (14) The eligibility period within which the (partial) scholarship can be claimed:
 - a) for bachelor programmes, two-cycle master programmes as well as specialist postgraduate programmes, the duration of the programme plus one (1) semester,
 - b) for single-cycle master programmes and doctoral programmes, the duration of the programme plus two (2) semesters,
 - c) In the case of students with disabilities, two times the duration of the programme.
- (15) The eligibility period specified in paragraph (14) may be extended by one (1) semester at the request of the student on grounds deserving special consideration, thus in particular in the case of extending the period of studies due to long-term illness, childbirth, participation in a foreign exchange programme, practice period. In such cases the number of funded semesters may not exceed the maximum number of funded semesters defined in paragraphs (11)-(13). The Vice-Rector for Education shall take a decision in the matter of circumstances deserving special consideration. The request must be submitted by the last day of the semester preceding the semester covered by the extension. The student is obliged to pay a fee according to the RSFB for the submission of such request.
- (16) The scholarship status may be acquired:
 - a) through a scholarship contract subsequent to an admission decision taken on the basis of the score achieved under the admission procedure;
 - b) during the period of student status, through a scholarship contract concluded as a result of a review procedure set out in the present section, with or without an application.
- (17) The student becomes entitled to the (partial) scholarship until the date of the review under this section, i.e., following the review, the student shall either retain or lose his/her scholarship entitlement as a result of the review.
- (18) The (partial) scholarship is only available during an active semester, therefore no scholarship is awarded for the semester of the suspension of student status, but the student does not lose his/her scholarship entitlement due to the suspension in student status alone. If the student continues his/her studies in an active semester after the suspension of student status and, subject to the annual review, is still eligible, the University shall ex officio take action to reinstate the scholarship.
- (19) All semesters in which the student receives student scholarship and in respect of which no repayment obligation arises are considered to be part of the funding period used by the student. Any semester for which the student signed in but during which he/she suspends

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the student status shall not constitute a period of funding available to the student in view of the fact that the student may not benefit from the scholarship in such semesters and he/she is obliged to reimburse scholarship already disbursed in accordance with subparagraph a) of paragraph (25) below.

(20) The scholarship status shall cease if

- a) the scholarship contract between the University and the student is terminated for any reason, from the date of termination;
- b) the student's student status at the University is terminated, from the date of termination of student status;
- c) the student switches for another programme, i.e. study programme or within a given study programme, the place of delivery or the language of the programme, from the date on which the student starts studying in the new programme;
- d) the student has exhausted the funded semesters under paragraphs (11) - (13), starting from the next semester;
- e) the student has exceeded the eligibility period under paragraph (14) or (15);
- f) the student fails to meet the academic criteria defined in the review procedure under the present section, starting from the next semester.

(21) The University shall review the categories of students eligible for scholarship once in every academic year until 31 July. During the review, the evaluation shall be made by study programme, within the study programmes by delivery mode, language of the programme, place of the delivery, as well as by student who have commenced their programme in the same semester (hereinafter: by programme). The review shall be based on the performance of the last two active semesters in which the student did not take part courses taken at a higher education institution abroad or in a study programme that involves a compulsory intensive practice abroad exceeding six (6) weeks. Only studies at the University can be taken into account for the assessment. If at the time of the annual review the student had only one active semester that may be subjected to evaluation, including students who commenced their studies with the February intake, the value of such single semester shall be doubled for the purposes of the review.

(22) As of the 1st (autumn) semester of the 2020/2021 academic year, if due to identical scores achieved in the ranking the number of eligible students exceeds the number of available places or available scholarship places or the scholarship allocation for the given programme, the Presidential Committee shall take a decision with regard to the entitlement.

(23) As of the 1st (autumn) semester of the 2020/2021 academic year, if due to identical scores achieved in the ranking the number of eligible students exceeds the number of available places or available scholarship places or the scholarship allocation for the given programme, the Presidential Committee shall take a decision with regard to the maximum number of students eligible for the Corvinus Scholarship as well as the use of the remaining scholarship allocation.

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- (24) A student who loses his/her entitlement to a (partial) scholarship during the review pursuant to paragraph (21) may, in view of his/her situation deserving special consideration, apply for the continuation of his/her scholarship in an exceptionally justified case. The Vice-Rector for Education shall take a decision in the matter of equity.
- (25) A student funded through (partial) scholarship must:
- reimburse the entire amount of the scholarship disbursed for the given semester if he/she suspends his/her student status during the semester;
 - obtain a diploma at the Corvinus University of Budapest during the duration of the programme at a given academic level level, but in no case later than within twice the programme duration, or to repay the full amount of the scholarship he/she has received at the given academic level if he/she does not obtain the degree within the period specified herein.
- (26) The student is not obliged to repay the fee if he/she changes for another programme, i.e. study programme or within a study programme the delivery mode, the place of delivery, the language of the programme within the University and obtains the degree in the successor study programme at the Corvinus University of Budapest within the duration of the successor study programme, but in no case later than within twice the duration of the programme. In this case, after having switched to another programme, the number of available semesters in the new programme shall be reduced by the number of funded semesters used in the former programme. Students will also be required to repay the full amount of the scholarship if they do not obtain a diploma from the Corvinus University of Budapest during the programme duration of the successor study programme, but in no case later than within twice the duration of the programme.
- (27) The call for applications contains the student application criteria, the deadline for submitting applications, the evaluation criteria, the amount of the scholarship and the eligibility requirements as well as the cases in which entitlement ceases. The (partial) scholarship is awarded through a public call for applications, except for the annual review. The call is published by the Vice-Rector for Education on the basis of the decision of the Presidential Committee and in agreement with the Student Union.
- (28) The Dean shall take a decision on awarding the (partial) scholarship, including when it is awarded on the basis of the annual review.
- (29) (Partial) scholarship does not constitute (partial) state scholarship under Nftv.
- (30) The amount of the (partial) scholarship is not paid by the University to the student, the benefit constitutes a compensation through the payment of the programme cost.

Specificities of the Corvinus Scholarship in the case of applications advertised under the central admission procedure

25.§

- The provisions of Section 24 shall be applied with the derogations set out in the present section with regard to Corvinus scholarships advertised under the central admission procedure.

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- (2) Any Hungarian national or person enjoying identical rights under Nftv shall be eligible for a Corvinus scholarship advertised under the central admission procedure.
- (3) The applicable maximum number of students with scholarship for a given programme shall be determined by the maximum number of students specified for funding form „A”. The University shall nonetheless reserve the right of reclassification between the maximum capacity of the various programmes once the actual performance of the applicants becomes known during the cut-off procedure.
- (4) The deadlines with regard to the application procedure of the Corvinus scholarship is identical with those of the admission procedure.
- (5) An application for the Corvinus scholarship may be submitted by choosing a programme financed through funding form „A”, it being understood that the programme supported by the scholarship shall not constitute a programme funded through Hungarian state scholarship. In order to apply for the Corvinus scholarship, there is no need to hand in a separate application, no documents are required other than the ones that should be submitted under the central admission procedure.
- (6) The University shall not conduct any separate scholarship evaluation outside the processes carried out under the central application procedure. Any applicant who reaches the admission cut-off score defined by the University for the given programme financed through funding form „A” shall become eligible for the Corvinus scholarship in accordance with the criteria set out in the call for scholarship applications.

Study scholarship

26.§

- (1) The Study Scholarship is a financial benefit for full-time students (studying in daytime delivery mode) with an active student status who are perform outstandingly in their studies.
- (2) As regards students who acquired a student status prior to the 1st (autumn) semester of the 2019/2020 academic year
 - a) a maximum of 50% of students with an active student status taking part in a full-time (daytime delivery) programme financed through Hungarian state scholarship may receive a study scholarship,
 - b) if the student completed at least an equivalent of 23 credits in the subjects on the basis of which the scholarship average is calculated in the last active semester preceding the given semester and his/her academic performance reaches an average of 3.0 in subjects relevant for the scholarship;
 - c) the monthly scholarship allocation per student shall be at least 5% of the annual normative funding for students, but shall not exceed HUF 40,000.
- (3) In accordance with the University’s strategy, the best performing students who acquired a student status in the 1st (autumn) semester of the 2019/2020 academic year or subsequently shall benefit from scholarship determined by ranking based on their study

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performance. As regards students who acquired a student status in the 1st (autumn) semester of the 2019/2020 academic year or subsequently

- a) at least 20% of the full-time students (studying in daytime delivery) shall receive a study scholarship, it being understood that that the students referred to in paragraph (5) of Section 23 shall be excluded from the calculation of the number of students,
 - b) if the student completed at least an equivalent of 23 credits in the subjects on the basis of which the scholarship average is calculated in the last active semester preceding the given semester and his/her academic performance reaches an average of 3.80 in subjects relevant for the scholarship;
 - c) the minimal scholarship amount corresponding to an average academic performance of 3.80 and the maximum amount corresponding to an average academic performance of 5.00 shall be determined by the Presidential Committee. The scholarship allocation provided by the Board of Trustees shall be a minimum amount of HUF 60,000/capita/month for the number of students specified in subparagraph a).
- (4) A student taking part in a bachelor programme, single-cycle master programme may apply for scholarship from the 2nd semester of the first year, in a master programme from the 1st semester of the first year.
 - (5) In cases where a student takes part in more than one programme simultaneously at the University, the student may decide to apply for the scholarship on the basis of his/her academic performance in both programmes, nevertheless the scholarship may only be awarded to him/her for one of the programmes (in which the achieved scholarship amount is higher).
 - (6) Further criteria with regard to the scholarship are set out in Annex 1 of the RSFB.
 - (7) The scholarship allocation must be divided by way of forming homogeneous groups. Each homogeneous group of students shall consist of programmes or groups of similar programmes by academic level. The principles of forming groups are set out in Annex 1 of the RSFB. The groups formed for the purposes of the evaluation shall be recorded in the minutes of the evaluation.
 - (8) The scholarship allocation is distributed in accordance with the ranking based on academic performance. The calculation of academic performance shall be done on the basis of the calculation set out in Annex 1 to the present Regulation.
 - (9) The scholarship may be awarded for one (1) semester under the same procedure.
 - (10) The detailed application criteria with regard to the scholarship, along with the cases in which the entitlement ceases, are set out in the call for applications.
 - (11) The scholarship may be earned through a public call for applications. The call shall be issued by the Vice-Rector for Education in agreement with the Student Union.
 - (12) The Head of Student Services shall decide on the award of the scholarship. The decision does not constitute a discretionary decision. The Student Social Committee may be involved in the process of managing the calls for application upon the decision of the Head of Student Services.

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- (13) The scholarship shall be paid to the student by the University until the 10th day of each month. The scholarship payment due for September shall be made by the 10th day of October at the latest and the scholarship payment due for February shall be paid by the 10th day of March at the latest. These deadlines shall not apply to the payment of scholarships awarded in the second or further rounds of application following updates mostly due to the acceptance of subjects completed abroad. The final date for corrections due to data updates shall be the last day of the third month of the given semester (30 April or 30 November). Subsequent data updates will no longer result in the award of a scholarship.
- (14) The remaining amount of the study grant after the previous paragraph has been applied may be subsequently distributed to non-beneficiaries as permitted by the funding contract with the Maintainer.

Regular grants based on social needs and dormitory grants based on social needs

27.§

- (1) Regular social needs-based grants constitute financial benefits provided on the basis of the student's social situation.
- (2) Any student pursuing his/her studies in a full-time (daytime delivery) bachelor programme, two-or single cycle master programme who has an active student status in the relevant semester may apply for the grant from the 1st semester of the first year.
- (3) Any student with an active student status who takes part in more than one programme simultaneously may only apply for the grant with regard to one programme.
- (4) The further grant criteria are set out in Annex 1 to the RSFB. Eligibility criteria shall be based on previously published and easy-to-control criteria, furthermore in case of social needs-based grants, confidential treatment of the applications should be ensured in accordance with the provisions of the data protection act.
- (5) The grant may be awarded for one (1) semester under the same procedure.
- (6) The monthly amount of the grant for each student may not be lower than 10% of the annual normative funding for students.
- (7) The monthly grant allocation per student shall be at least 20% of the annual normative funding for students in case the student is eligible for regular social needs-based grant due to his/her social situation and:
 - a) is disabled or is eligible due to his/her health conditions, or
 - b) faces multiple disadvantages or
 - c) is the family breadwinner or
 - d) has a large family or
 - e) is an orphan.

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- (8) The monthly grant allocation per student shall be at least 10% of the annual normative funding for students in case the student is eligible for regular social needs-based grant due to his/her social situation and:
- a) is disadvantaged -with the exception of orphans– or
 - b) his/her guardianship has ended because he /she reached the age of majority, or
 - c) is half-orphaned.
- (9) The amount of the monthly grant may not be lower than 10% of the annual normative funding for students in case the student benefits from a scholarship under the funding scheme of foreign nationals' studies in Hungary for other than the period of courses taken at another higher education institution.
- (10) If a non-Hungarian student studying at the University under a bilateral international contract and/or act who is a beneficiary of a scholarship awarded by the competent minister is eligible to a regular social needs-based grant on the basis of his/her social situation, the amount of the monthly grant may not be lower than 10% of the annual normative funding of students.
- (11) The social situation of the student shall be examined across the whole institution by the Student Social Committee once in each academic semester pursuant to Annex 1 of the RSFB and the provisions of the Vice-Rector for Education on certificates to be submitted to determine the students' social situation. The outcome thereof shall be used to evaluate the applications both for social needs-based scholarship and dormitory admission (if the student requested the social points to be taken into account when he/she submitted the „Dormitory Application” request).
- (12) The detailed application criteria with regard to the grant, along with the cases in which the entitlement ceases, are set out in the call for applications.
- (13) The grant may be earned through a public call for applications. The call shall be issued by the Vice-Rector for Education in agreement with the Student Union.
- (14) The applications shall be checked and ranked by the Student Social Committee.
- (15) The Head of Student Services shall decide on the award of the scholarship. The decision does not constitute a discretionary decision.
- (16) The grant shall be paid to the student by the University until the 10th day of each month. The grant payment due for September shall be made by the 10th day of October at the latest and the grant payment due for February shall be paid by the 10th day of March at the latest.
- (17) A dormitory grant based on social needs is a financial benefit provided to a student admitted to dormitory on the basis of his/her social situation.
- (18) The grant is open to self-funded students studying in full-time (daytime delivery) bachelor, two and single cycle master programmes who have an active student status in the semester covered by the application, and who have submitted an application for admission to a dormitory and have also submitted an application for a regular social needs based grant. If the student has already been provided dormitory accommodation during the semester covered by the application, there is no need to apply for admission to a dormitory.

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- (19) The application will be evaluated on the basis of the score obtained in accordance with paragraph (11) and therefore no supporting documents need to be submitted with the application.
- (20) The grant may be awarded for one (1) semester under the same procedure.
- (21) Further criteria with regard to the grant are set out in Annex 1 of the RSFB.
- (22) The detailed application criteria with regard to the grant, eligibility, along with the cases in which the entitlement ceases, are set out in the call for applications.
- (23) The grant may be earned through a public call for applications. The call shall be issued by the Vice-Rector for Education in agreement with the Student Union.
- (24) The applications shall be checked and ranked by the Student Social Committee.
- (25) The Head of Student Services shall decide on the award of the grant. The decision does not constitute a discretionary decision.
- (26) The grant shall be paid to the student by the University until the 30th day of the month in which the dormitory fee is due. The grant payment due for September shall be made by the 10th day of October at the latest and the grant payment due for February shall be paid by the 10th day of March at the latest.
- (27) The student will not be paid the grant instalment for a given month unless he/she has already paid the dormitory fee due in that month. If the student pays the dormitory fee for the given month in arrears, the University will pay the unpaid monthly grant instalment together with the next instalment.
- (28) Paragraphs (4) and (11) shall apply mutatis mutandis to the grant.

Exceptional grant based on social needs

28.§

- (1) Exceptional social needs-based grants constitute financial benefits that are provided to students in the case of an extraordinary event occurring in the social situation of the student.
- (2) Any student pursuing his/her studies in a full-time (daytime delivery) bachelor programme, two-or single cycle master programme who has an active student status may apply for the grant.
- (3) The grant is a one-off benefit.
- (4) In all circumstances, only one application may be made in respect of the same extraordinary event, which must have occurred not more than three (3) months previously.
- (5) Students may request the grant in any period of the year if an extraordinary event has occurred in his/her own or his/her family's social situation. Serious long-term illness, death or another significant change in one's social situation shall constitute an extraordinary event.
- (6) The amount of the grant is set out in Annex 1 to the RSFB.

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- (7) Requests by students shall be evaluated within seven (7) working days of their receipt. Payment shall be taken care of within eight (8) working days of the decision.
- (8) The detailed application criteria with regard to the grant, along with the cases in which the entitlement ceases, are set out in the call for applications.
- (9) The grant may be earned through a public call for applications. The call shall be issued by the Vice-Rector for Education in agreement with the Student Union.
- (10) Otherwise the rules on regular social needs-based grants shall apply to the grant, it being understood that in cases of exceptional social-needs based grants the Chairperson of the SSC may also take action in place of the SSC and the decision on awarding the scholarship is taken by the Vice-Rector for Education.

Scientific scholarship

29.§

- (1) The Scientific Scholarship constitutes a financial benefit which supports the performance of scientific research tasks and encourages scientific activities going beyond the curricular requirements.
- (2) The following shall constitute scientific activities:
 - a) successful participation in an academic competition and winning a prize (eg. TDK, OTDK, case competition),
 - b) scientific publication activity,
 - c) other successful scientific activity outside the above categories.
- (3) The source of the scholarship is ensured by normative funding from the state, funds received under domestic, EU or other grant contracts or provided by the Maintainer.
- (4) Any student pursuing his/her studies in a full-time (daytime delivery) bachelor programme, two-or single cycle master programme may apply for the scholarship.
- (5) It is not possible to submit an application with reference to an activity performed for remuneration within the framework of an employment relationship and/or otherwise rewarded within the framework of such an employment relationship.
- (6) Students may apply for the scholarship once at the end of the semester on the basis of their scientific performance during the given semester.
- (7) Further criteria with regard to the scholarship are set out in Annex 1 of the RSFB.
- (8) The scholarship is a one-off benefit.
- (9) The amount of the scholarship per student shall be specified in the call for scholarship applications.
- (10) The scholarship may be earned through a public call for applications. The call shall be issued by the Vice-Rector for Education in agreement with the Student Union.
- (11) The applications shall be checked and ranked by the Assessment Committee for Scientific Scholarships.

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- (12) The decision on awarding the scholarship shall be taken by the Vice-Rector for Education after consulting with the Vice-Rector for Research.

Scholarship to encourage research

30.§

- (1) The University may offer research scholarships for students pursuing a bachelor, a two- or single cycle master programme, mainly in the framework of educational cooperation with other higher education institutions.
- (2) The purpose of the scholarship is to support high-level research activities performed in the given research field by linking research conducted by one or more academic organisational units with research carried out by the students. The specific research field must be specified in the call for proposals.
- (3) Within the limits of this paragraph, the scholarship is open to the group of students specified in the call for applications.
- (4) Applicants must undertake at least the following:
 - a) to conduct independent research throughout the scholarship period, and
 - b) to prepare a research report on their research, and
 - c) where relevant, to actively participate in workshops and/or seminars to prepare for research, and
 - d) where relevant, to present the results of their research at a seminar organised for this purpose.
- (5) Doctoral students applying for the scholarship shall be required to submit the following documents with their application:
 - a) curriculum vitae,
 - b) letter of motivation,
 - c) a detailed research plan explaining the need for the research to be carried out.
- (6) In addition to the conditions specified in the present section, the call for applications may define further professional requirements.
- (7) The number of eligible students, the detailed conditions of the scholarship, the duration and amount of the scholarship, the evaluation criteria, the cases in which entitlement ceases, the repayment obligation and the method of repayment, as well as the payment procedure are specified in the call for applications and/or the scholarship contract.
- (8) The call is published by the Vice-Rector for Education.
- (9) The criteria for the application and the awarding of the scholarship shall be decided by a jury of at least three (3) members appointed by the Rector, the composition of which shall be specified in the call for applications. The Chairperson shall be the Vice-Rector for Education.

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Public Affairs Scholarship

31.§

- (1) The Public Affairs Scholarship is a financial benefit that supports and encourages the performance of outstanding university public affairs activities or the attainment of a significant cultural achievement.
- (2) There are two types of scholarship:
 - a) scholarship that may be applied for each month and
 - b) fixed-term scholarship adjusted to the presidential mandate of the members of the Presidency of the Student Union that may be applied for by the members of the Presidency.
- (3) The Public Affairs Scholarship referred to in subparagraph a) of paragraph (2) may be applied for by students studying in full time (daytime delivery) bachelor programmes, two-cycle or single-cycle master programmes who have an active student status at the time of submission of the application. Members of the Presidency of the Student Union may apply for the scholarship specified in subparagraph b) of paragraph (2) on the basis of all of their interest representation activities.
- (4) A scholarship may be awarded to a student who performs outstanding public affairs activities, in particular:
 - a) performs student interest representation tasks primarily as a representative of the Student Union, or
 - b) has attained 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 his/her other activities.
- (5) When defining the interest representation activities eligible in case of scholarships under subparagraph b) of paragraph (2), for which the members of the Presidency of the Student Union may apply, the Statutes of the Student Union and the description of duties specified for the office holder or representative in accordance with the Statutes shall be taken into account.
- (6) It is not possible to submit an application with reference to an activity performed for remuneration within the framework of an employment relationship and/or otherwise rewarded within the framework of such an employment relationship.
- (7) Students may apply for the scholarship one a month with the public affairs achievement of the given month. Only activities carried out in the one (1) month preceding the launch of the call for applications may be taken into account for the purposes of evaluating the application. If the applicant also indicates an activity carried out in earlier months, this will not invalidate the application, but such activities will be disregarded in the evaluation.
- (8) Further criteria with regard to the scholarship are set out in Annex 1 of the RSFB. The maximum amount of the scholarship shall be:

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- a) In case of scholarships under subparagraph a) of paragraph (2), the relevant amount of normative funding per student multiplied by one,
 - b) In case of scholarships under subparagraph b) of paragraph (2), for which the members of the Presidency of the Student Union may apply, the relevant amount of normative funding per student multiplied by 1.5.
- (9) The maximum joint amount of the public affairs and student association scholarships for a month's activity shall be the relevant amount of normative funding per student multiplied by 1.8.
 - (10) Except as provided for in point (b) of paragraph 2, the call for applications shall be published monthly, by the 10th day of the month following the month in which the period under evaluation ends.
 - (11) Calls for application open to the members of the Presidency of the Student Union shall be issued within a month of the election of the member at the initiative of the President of the Student Union.
 - (12) The applications shall be checked and ranked by the Assessment Committee for Public Affairs Scholarships.
 - (13) The Assessment Committee for Public Affairs Scholarships shall, within its powers of giving an opinion, verify the conformity of the form and content with the call for the application and in the case of applications referred to in subparagraph a) of paragraph (2), evaluate the activity carried out by the applicant on its merit in accordance with the criteria set out in Annex 1 of the RSFB. The Assessment Committee for Public Affairs Scholarships shall make a proposal with regard to the eligibility or non-eligibility of the applicant for the scholarship, in the first case specifying the amount of the proposed scholarship.
 - (14) In the case of a scholarship under paragraph 2(b) for members of the Presidency of the Student Union, the Presidential Committee shall set the monthly maximum amount of the scholarship for one (1) year when planning the budget for the calendar year. The Vice-Rector for Education shall decide on the award of the scholarship.
 - (15) HÖK shall provide the information required to issue the call for applications not later than five (5) working days prior to the date set for publishing the call for applications
 - (16) The scholarship may be earned through a public call for applications. The call shall be issued by the Vice-Rector for Education in agreement with the Student Union.
 - (17) The detailed conditions for applying for the scholarship, as well as the cases in which entitlement ceases, the repayment obligation and the method of repayment are set out in the call for applications and/or the scholarship contract.
 - (18) The Vice-Rector for Education shall decide on the award of the scholarship.
 - (19) The scholarship is paid to the student by the University until the 10th day of the month following the decision.

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Student Association Scholarship

32.§

- (1) The Student Association Scholarship constitutes a university scholarship supporting managerial and other activities related to an executive role or membership in a student association and performed in a student association accredited by HÖK.
- (2) The members of those student associations shall be eligible for the Student Association Scholarship until the next round of establishing the grant amount allocated to each student association, which have undergone an accreditation procedure described in detail in Annex 1 of the CUB HÖK Statutes, and as an outcome of which were classified under category „A”, i.e. were awarded the „priority student association” status as well as were featured as such in the Students Union’s relevant register in the month covered by the scholarship (or the previous month).
- (3) Members of those student associations specified in the previous paragraph shall be eligible for Student Association Scholarship until the next round of establishing the grant amount allocated to each student association, who featured as members of the given association in the Students Union’s relevant register as such in the month covered by the scholarship (or the previous month), as well as have an active student status at the University and take part in a bachelor programme, a master programme or a single-cycle programme at the time of submitting their application.
- (4) The allocation granted to each association for the period between the end of the accreditation procedure of the given student association and the end of the subsequent accreditation procedure of the student association shall determined by the Assessment Committee for Student Association Scholarships, not later than two (2) days after the conclusion of the accreditation procedure – once (1) with regard to each accreditation procedure, which amounts to a total of two (2) occasions within one (1) calendar year.
- (5) The Assessment Committee for Student Association Scholarships shall communicate the allocation approved for each student association in writing to the person authorised to enter into a commitment one week prior to the the date on which the call for applications is issued.
- (6) In case a given association did not use the entire amount allocated to it in the previous grant period, in the subsequent period it may only be allocated the portion of the amount calculated in accordance with the previous paragraph that corresponds to the proportion in which the given student association used the allocated grant in the previous period, and this shall also be subject to being classified again in the required accreditation category during the accreditation procedure. The remaining portion shall be allocated to the other associations in proportion to their share of the originally available amount pursuant to the distribution referred to in paragraph (4).
- (7) The maximum monthly amount of the Student Association Scholarship shall be the relevant amount of normative funding per student multiplied by 1.5.
- (8) The maximum joint amount of the public affairs and student association scholarships for a month’s activity shall be the relevant amount of normative funding per student multiplied by 1.8.

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- (9) The Student Association Scholarship is awarded on a monthly basis, for activities carried out in the month preceding the month in which the application is submitted, up to a maximum of one (1) month.
- (10) An opinion on the applications received shall be given by the president or co-president of the student association specified in the relevant call who shall thereby certify the performance of the described activities. The President or Co-President will record his/her opinion in the Neptun system during the evaluation process for the purposes of the Assessment Committee for Student Association Scholarships.
- (11) Under the present Regulation, a president or co-president shall be understood as someone who is specified as such in the Students Union's register and who features as such in the Students Union's relevant register on student associations on the date of submitting the application.
- (12) In the light of the opinion of the relevant student association's president or co-president, the Assessment Committee for Student Association Scholarships assigns a score to the relevant activities featured in the application, including the "activity bonus", and provides additional textual information, if necessary.
- (13) During the period for which the relevant portion of the Student Association Scholarship was allocated to the given student association by the Assessment Committee for Student Association Scholarships, the total amount of points allocated to the members of the student association may not exceed one thousandth of the amount allocated to the given student association, rounded to the nearest integer.
- (14) The amount allocated to one point by the Assessment Committee for Student Association Scholarships may not exceed 1000 forints, i.e. one thousand forints.
- (15) The chairperson of the Assessment Committee for Student Association Scholarships shall notify the student association of the number of points available to the given association in the coming period within three (3) days of the conclusion of the given accreditation period.
- (16) The application of the President of the student association is reviewed by a member of staff appointed by the Vice-Rector for Education, who is not a member of the Committee.
- (17) Applications will be evaluated according to the criteria for evaluating student association activities in Annex 1 of the RSFB:
 - a) on the basis of the office held in the association, where the evaluation criterion shall be the position held, as well as
 - b) on the basis of the scope of activities.
- (18) Only activities carried out in the one (1) month preceding the launch of the call for applications may be taken into account for the purposes of evaluating the application. If the applicant also indicates an activity carried out in earlier months, this will not invalidate the application, but such activities will be disregarded in the evaluation.
- (19) After having performed the checks specified in the previous paragraph, the Assessment Committee for Student Association Scholarships shall take a decision on the amount to be paid, expressed in forints, associated with each point awarded by the presidents of the student associations within a given application period. The scholarship payable to each

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applicant shall be defined by the product of the points allocated to the application by the president of the student association on the one hand and the amount thus established on the other.

- (20) HÖK shall provide the information required to issue the call for applications not later than five (5) working days prior to the date set for publishing the call for applications.
- (21) The scholarship may be earned through a public call for applications. The call shall be issued by the Vice-Rector for Education in agreement with the Student Union.
- (22) Applications must be submitted by the 10th day of the month following the month covered by the evaluation.
- (23) The detailed conditions for applying for the scholarship, as well as the cases in which entitlement ceases, the repayment obligation and the method of repayment are set out in the call for applications and/or the scholarship contract.
- (24) The Vice-Rector for Education shall decide on the award of the scholarship.
- (25) The scholarship is paid to the student by the University until the 10th day of the month following the decision.

Corvinus Excellence Scholarship

33.§

- (1) The Corvinus Excellence Scholarship constitutes a financial benefit which supports, encourages the performance of outstanding academic, scientific research or public affairs activities going beyond the curricular requirements and which promotes student excellence.
- (2) Any student pursuing his/her studies in a bachelor programme, a two-or single cycle master programme who has completed two (2) semesters at the University may benefit from the scholarship and:
 - a) if his/her student status is active both at the time of submitting the application and during the disbursement of the scholarship;
 - b) if during his/her studies he/she has acquired at least 23 credits in each of the two consecutive active semesters or in the case of more completed semesters, in each semester;
 - c) if he/she completed pro rata temporis at least 90% of the total credits set out in the sample curriculum for the given programme;
 - d) if he/she has an outstanding academic record at the University during the semester of application and the preceding semesters of active study, with a minimum scholarship average of 4.5 in all semesters;
 - e) if he/she has performed outstanding scientific and/or, public affairs or community activities at the University.
- (3) Further criteria with regard to the scholarship are set out in Annex 1 of the RSFB.
- (4) The scholarship may only be applied for and disbursed during active semesters.

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- (5) Students who cease to meet any of the scholarship eligibility criteria shall lose their entitlement to the scholarship.
- (6) If the student completes his/her studies in the autumn semester in accordance with the duration of the programme, he/she shall continue to be entitled to the scholarship if following a successful admission procedure, he/she continues his/her studies in the next semesters in a programme supported by the present scholarship type.
- (7) It is not possible to submit an application with reference to an activity performed for remuneration within the framework of an employment relationship and/or otherwise rewarded within the framework of such an employment relationship.
- (8) In each academic semester not more than one (1) student may be awarded the scholarship per academic level.
- (9) The amount of the scholarship per student shall be established by Presidential Committee.
- (10) The scholarship shall be for two semesters, that is, ten (10) months.
- (11) The application is open once a year.
- (12) The scholarship may be earned through a public call for applications. The Vice-Rector for Education will invite applications, taking into account the opinion of the Vice-Rector for Research.
- (13) The detailed conditions for applying for the scholarship, as well as the cases in which entitlement ceases, the repayment obligation and the method of repayment are set out in the call for applications and/or the scholarship contract.
- (14) The applications shall be checked and ranked by the Assessment Committee for Corvinus Excellence Scholarships.
- (15) The Vice-Rector for Education shall decide on the award of the scholarship.

Study abroad scholarship

34.§

- (1) The study abroad scholarship constitutes a financial benefit which supports studies in higher education institutions abroad.
- (2) Any student pursuing his/her studies in a full-time (daytime delivery) bachelor programme, two-or single cycle master programme may apply for the study abroad scholarship.
- (3) Students of the University who have won a grant to study abroad for a period of at least three (3) months may apply for the scholarship. Such grants include ERASMUS, CEEPUS, CEMS, as well as other grants available for study abroad to anyone through the call for applications published on the website of Student Services
- (4) The scholarship is composed of two parts:
 - a) The first part is subject to the academic performance and the professional activities of the applying student,
 - b) The second part is related to the mobility grant published by Student Services.

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- (5) Further criteria with regard to the scholarship are set out in Annex 1 of the RSFB.
- (6) The scholarship shall be paid as a one-off amount for the entire period of the courses taken at another higher education institution abroad.
- (7) The amount of the scholarship per student shall be established by Presidential Committee.
- (8) Students who lose their entitlement to the grant for study visit abroad set out in paragraph (3) above shall lose their entitlement to the scholarship.
- (9) The scholarship shall be paid to the students when they sign in for the semester as active students in the semester of the visit.
- (10) If a student benefits from support and
 - a) the study visit does not take place for any reason, or
 - b) if the student fails to submit the declaration issued by the hosting institution certifying the student's arrival within thirty (30) days of the date of departure featured in the scholarship form, he/she shall be required to reimburse the grant disbursed by the University within sixty (60) days.
- (11) Should the student's journey or stay abroad fail or be interrupted for reasons beyond his/her control, the decision on the request submitted in the subject of reimbursement shall be taken by the Vice-Rector for Education.
- (12) Calls must be issued for one academic semester.
- (13) The scholarship may be earned through a public call for applications. The call shall be issued by the Vice-Rector for Education in agreement with the Student Union.
- (14) The detailed conditions for applying for the scholarship, as well as the cases in which entitlement ceases, the repayment obligation and the method of repayment are set out in the call for applications and/or the scholarship contract.
- (15) The applications shall be checked and ranked by the Student Social Committee.
- (16) The Vice-Rector for Education shall decide on the award of the scholarship.

Scholarship for the double degree programme of the J. Selye University and the Corvinus University of Budapest

35.8

- (1) The scholarship constitutes a financial benefit to support students' studies.
- (2) The scholarship is open to students taking part in the double degree programme of the J. Selye University and Corvinus University of Budapest.
- (3) Applications may be submitted by students who are pursuing the semesters of the programme provided by Corvinus at a Budapest place of delivery within the framework of the programme referred to in paragraph (2).
- (4) Depending on the call for applications, the scholarship is for the duration of the studies pursued at a Budapest place of delivery.
- (5) The amount of the scholarship per student shall be established by Presidential Committee.

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- (6) The scholarship may be earned through a public call for applications. The call is published by the Vice-Rector for Education.
- (7) The detailed conditions for applying for the scholarship, the method of disbursement, the cases in which entitlement ceases, as well as the repayment obligation and the method of repayment are set out in the call for applications and/or the scholarship contract.
- (8) The Vice-Rector for Education shall decide on the award of the scholarship.

Common rules with regard to scholarships awarded in the framework of partnerships, under domestic, EU or other grant programmes

36.§

- (1) The professional and content criteria for scholarship programmes offered in partnership arrangements, as well as in the framework of national, EU or other grants, are defined by the organisational unit managing the scholarship programme (the organisational unit entitled to enter into commitments) and sent to Student Services for the necessary preparatory tasks and implementation.

Scholarship awarded in partnership arrangements

37.§

- (1) The University may agree to donate scholarships awarded in the framework of partnerships with corporate partners, civil society organisations, public institutions, private persons (hereinafter: partner)
- (2) The total amount of the scholarship allocation, the purpose of the scholarship (e.g. covering programme costs, study-based, social needs-based, extracurricular), the application criteria, eligible applicants, the number of beneficiaries, the duration, nature (e.g. monthly, one-off) of the scholarship, the amount involved, the rules of decision-making as well as the basic rules of application procedure shall be specified in a cooperation contract in view of the principles set out in the present Regulations and the following:
 - a) A public call for applications for the scholarship shall be issued, the call for applications shall be issued by the Vice-Rector for Education;
 - b) A scholarship contract shall be signed with successful applicants pursuant to the call for applications;
 - c) the composition of the assessment committee shall be specified in the cooperation agreement, it being understood that the majority representation of the University shall be ensured in the body entitled to assess the applications;
 - d) Entitlement to the scholarship shall cease if the cooperation contract between the University and the partner is terminated for any reason.
- (3) The Presidential Committee shall take a decision on the establishment of the scholarship in the form of provisions. The provisions should set out the main rules applicable to the scholarship, to the level of detail applied in the RSFB for each scholarship.

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- (4) Further details of the scholarship shall be decided upon by the assessment committee whose members shall be delegated by the University or the partner and the University. The composition of the assessment committee must be set out in the cooperation agreement and communicated to applicants in the call for proposals.
- (5) The call is published by the Vice-Rector for Education in view of the terms of the cooperation contract.

Scholarships awarded under domestic, EU or other grants

38.§

- (1) The University may donate a scholarship to students who exhibit performance that is in line with implementing the goals of a grant programme (hereinafter: grant project) awarded to the University.
- (2) The total amount of the scholarship allocation, the purpose of the scholarship (e.g. covering programme costs, study-based, social needs-based, extracurricular), the application criteria, eligible applicants, the number of beneficiaries, the duration, nature (e.g. monthly, one-off) of the scholarship, the amount involved, the rules of decision-making as well as the basic rules of application procedure shall be specified in a cooperation contract in view of the principles set out in the present Regulation and the following:
 - a) A public call for applications for the scholarship shall be issued, the call for applications shall be issued by the Vice-Rector for Education;
 - b) The call shall also be published on the website of the relevant grant project;
 - c) The majority representation of the University shall be ensured in the body authorised to assess the applications;
 - d) A scholarship contract shall be signed with successful applicants pursuant to the call for applications;
 - e) Entitlement to the scholarship shall cease if the grant project cooperation contract on which the scholarship is based is terminated for any reason or the student does not take part in the realisation of the grant project, in promoting the research activity, as well as if the student's activities change in such a manner that they are no longer in line with the goals of the grant project.
- (3) The Presidential Committee shall take a decision on the establishment of the scholarship in the form of provisions. The provisions should set out the main rules applicable to the scholarship, to the level of detail applied in the RSFB for each scholarship.
- (4) Further details of the scholarship shall be decided upon by the assessment committee in accordance within the framework laid down in the documentation of the grant project.
- (5) The call is published by the Vice-Rector for Education in view of the terms of the cooperation contract.
- (6) The applications shall be checked and ranked by the assessment committee. The chairperson of the assessment committee shall be the professional leader of the given grant project. The number of the members and the composition of the assessment

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committee shall be defined by the Vice-Rector for Research. The assessment committee shall take a decision on awarding the scholarships, keeping in mind the successful implementation of the project.

Prizes offered to students taking part in bachelor, two-cycle and single cycle master programmes

39.§

- (1) The University may agree to donate student prizes at its own discretion or together with corporate partners, NGOs, public institutions, private individuals (hereinafter referred to as "partners").
- (2) The nature of the award, the amount in the case of a monetary award, the procedure for awarding the prize, eligible applicants, the number of beneficiaries, the procedure for decision-making shall be laid down in the form of provisions issued by the Presidential Committee in the case of prizes donated at the University's own discretion, and in a contract in the case of a prize awarded in a partnership arrangement. In the latter case, the rules on the prize must be issued in the form of provisions by the Presidential Committee, too.

Financial benefits granted directly to students taking part in doctoral programmes

Common rules with regard to state scholarships granted to students taking part in doctoral programmes

40.§

- (1) The preparatory tasks and implementation with respect to the scholarships are carried out by Student Services, unless otherwise provided for by the RSFB. Student Services shall perform the tasks jointly with Corvinus Doctoral Schools (CDS).
- (2) Otherwise, the provisions of section 11 shall apply mutatis mutandis.

Certain state scholarships available to students taking part in doctoral programmes

National Higher Education Excellence Scholarship

41.§

- (1) The aim of the National Higher Education Excellence Scholarship is to support the creative efforts and professional development of students, doctoral candidates taking part in doctoral programmes and demonstrating outstanding scientific and artistic achievements, which shall result in remarkable, high-quality publication, other scientific, technical or artistic creation relevant for the given branch of science, as well as in laying the appropriate foundations of the doctoral (PhD, DLA) dissertation.


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- (2) The scholarship may be awarded to students taking part in a doctoral programme who exhibit excellent performance and who carry out research activities at the University during the scholarship status.
- (3) Any student with an active student status in the semester when the application is submitted may hand in an application.
- (4) The detailed application criteria as well as the cases in which the entitlement ceases and the rules of disbursement are set out in the Excellence Decree, the rules of operation of the scholarship programme and the call for applications.
- (5) The number of students eligible for the scholarship shall be established by the competent minister.
- (6) The scholarship may be earned for a duration of 5–60 months, the eligible amount shall be specified in the call for applications.
- (7) The competent minister shall take a decision in the matter of awarding the scholarship. No appeal shall lie against the decision at the University.
- (8) By way of derogation from the general rules, the institutional tasks related to the scholarship shall be carried out by Corvinus Doctoral Schools.
- (9) The scholarship is paid to the student by the University.

Cooperative Doctoral Scholarship

42.§

- (1) The Co-operative Doctoral Scholarship Programme is a government-funded scholarship aimed at further expanding the pool of employees in the field of research, development and innovation, primarily in the fields of MTMTI standing for Mathematics, Science, Engineering and Information Technology), who wish to enrich their professional knowledge with the latest scientific research findings and are committed to the social and economic exploitation of their knowledge.
- (2) The scholarship programme is managed by the National Research, Development and Innovation Office.
- (3) The eligible applicants and the number of students who may receive the scholarship are specified in the call for applications.
- (4) The scholarship is awarded for the period specified in the call for applications.
- (5) The minister in charge of coordinating scientific policy is responsible for the evaluation of applications.
- (6) The call for applications contains the student application criteria, the deadline for submitting applications, the evaluation criteria, the relevant amount of scholarships available to students and the requirements related to their academic progress, along with the cases when the entitlement ceases.

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- (7) The University shall conclude a scholarship contract with the scholarship holder, setting out the rights and obligations associated with the scholarship. The content requirements of the scholarship contract are set out in the call for proposals.
- (8) The scholarship is paid by the University according to the rules specified in the call for applications.
- (9) By derogation from the general rules, the Corvinus Doctoral Schools organisational unit is responsible for institutional coordination and liaising tasks related to the scholarship. Corvinus Doctoral Schools is responsible for student administration and shall liaise with the National Research, Development and Innovation Office in this respect.

Scholarship for doctoral students

43.§

- (1) The scholarship for doctoral students is a guaranteed financial benefit provided to students taking part in a doctoral programme.
- (2) The source of the scholarship shall be the state budget.
- (3) Under the doctoral scholarship scheme, the amount defined in Nftv in relation to doctoral students taking part in a full time (daytime delivery) doctoral programme funded through state scholarship shall be awarded.
- (4) The scholarship may be awarded for one (1) semester under one call.
- (5) The grant shall be paid to the student by the University until the 10th day of each month. The grant payment due for September shall be made by the 10th day of October at the latest and the grant payment due for February shall be paid by the 10th day of March at the latest.

Certain institutional scholarships available to students taking part in doctoral programmes

Common rules with regard to institutional scholarships granted to students taking part in doctoral programmes

44.§

- (1) The preparatory tasks and implementation with respect to the scholarships are carried out by Student Services, unless otherwise provided for by the RSFB. Student Services shall perform the tasks jointly with Corvinus Doctoral Schools.
- (2) Otherwise, the provisions of Section 23 shall apply mutatis mutandis.

Corvinus Doctoral Scholarship

45.§

- (1) The University shall donate the Corvinus Doctoral Scholarship (hereinafter in the present section: scholarship) as a performance-based financial benefit to students taking part in a doctoral programme –provided that they fulfil the conditions set out in paragraph (2) and there are no grounds for their exclusion–. The scholarship is intended to supplement the

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Hungarian state scholarship in doctoral programmes, to support the most talented and best-performing doctoral students, to help them achieve stability in their financial situation and to make the transition to an academic career more attractive.

- (2) The scholarship is open to doctoral candidates (prospective first-year students) for semesters 1 – 2 who apply for admission to a doctoral programme and who:
 - a) have applied for admission to the academic path under the Doctoral Regulations;
 - b) have applied for a programme funded through state scholarship;
 - c) will begin their studies in the doctoral programme of Corvinus for the first time in the 1st (autumn) semester 2021/2022 academic year or later.
- (3) The scholarship is open for semesters 3–4., 5–6 and 7–8. to students who:
 - a) pursue their studies in the academic path pursuant to the Doctoral Regulations;
 - b) take part in a programme funded through Hungarian state scholarship;
 - c) started their studies in the doctoral programme of Corvinus for the first time in the 1st (autumn) semester of the 2021/2022 academic year or later;
 - d) prepared the required report for the period preceding the submission of the application and it was accepted by the Doctoral Scholarship Council.
- (4) Persons applying for admission to a doctoral programme or students taking part in a doctoral programme who are recipients of a Cooperative Doctoral Scholarship in the semesters eligible for funding under the application are not eligible to apply.
- (5) Doctoral students who commence their studies at Corvinus in a self-funded programme, but go on to study in a programme funded through a Hungarian state scholarship are not eligible to apply.
- (6) Students who do not submit a half-yearly report by the relevant deadline, and students whose report has not been accepted by the Doctoral Scholarship Council on two (2) occasions during their doctoral studies, will no longer be eligible to apply for a scholarship.
- (7) The Doctoral Scholarship Council takes a discretionary decision on the eligibility of students who started their doctoral studies as a result of a decision on transfer from another institution.
- (8) In the case of students who have previously studied in a doctoral programme at Corvinus, who later terminate their student status and who resume their studies in the 1st (autumn) semester of the 2021/2022 academic year or later, the Doctoral Scholarship Council will decide on eligibility at its own discretion.
- (9) Each year the amount of the scholarship is set by the Presidential Committee in February.
- (10) The overall amount of the scholarship and the number of available scholarship places will be decided by the Presidential Committee in February. The amount of the scholarship and the allocation per year, as determined by the Presidential Committee, shall be applicable for the autumn and spring semesters of the academic year following the year of the decision.
- (11) The scholarship is awarded on the basis of a public call for applications.

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- (12) Applications are invited by the Chairperson of the Doctoral Scholarship Council. The call for applications will be published in April each year for a period of one (1) year.
- (13) The detailed application criteria with regard to the scholarship are set out in the call for applications. The call for applications contains the application criteria for doctoral student, the deadline for submitting applications, the evaluation criteria, the amount of the scholarship and the eligibility requirements.
- (14) The scholarship may be awarded for one (1) year (for the autumn and spring semesters of the academic year following the call for applications), but the doctoral student may apply more than once, subject to the provisions of this section.
- (15) The scholarship can be awarded for a maximum total number of semesters equal to the number of semesters funded through state scholarship (which is equal to the duration of the programme) (maximum number of funded semesters).
- (16) The University will decide on the application in the admission decision for admission to doctoral studies, i.e. for the first and second semesters, and in a separate decision for the subsequent years.
- (17) The decision on the scholarship becomes final if:
 - a) enrolment takes place in the year of admission and the scholarship contract is concluded;
 - b) in subsequent years, if the applicant has not yet signed a scholarship contract, the scholarship contract is concluded.
- (18) In addition to their doctoral status, scholarship holders may only enter into a civil law (engagement contract) or part-time (up to 50%) employment relationship with an employee outside the University, which must be reported to the Dean of Corvinus Doctoral Schools.
- (19) The scholarship holder is required to submit a written report after each semester, no later than 30 January for the autumn semester and 30 June for the spring semester.
- (20) The Doctoral Scholarship Council decides on the acceptance of the reports by 15 February and 15 July each year.
- (21) A scholarship holder's scholarship status will be terminated and he/she will lose his/her scholarship entitlement,
 - a) if the scholarship contract is terminated for any reason;
 - b) if his/her report is not accepted by the Doctoral Scholarship Council, for the semester following the semester covered by the report;
 - c) if the student does not submit the report, for the whole period of the semester covered by the report and the semester following the semester covered by the report;
 - d) if the student is transferred to a self-funded programme, for the whole duration of the semester(s) of the self-funded programme;
 - e) if his/her student status is terminated, for the semester of termination and the semester following the semester of termination;

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- f) if he/she establishes an employment relationship involving part-time (up to 50%) employment, for the semester in which the additional work is performed and the semester following the semester in which the additional work is performed.
- (22) If the Doctoral Scholarship Council does not accept the student's report for the autumn semester, this does not preclude the student from applying for the next academic year on the basis of his/her performance in the spring semester.
- (23) The doctoral student shall be liable to repayment:
- if he/she does not submit a half-yearly report by the deadline, for the whole period of the semester in question;
 - if the scholarship holder does not complete the minimum number of credits required by the Doctoral Regulations, for the full semester in which the required number of credits was not completed,
 - if his/her student status is terminated, for the whole semester of termination,
 - if his/her student status is suspended, for the whole semester of suspension,
- (24) The Doctoral Scholarship Council takes the professional and academic decisions related to the scholarship. The Doctoral Scholarship Council is chaired by the President of the University Doctoral Council, its members are the Vice-Rector for Research, the heads of the doctoral schools (in their absence the delegated programme director), the Dean of Corvinus Doctoral Schools and the delegate of the PhD Student Union, its secretary (without voting rights) is the head of the office of the Corvinus Doctoral Schools.
- (25) The Doctoral Scholarship Council decides on the scholarship applications. The decision is signed by the Chairperson on behalf of the Doctoral Scholarship Council.
- (26) By 30 March each year, the Doctoral Scholarship Council shall define and publish on its website the detailed criteria for the award and retention of the scholarship, which will be introduced in a phasing-in system, i.e. it will apply to the students of the same year enrolling after the publication and will remain in force for the entire duration of the programme of these students. In designing the criteria, the Doctoral Scholarship Council takes into account the possibility of giving preference to students with disabilities.
- (27) A scholarship contract shall be concluded with successful applicants.
- (28) Due to his/her situation deserving special consideration, a student may submit a request for equity to the Rector in the subject of the award or loss of a scholarship.
- (29) The scholarship is paid to the student (accounted for) at the same time as the state scholarship is paid.

Scholarship supporting the participation of doctoral students in study visits abroad

46.§

- The doctoral schools may use their own income to donate scholarships to their doctoral students with an active student status taking part in programmes offered through daytime delivery (hereinafter: doctoral student) to support their participation in study visits abroad.

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- (2) The purpose of the scholarship is to encourage doctoral students to take part in study visits abroad and to support them in doing so, in the framework of which -by contributing to subsistence costs - the scholarship is designed to encourage, support the participation of doctoral students in study visits abroad during which they may conduct research related to their doctoral dissertation and may broaden their international experience abroad at a prestigious institution of the given country that preferably offers doctoral programmes.
- (3) The scholarship shall be open to doctoral students – both in the study (study and research) and the degree acquisition (research and dissertation) phase – who
 - a) Commenced their studies in the framework of an eight-semester doctoral programme in the 2016/2017 academic year or later, provided that they completed at least two semesters successfully and earned a minimum of sixty (60) credits within the eight-semester programme duration.
 - b) Commenced their studies in the framework of a six (6) semester doctoral programme in the 2016/2017 academic year or later, provided that they completed at least two semesters successfully and earned a minimum of ninety (90) credits within the eight-semester programme duration.
 - c) Doctoral students transferred from another higher education institution may benefit from the scholarship for the period remaining from the duration of their programme as stated in the transfer decision, provided that they meet the study requirements defined in subparagraphs a) and b) above.
- (4) If they meet the conditions set out in paragraph (3) above, non-Hungarian doctoral students and doctoral students benefitting from a Stipendium Hungaricum scholarship may also apply, in such cases the home country may not be the destination of the study visit.
- (5) The decision on awarding the scholarships shall be taken by an Assessment Committee including the Head of the competent Doctoral School (hereinafter: DS), the Dean of CDS and the Head of the CDS Office.
- (6) The scholarship shall be paid as a lump sum and may only be awarded to a doctoral student once during his/her doctoral programme.
- (7) Students can apply for a minimum of one (1) and a maximum of three (3) month long study visits abroad. The amount of the scholarship shall be established by the Assessment Committee in view of the submitted application, it being understood that the following amounts may be awarded
 - a) A maximum of HUF 300,000 for a study visit of 1 month;
 - b) A maximum of HUF 400,000 for a study visit of 2 months;
 - c) A maximum of HUF 500,000 for a study visit of 3 months.
to the doctoral student.
- (8) Applications shall include:
 - a) the research plan related to the study visit;
 - b) the declaration of the foreign hosting institution;

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- c) the planned duration of the study visit;
- d) the estimated costs of the study visit.
- (9) Further, the applicant shall make a declaration on any institutional scholarship, support (e.g. conference participation, translation) that he/she received in the given and the preceding semester through an application.
- (10) In addition to the conditions specified in the present section, the DS may define further professional requirements. The detailed call for applications specifying the format and content requirements shall be adopted by the DS, in particular as regards the expected performance.
- (11) Should the doctoral student fail to meet the conditions specified in the call for applications or fails to certify performance within fifteen (15) days of the expiry of the relevant deadline, he/she shall be required to reimburse the entire amount of the grant to the DS.
- (12) The scholarship may be earned through a public call for applications. The call shall be issued by the Dean of Corvinus Doctoral Schools after consulting the Vice-Rector for Education and the Vice-Rector for Research.
- (13) The decision on the scholarship shall be taken by the Dean of Corvinus Doctoral Schools.

Creative Research Idea Grant for doctoral students

47.§

- (1) Corvinus Doctoral Schools may donate grants to doctoral students in recognition of their research.
- (2) The aim of the grant is to support the implementation of the research plan.
- (3) The grant is open to pre-selected students. The award of the grant may be proposed by the council of any doctoral school on the basis of the research plan presented in connection with the comprehensive examination. The number of students who can be proposed (nominated) by each doctoral school is determined by the number of students who have passed a complex examination in a given period. Depending on the number of examinees at the comprehensive exam, 1 in every 5 students, up to a maximum of 4 students may be proposed by each doctoral school.
- (4) The applicant shall make a declaration on any institutional scholarship, support (e.g. conference participation, translation) that he/she received in the given and the preceding semester through an application.
- (5) In addition to the conditions specified in the present section, the call for applications may define further professional requirements.
- (6) The grant may won by responding to a call for applications issued for pre-nominated students. The call shall be issued by the Dean of Corvinus Doctoral Schools after consulting the Vice-Rector for Education and the Vice-Rector for Research.
- (7) The duration of the grant period and amount, the detailed conditions for applying for the grant, the cases in which entitlement ceases, the repayment obligation and the method of repayment, as well as the rules of payment are set out in the call for applications and/or the grant contract.

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- (8) The criteria for the application and the awarding of the scholarship will be decided by an assessment committee of at least three (3) members, established by the Dean of Corvinus Doctoral Schools, the composition thereof being specified in the call for applications. The Chairperson of the committee shall be the Dean of Corvinus Doctoral Schools.

Scholarship to encourage research

48.§

- (1) A scholarship specified in Section 30 may be launched for students taking part in a doctoral programme.

Scholarship awarded in partnership arrangements

49.§

- (2) Scholarships available for doctoral students owing to a partnership shall be governed by the provisions of Section 37 above, it being understood that the call for applications shall be issued by the Dean of Corvinus Doctoral Schools in agreement with the Vice-Rector for Research and the Vice-Rector for Education.

Excellence scholarships offered under domestic, EU and other grants

50.§

- (1) Scholarships available for doctoral students in the framework of grant projects shall be governed by the provisions of Section 38 above, it being understood that the call for applications shall be issued by the Dean of Corvinus Doctoral Schools in agreement with the Vice-Rector for Research and the Vice-Rector for Education.

Prizes available to students taking part in doctoral programmes

51.§

- (1) The provisions of Section 39 shall apply to the prizes available to doctoral students.

Benefits provided to students and students participating in a doctoral programme in force majeure situations

52.§

- (1) The Presidential Committee may, within the limits of the law, grant a benefit/benefits other than those provided for in the present Regulation to students who are in a critical situation due to a force majeure situation affecting a wider group of persons (global, national, regional, affecting an urban/rural area etc.) and who therefore need support.
- (2) In the event of force majeure, the University shall, on the proposal of the Head of SS, set aside an appropriate amount in the budget.
- (3) In particular, a situation of force majeure is when a student is disadvantaged through no fault of his/her own due to major force, e.g. a natural disaster (earthquake, fire, epidemic, drought, frost, flood, windstorm, lightning, etc.), or certain political-social events (e.g.

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war, revolution, uprising, sabotage). The declaration of force majeure is the responsibility of the Presidential Committee.

- (4) The types of benefits - which may include in particular social grants, financial support not coming under other scholarships, the waiving of the programme cost-, the categories of beneficiaries and the assessment procedure are laid down in provisions of the Presidential Committee.
- (5) The award of the benefit shall be decided by the Head of SS within the limits laid down by the Presidential Committee.
- (6) The benefit may be granted on request.
- (7) The decision shall be recorded in a resolution.
- (8) The procedure, request and decision provided for in this section shall not constitute a fairness procedure, request and decision.
- (9) The powers of the Presidential Committee and the Head of SS under this section do not extend to cases where a student is in a critical situation due to personal circumstances and not due to force majeure within the meaning of paragraph (1). In such cases the Vice-Rector for Education acts in accordance with the rules of equity.

Non-financial benefits provided indirectly to students

Funding of institutional operating costs

53.§

- (1) The portion of the normative funding for textbook and course book allowances and for sports and cultural activities specified in Section 10 above may be used for preparing and procuring digital learning materials, for procuring learning aids for students with disabilities as well as for producing course books.

Support for sports activities

54.§

- (1) 10% of the normative funding for the textbook and course book allowances and for sports and cultural activities of students taking part in a full-time (daytime delivery) bachelor programme, two-cycle and single-cycle master programme funded through (partial) state scholarship and of students taking part in a full-time (daytime delivery) doctoral programme funded through state scholarship may be allocated to supporting sports activities.
- (2) The scope of sports activities covers in particular exercise, sports activities, competitions, activities promoting a healthy lifestyle, lifestyle counselling as well as activities related to membership in sports associations organised or offered by the University for students.
- (3) Based on the annual budget and following its approval, the Presidential Committee decides on the use of the support for sports activities at the university level after hearing the opinion of the educational organisational unit involved in the teaching of Physical Education and in agreement with the Student Union.

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Support for cultural activities

55.§

- (1) 10% of the normative funding for textbook and course book allowances and for sports and cultural activities of students taking part in a full-time (daytime delivery) bachelor programme, two-cycle and single-cycle master programme funded through (partial) state scholarship and of students taking part in a full-time (daytime delivery) doctoral programme funded through state scholarship may be allocated to supporting cultural activities.
- (2) The scope of cultural activities covers in particular cultural activities, events, career counselling, life counselling and study counselling as well as mental health counselling organised or offered by the University for students.
- (3) The cultural support may also be used to purchase tickets, passes to cultural events falling within the scope of the cultural activities specified in paragraph (2) above subject to the following conditions: a proposal with regard to the cultural event and the amount of the support shall be made by the Student Union and shall be approved by the Chancellor; the tickets/passes granting entry shall be distributed among the students free of charge; the conditions of such distribution shall be approved by the Chancellor at the proposal of the Student Union subject to compliance with the rules and the fulfilment of financial conditions, it being understood that distribution shall not be conditional upon office, position.
- (4) The University shall primarily use the cultural support to fund events set out in the Rules on Organising Student Events at the university.
- (5) The Student Union shall prepare a proposal for the allocation of the support as part of the Event Organisation Plan defined in the Rules on Organising Events.
- (6) Approval of the Event Organisation Plan shall also entail the approval of the allocation of the support provided that the plan with regard to using the cultural support for the given budget year should feature in the approved annual budget plan of the Student Union. The plan shall feature the name of the events to be funded as well as the amount to be used.
- (7) If cultural support is used at an event, an account shall be drawn up within thirty (30) days of the event, which shall include the exact amount of the support used as well as that of the total discount applied to the participation fee of the students of the University. The amount of the cultural support granted to students shall be equivalent to the total amount of participation fee discounts granted to students, which may exceed the cultural normative funding actually spent, but may not be lower than that. The account shall be drawn up by the main organiser of the event, signed by the executive who has the right to enter into the relevant commitment and forwarded to the Chancellor.

Support for the operation of the Student Union and the PhD Student Union

56.§

- (1) The University shall support the activities of the Student Union and the PhD Student Union through normative funding as part of the normative funding for students provided for in Article 114/D of Nftv.

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- (2) The amount of the normative benefit shall be 2.00% of the normative funding for students. The use thereof shall be provided for in the Statutes of the Student Union and the Statutes of the PhD Student Union.

Dormitory accommodation

57.§

- (1) Dormitory accommodation constitutes a benefit in kind that may be obtained through application. Decisions on the applications shall be taken on the basis of the scoring system set out in Annex 7 to the RSFB
- (2) The rules for applying to dormitory accommodation are set out in Annex 7 of the RSFB.
- (3) Up to 5% of the dormitory places may be allocated to students at the initiative of the Student Union and upon the decision of the Campus Director.
- (4) The conditions for submitting applications and the rules of assessment are set out in the call for applications for admission to the dormitory and in Annex 7 to the RSFB.
- (5) A student who is not a Hungarian national and who studies in Hungary in a state-funded bachelor or master programme or a doctoral programme, who are required to do so by a bilateral or multilateral international agreement, are entitled to dormitory accommodation for twelve (12) months per year. A student who is not a Hungarian national and who pursues self-funded studies in Hungary on the basis of a bilateral or multilateral international agreement is entitled to twelve (12) months of accommodation in a dormitory per year, the fees of which are paid from the ministerial scholarship. The beneficiary is obliged to submit an application for admission to a dormitory and an application for a summer dormitory place.

Common procedural rules on student benefits

58.§

- (1) The call for applications, including detailed format and content requirements, shall be published on the University's website.
- (2) Students shall be informed of the launch of the application by a Neptun message on the day of publication of the call on the website. The validity of the call for applications is not subject to sending the message.
- (3) The deadline for the evaluation of applications is thirty (30) days from the date of receipt, unless otherwise provided for in the RSFB, in law or in the cooperation agreement, it being understood that the period available for correcting deficiencies is not included in the time limit for administration.
- (4) The student is on the whole expected to take care of matters related to his/her scholarship and other benefits, as well as of paying the programme cost and other fees personally, if however the RSFB do not rule out this option, an authorised representative may also act on behalf of the student.
- (5) If the RSFB provide that a minor student may not act independently on his/her own, his/her legal representative may act on his/her behalf.

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- (6) A scholarship contract may either be concluded by the student on his/her own or in the case of a minor student, by this/her legal representative. The Head of Neptun and Student Finances at Student Services is authorised to act as the sole representative of the University with regard to student grant contracts, unless otherwise provided for in the present Regulation. The Head of the CDS Office shall have the autonomous right to authorised to act as the sole representative of the University with regard to scholarship contracts to be concluded with a student taking part in doctoral studies, unless otherwise provided for in this Regulation. The Head of Study Matters at SS, in the case of students taking part in a doctoral programme, the Head of the CDS Office shall represent the University with regard to Corvinus scholarship contracts due to the fact that they forms part of the student training contracts.
- (7) A contract with the student may either be concluded using the standard model contract issued by the University, if available, in other cases with an approved contractual content approved by the Legal, Administrative and Regulatory Services (hereinafter: LARS) The contract may be set out in the form of a paper-based or an electronic document. Any paper-based contract shall be signed and dated in the hand of the student or his/her legal representative, and shall be signed in the hand of the Head of Student Finances at Student Services in the case of students, and by the Head of the CDS Office qin the case of doctoral students. The stamp imprint of the University shall be affixed to the signatures. Any contract set out in an electronic form shall be signed by the student using the document authentication service offered by the government (AVDH) and sent to the University via the customer port of entry, and shall be signed electronically by the Head of Neptun and Student Finances at Student Services, or by the Head of the CDS Office in the case of doctoral students. The contract shall be returned to the student via Neptun or via the customer port of entry.
- (8) With regard to all matters included in the RSFB the primary official study administration channel between the University and the student shall be Neptun, the customer port of entry if permitted by the RSFB, or delivery by post when it is otherwise impossible to communicate with the student or a paper-based document is required by legislation.
- (9) Applications, requests may be submitted by students using the relevant form issued by the University, if available. In other cases a non-specified format may be used. Requests shall be submitted via Neptun. A request may be submitted via the customer port of entry, by personal delivery or by post if this is expressly permitted by the RSFB. Any application or request handed in by the student shall be deemed authentic:
- If submitted via Neptun, without the student's signature
 - if submitted through the customer port of entry, using the document authentication service offered by the government (AVDH),
 - if submitted by personal delivery or by post, with the student's signature.**
- (10) The University shall communicate its notices and decisions to the student in the following forms:
- Neptun system message,
 - a notice or decision in the form of an electronic document,

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- c) a notice or decision in the form of a document,
- (11) If permitted by legislation, preference shall be given to electronic documents and delivery via Neptun. In the case of a paper-based document, the document must also be uploaded to Neptun and made available to the student in accordance with paragraph (13). If there is no indication in the RSFB, the form of setting out the document in writing (in paper-based or electronic form) shall be jointly decided by the Head of Neptun and Student Finances at Student Services and the Head of Legal Affairs. The authentication of paper-based documents shall be performed by having them signed by the person designated in the RSFB, by affixing the stamp imprint of the University as well as by dating them. The authentication of electronic documents shall be performed by timestamping and by affixing the electronic signature of the person designated in the RSFB.
- (12) With regard to decisions covered by the scope of the RSFB, copies shall be authenticated by the Head of Neptun Head of Neptun and Student Finances at Student Services or by the administrator/coordinator at Student Services designated by him/her.
- (13) Unless otherwise provided by law, the student must be able to receive the documents issued by the University to him/her electronically, in an authenticated form, and to download any number of copies from Neptun.
- (14) During the period of the disbursement, a student enjoying a scholarship shall be obliged to notify Student Services, in the case of a student taking part in a doctoral programme, Corvinus Doctoral Schools, as promptly as possible but not later than within eight (8) days, of any change affecting disbursement. Failing this, if Student Services or CDS otherwise becomes aware of the change, it will inform the decision-maker.
- (15) Unless otherwise provided for by law, this Regulation or the call for applications, in the event of termination or suspension of the student status the disbursement of a scholarship paid each month will be paid as follows: during the period of the scholarship status, the scholarship holder will receive the scholarship for each month started during which the scholarship holder's student status exists and the student has not yet requested suspension or has not been ordered to take a passive semester. If the student terminates his/her student status or announces that he/she is suspending his/her student status or is ordered to take a passive semester by the University:
- a) in the event of termination of the student status, the scholarship entitlement will cease on the last day of the month of termination,
 - b) in the case of suspension, the scholarship entitlement will cease retroactively for the entire duration of the suspension period on the last day of the month in which the suspension is notified or the passive semester is ordered. In this case, if a payment has been made for any month of the semester affected by the suspension, the student must repay the amount.
- (16) The payment/accounting of student financial benefits shall exclusively be made/presented via Neptun. The payment/accounting of financial benefits established in forints shall be subject to possessing a default bank account in the student's own name, denominated in HUF, the data of which shall be recorded in Neptun by the student. The

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payment/accounting of scholarships shall further be subject to recording a valid tax identification number and a permanent address in Neptun.

- (17) Payment of financial support established in forints shall be made by transfer to the bank account held with a Hungarian financial institution, as recorded by the student in Neptun. Payment of financial support established in a foreign currency shall be made by transfer to the bank account denominated in a foreign currency, as recorded in Neptun by the student. Transfer in a foreign currency shall be subject to providing the IBAN, the SWIFT code, if available, and the name and address of the bank where the account is held.
- (18) In the absence of transfer the University shall not be liable if the student failed to report his/her bank account, any change therein or did not report them as required. All the consequences resulting from failing to report a change in the bank account number, from providing a wrong number, from an incorrectly set default bank account number shall be borne by the student. Should the student fail to record or correct in Neptun the data necessary for the payment despite a notice sent via Neptun and to his/her electronic mailing address, the University shall not be obliged to make further attempts at payment until the student certifies to the organisational unit recording the payment/accounting that the complete data were uploaded.
- (19) Unless otherwise provided by law, this Regulation or agreement, if the student does not sign the scholarship contract or does not provide the data and information required for the payment of the scholarship within forty-five (45) days from the date of the final decision on entitlement, the student shall lose his/her scholarship eligibility without further action pursuant to the RSFB. The relevant decision shall be taken by Head of Neptun and Student Finances at Student Services. The decision shall be communicated in the form of a Neptun resolution.
- (20) Should an erroneous bank transfer be made to the student for any reason or should the student be under a reimbursement obligation, the student shall be obliged to reimburse the relevant amount in full as soon as he/she becomes aware of it, but not later than within fifteen (15) days of receiving the relevant notice from the University.

CHAPTER III

Terms and rules of meeting the payment obligations with regard to charges and fees to be paid by students

General provisions

59.§

- (1) As regards the form of funding, the University offers programmes funded through Hungarian state scholarship (hereinafter: state scholarship) and self-funded programmes.
- (2) The costs of students funded through state scholarship are borne by the Hungarian State, it being understood that that in the foreign-language programmes the foreign language programme contribution shall be paid by the student.
- (3) Students funded through state scholarship may be obliged to pay fees pursuant to the present Regulation within the framework set down in Nftv and the Grants Decree.

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- (4) Students taking part in self-funded programmes shall pay the programme cost, in the case of foreign language programmes, the foreign-language programme contribution as well as the fees and service fees (hereinafter jointly: fees) pursuant to the present Regulation within the framework set down by Nftv and the Grants Decree.
- (5) Students who gained admission to and enrolled in the spring semester of the 2019/2020 academic year or subsequently may only pursue studies in self-funded form, with the exception of students who gained admission to and enrolled in a doctoral programme.
- (6) The rules on reclassification between the forms of funding are set out in the present Regulation, those applying to doctoral programmes are defined in the Doctoral Regulations.
- (7) In accordance with the present Regulation, the University shall offer its self-funded students Corvinus scholarships and Corvinus Doctoral Scholarships to cover their programme costs.

Services available free of charge and against the payment of a fee

60.§

- (1) The services available free of charge in the framework of programmes funded through state scholarship are as follows:
 - a) During the period of active student status, lectures, seminars, consultations, practical sessions, field studies, if taken for the first time; assessments and examinations including the first repetition of unsuccessful assessments and examinations, the completion of the final examination as well as the procedure for obtaining a degree, as required for the fulfilment of the educational and academic requirements defined in the educational programme, for obtaining the diploma or the doctoral absolution,
 - b) Sessions in colleges for advanced studies,
 - c) Access to the equipment of the University's facilities, such as the library and core library services; laboratory, IT, sports and leisure facilities associated with the services available free of charge,
 - d) study and student journey counselling,
 - e) initial issue of all documents related to the programme and to the doctoral degree acquisition, unless more favourable conditions for the student are laid down in legislation,
- (2) Services available to students in the scope of programmes funded through state scholarship and self-funded programmes against the payment of a fee:
 - a) instruction in a language other than Hungarian, at the choice of the student, if the transfer of knowledge in the curriculum of a bachelor or master programme is defined in Hungarian and taught in Hungarian, except for a compulsory study requirement to be fulfilled in foreign language according to the curriculum,

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- b) anything produced by using the equipment of the University and provided to students by the University if it subsequently becomes the property of the student (e.g. reproduced study aids),
 - c) access to the University's facilities (library, laboratory, IT, sports and leisure facilities) used outside the context of services available free of charge,
 - d) students who wish to take part in sport may take a PE subject after completing the compulsory PE subject included in the educational programme only at a fee,
 - e) programme resulting in available credits beyond the credit value required or to be provided by the University on a mandatory basis pursuant to Nftv.
- (3) Those who retake an examination in the same subject three or more times, take the same lecture, seminar, consultation, practical session, field study twice, or fail to meet any obligations set out in SER or fulfil such obligations with delay shall be made subject to payment obligations in accordance with the present Regulation.
- (4) A student funded through state scholarship may take part in education as a guest student in accordance with the provisions of paragraphs (1)-(3) above.
- (5) A student taking part in a self-funded programme shall pay the cost for the services set out in paragraph (1) above.
- (6) The total amount of fees payable under paragraphs (2)-(3) above may not exceed half of the cost, excluding the service described in subparagraph a) of paragraph (2) above.

Rules for establishing the programme cost, the foreign language programme contribution

61.§

- (1) Taking into account all expenditures related to the programmes, a proposal with regard to the amount per semester of the programme cost, and if relevant, of the foreign language programme contribution shall be made by the Vice-Rector for Education - in the case of specialist postgraduate programmes, in the context of the amendment of the provisions of the Presidential Committee, in all other cases, in the framework of the amendment of the RSFB - by programme (name of the programme, programme delivery mode, place of delivery, language of the programme), including the amount of the programme cost of foreign-language programmes announced for foreign nationals only, and the amount of the programme cost of preparatory courses at the same time as the decision on the launch of the programmes is submitted, but not later than 15 July of the academic year in question. In all other cases as well as if a specialist postgraduate study programme is announced by the University in the Prospectus on Admission to Higher Education, the deadline shall be 10 September of the preceding academic year. The decision is taken by the Presidential Committee by 31 July of the given academic year in the case of specialist postgraduate programmes, and by the Maintainer by 30 September in all other cases.
- (2) The amount of the programme cost for further years of their studies of students who commenced their studies before the 2015/2016 academic year may not exceed the valid

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programme cost of the preceding year increased by the consumer price index established by KSH (Central Statistical Office) for the previous year.

- (3) The amount of the programme cost of students who commenced their studies in the 2015/2016 academic year or subsequently shall remain unchanged during the period of student status within the duration of the programme defined in the programme and outcome requirements.
- (4) The programme cost and where relevant, the foreign language programme contribution are set out in Annex 2 to the RSFB, except for the programme cost of specialist postgraduate programmes, which is set by the Presidential Committee in the form of provisions. The amount of the programme cost may differ for Hungarian nationals and persons with the same rights as Hungarian nationals on the one hand, and for third-country nationals on the other.
- (5) The programme cost and where relevant, the foreign language programme contribution for Hungarian nationals and persons with the same rights as Hungarian nationals must be established and paid in HUF, and in euros for third-country nationals. If the student acquires Hungarian citizenship after the establishment of the student status, the HUF fee may be applied from the first active semester following the notification of the change of data.
- (6) Should the number of semesters of a student studying in a self-funded programme exceed the duration of the programme -including also the reduction resulting from the validation procedure- defined in the programme and outcome/qualification requirements of the given study programme (hereinafter: student exceeding the programme duration), he/she shall pay in further active semesters the fee calculated from the programme cost and the foreign language programme contribution on the basis of the credit value of the subjects taken, but at least the equivalent of two (2) credits. The fee per one (1) credit is one thirtieth of the current semester's programme cost and, where relevant, of the foreign language programme contribution. However, the amount so determined may not be higher than the amount of the programme cost set out in the training contract, including, where relevant, the amount of the foreign language programme contribution. Such amount shall be paid by the student in full within the duration of the programme and in the amount specified in the present section in the active semesters beyond the duration of the programme.
- (7) In case of a reclassification from a programme funded through state scholarship to a self-funded programme, the student is obliged to pay the full programme cost defined for the semester and if relevant, the foreign language programme contribution, which is equivalent to the programme cost paid by students who commenced their studies in the 1st year in the given programme when the student's student status was established at the University. For students exceeding the programme duration the amount of the programme cost for the semester shall be established as specified in paragraph (6) above.
- (8) For students establishing a student status through transfer from another institution, the calculation of the programme duration shall restart. The student is obliged to pay the full programme cost for the semester and if relevant, the foreign language programme contribution, which is equivalent to the programme cost paid by students who commenced their studies in the 1st year in the given programme when the student's student status was

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established at the University. For students exceeding the programme duration the amount of the programme cost for the semester shall be established as specified in paragraph (6) above.

- (9) For students establishing a new student status associated with changing to another programme within the University, the calculation of the programme duration shall restart in accordance with SER. The amount of the programme cost and if relevant, the foreign language programme contribution payable by the student is equivalent to the programme cost and if relevant, foreign language programme contribution paid by students who commenced their studies in the 1st year in the given programme when the student's new status was established. Such amount shall be paid by the student in full within the duration of the programme, and in the amount specified in paragraph (6) above in active semesters beyond the duration of the programme.
- (10) For students starting their studies in an identical or other study programme under a new admission procedure shall pay the programme cost applicable to the given study programme under the given admission procedure and where relevant, the foreign language programme contribution.

Dormitory charges

62.§

- (1) Dormitory residents or natural persons lawfully living in the dormitory, using a dormitory place, service accommodation or a housing unit under a dormitory status or rental arrangement (for the purposes of the present section: residents) shall pay a dormitory fee for basic dormitory services and accommodation, as well as other charges for additional services provided by the dormitory.
- (2) The dormitory fees for students benefiting from a state scholarship are determined on the basis of the normative funding for students for each comfort level, as specified in Annex 8 of the RSFB.
- (3) Students who do not receive a state scholarship and have access to a dormitory place must pay the dormitory cost for accommodation in a dormitory in accordance with Annex 6 of the RSFB.
- (4) The specific amounts of the dormitory charges and dormitory fees per academic year are set out in Annex 6 to the RSFB.
- (5) The dormitory fee defined for basic dormitory services and accommodation as well as for the additional services offered by the dormitory shall be paid via Neptun by the 15th day of each month.

Fees

63.§

- (1) In the event of failure to comply with the obligations set out in the SER and other university regulations, or late compliance, students shall pay the fees set out in Annex 4 to the RSFB if they have student status, and in Annex 5 to the RSFB if they don't. Annex 3 to the RSFB sets out the fee(s) related to the admission procedure.

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- (2) Any student funded through a state scholarship or who commenced his/her studies in a self-funded programme may take subjects whose credit value exceeds the total number of credits required to obtain a degree as defined in the programme and outcome requirements of the study programme by ten percent (10%) without paying a fee. The fees defined in Annex 4 to the present Regulation shall be payable at the end of the programme cycle for completed subjects exceeding the total number of credits required by more than ten percent (10%), except for students taking part in a programme beyond the borders of Hungary (fee for credit overload).
- (3) Students taking part in a programme funded through state scholarship and students benefitting from a Corvinus Scholarship shall pay the fees defined in Annex 4 to the present Regulation at the end of the programme cycle for taken, but not completed subjects exceeding the total number of required credits by more than ten percent (10%), except for students taking part in a programme beyond the borders of Hungary. The amount of such fee shall be maximum of HUF 40,000 per student per semester (fee for credit omission).
- (4) The fees received on the grounds defined in paragraphs (2)-(3) above may be used by the University – with the consent of the Student Union – for developing learning materials, supplying textbooks, as well as providing support to students in study-related matters and for covering the costs of services used by students.
- (5) If a student has registered for an examination and his/her absence is unjustified, he/she is liable to pay the charge specified in Annex 4 of the RSFB. Students are exempted from paying the charge if they provide credible proof of their absence within five (5) working days of the examination by submitting documents in Neptun, in accordance with the rules specified in the SER on justification of absence from compulsory sessions.
- (6) Students may improve the result of an examination completed with an insufficient grade (including the „absent” entry) without being required to pay an exam retake fee for the first time. The student may take a third or further examination in the same subject upon the payment of a charge specified in Annex 4 to the present Regulation.
- (7) The exam and final exam retake fee shall be paid prior to retaking the exam, final exam.
- (8) The student may be subject to a fee in case he/she fulfils payment obligations or obligations associated with study administration for which a time limit applies with delay or fails to meet such obligations.
- (9) The fee associated with validating the student identity card shall only be borne by the student if his/her student identity card was lost/destroyed/stolen.
- (10) The student may request the certification and certified translation of copies taken of documents associated with the student’s studies at the University against the payment of a fee applicable to the relevant procedure.
- (11) At the request of the student, the free certification of the data specified in the Vhr. shall be provided once (1) every six months.
- (12) During the period of student status, every certificate of student status shall be issued free of charge.

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- (13) The student shall be entitled to diploma supplements issued in the Hungarian and the English languages for the first time free of charge. Any further copies (duplicates) shall be subject to a fee.
- (14) The fee specified in Annex 5 of the RSFB shall be payable for having the duplicate of the diploma and diploma supplement issued.
- (15) The correction of the diploma and the diploma supplement in cases stipulated by law shall be made free of charge.
- (16) The entitlements and the amount of the fees to be paid by students are set out in Annex 4 to the RSFB.
- (17) The fees set out in this section shall be paid via Neptun by the deadline specified therein or, in certain cases, by transfer to the University's current account.
- (18) Payment concessions on the fees set out in this section may be claimed only in accordance with the present Regulation.

Rules on paying the programme cost, the foreign language programme contribution

64.§

- (1) The student and the University shall conclude a student training contract as set out in the SER upon enrolment or in the semester of reclassification in case of students who were reclassified from a programme funded through (partial) state scholarship to a self-funded programme.
- (2) As a general rule, a student participating in a self-funded programme must pay the programme cost for the semester in question, and, where relevant, the foreign language programme contribution, in one lump sum by the date specified in provisions of the Head of Finance on the financial tasks related to the start of the semester in question.
- (3) Methods of paying the programme cost, the foreign language programme contribution:
 - a) by way of wire transfer to the joint account (using the joint account denominated in HUF and in foreign currency), or via Neptun by using SimplePay.
 - b) the programme cost and if relevant, the foreign language programme contribution as well as the fee payable by the student may be assumed by a third party by completing and sending the dedicated declaration form provided by the University. The payment of the programme cost and if relevant, of the foreign language programme contribution as well as of the fee be assumed by a third party if an agreement to this effect has been concluded between the Parties, which may be achieved through the acceptance of the declaration by the University or through the conclusion of a contract for the provision of the educational service. The person completing the declaration shall pay by wire transfer the amount of the programme cost and foreign language programme contribution against an invoice issued by the University to the current bank account featured on the invoice.
 - c) In case of payment under a student loan scheme/student loan schemes, Diákhitel Zrt shall transfer the amount to the University's current bank account,

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- d) Students without student status may pay the programme cost of the first semester of foreign-language programmes announced for foreign students by wire transfer to the University's current bank account,
 - e) students participating in courses taken at another higher education institution, training with the purpose of acquiring specialised knowledge, may pay by wire transfer to the University's current bank account.
- (4) Payments to the University can be made in the same currency as the currency featured in the notice, from the foreign currency joint account in the case of notices in euros, or from the HUF joint account in the case of notices in HUF.
- (5) For students who acquired student status prior to the 1st (autumn) semester of the 2017/2018 academic year in study programmes including extensive practice – with the exception of the bachelor study programme in Business Informatics –in case the practice period is completed between two semesters in the summer period, the practice period of the self-funded students completed during the summer shall be taken into account in the autumn semester and the items covering the programme cost for the semester shall be imposed in Neptun separately with regard to the practice period and with regard to the coming autumn semester:
- a) If the student completes the practice period forming part of the seven (7)-semester bachelor programme in the summer after six (6) completed active semesters, the student's practice period shall be recorded in Neptun for the autumn semester, irrespective of whether it overlaps with the coming study period. With respect to students taking part in a self-funded programme, the programme cost defined for one (1) academic semester associated with the service shall be imposed and paid with respect to this seventh (7th) semester as performance forming part of the programme (practice period).
 - b) If the practice period overlaps with the study period, students participating in self-funded programmes may only take a maximum of two (2) subjects in the autumn semester without further programme costs being imposed.
 - c) The student may only take more than two subjects if the practice period and the study period do not overlap. In this case a student taking part in a self-funded programme may take the two subjects with the highest credit value without being required to pay further programme costs. Credit-proportional costs for any further subjects taken shall be imposed and paid by the student. The cost per one (1) credit shall be equivalent to one 30th of the amount of the programme cost for one (1) academic semester.
 - d) If the student chooses to complete the practice period forming part of the seven (7)-semester bachelor programme in the summer after four (4) completed active semesters, the practice period may not overlap with the next study period as stipulated in the SER. In this case, the student's practice period shall be recorded in Neptun for the autumn semester for technical reasons and the programme cost of the practice period shall be imposed on and paid by the student taking part in a self-funded programme as if it constituted a separate semester forming part of the programme.

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- e) The cost associated with the practice period shall be imposed no later than 5th October. The payment deadline shall be 31st October.
 - f) In accordance with regulations, the student taking part in a self-funded programme may take the number of credits specified in the SER in the coming autumn semester, the corresponding programme cost shall be imposed and paid according to the general rules.
- (6) Students acquiring student status as a result of transferring from another higher education institution shall pay the programme cost and the foreign language programme contribution as specified in paragraph (2). If the amount is not paid by the due date, their student status shall be terminated under the terms of the SER.

Failure to pay charges

65.§

- (1) Students who fail to comply with their obligations to pay – in case of taking part in more than one programme, with regard to the relevant programme – the programme cost, the foreign language programme contribution, all the fees stipulated in Annex 4 of the RSFB by the deadline set in the RSFB and the relevant decision and was not granted a deadline extension in accordance in response to a request submitted before the payment deadline, may not sign in for the next semester – in case they take part in more than one programme, for any of the programmes–, may not be admitted to the final exam, the termination of their student status may be initiated pursuant to the SER, furthermore their contractual relationship with the dormitory may be terminated on the day when the decision taken in the subject of termination becomes final after an unsuccessful demand for payment and after having examined the social situation of the student.
- (2) Should a student fail to comply with payment obligations by the relevant deadline, the following procedures shall apply:
- a) Payment arrears shall be understood as any overdue financial debts to the University, irrespective of the grounds thereof.
 - b) The staff member of the organisational unit which imposed the financial item, which as a general rule is Student Services- shall send the student two messages via Neptun, requesting him/her to meet his/her overdue payment obligations without delay, but not later than within fifteen (15) days or to provide evidence of his/her social situation to Student Services or the competent organisational unit imposing the item, which in turn shall immediately forward the evidence to the Student Social Committee provided that one of the cases listed in subparagraph c) below applies and shall call the student's attention to the legal consequences of failure.
 - c) The student's social situation is examined by the Student Social Committee if in response to the notice received pursuant to subparagraph b) the student indicates in a request, evidenced by a certificate, submitted via Neptun that due to an accident, illness, or any other unexpected cause without any fault on the part of the student, a change has occurred in his/her financial situation that he had not indicated previously

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to the University – in his/her request related to payment obligations – and that excludes the performance of the payment obligation or makes it extremely difficult.

- d) The Student Social Committee shall be tasked with examining the student's social situation and recording the outcome of such examination in Neptun. Based on the examination, the Head of Neptun and Student Finances shall decide whether any of the conditions specified in subparagraph c) above apply, furthermore whether the student is entitled to any of the payment concessions set out in the present Regulation.
 - e) the decision shall be communicated in the form of a resolution.
 - f) Student Services shall then send one (1) copy of the resolution to the Director of the Dormitory in the case of dormitory charges. Student Services shall suspend the termination of the student status until the date on which the decision in the subject of the payment concession becomes final.
 - g) Should the student fail to meet his/her payment obligation or to provide evidence of eligibility based on social needs pursuant to subparagraphs b) and c) within fifteen (15) days of being requested to do so, his/her student status shall be terminated in accordance with the relevant provisions of the SER.
 - h) If the student provides evidence of his/her social situation upon request, but his/her eligibility is not considered justified by the Student Social Committee, the Head of Neptun and Student Finances shall reject the request and shall notify the organisational unit imposing the fee thereof. Based on this, the organisational unit imposing the item shall set a final deadline for paying the arrears. Should the student fail to pay his/her debts by this deadline, his/her student status shall be terminated in accordance with the relevant provisions of SER.
- (3) Students may not submit a request for payment concession if they have overdue payment obligations to the University in any respect.
 - (4) If a payment obligation arises and the student delays the associated payment, the University shall have the right to debit the student's joint account with the overdue debt in accordance with the training agreement concluded with the student.
 - (5) In the case of students and/or former students for whom the overdue debt cannot be deducted from the joint account, the University may pursue its claim through non-litigation or litigation.
 - (6) Procedural rules for the recovery of student debts are set out in separate provisions issued by the Head of Finance.

The terms and rules of providing concessions on payments

66.§

- (1) The student is obliged to pay the programme cost for the semester in question and, if relevant, the foreign language programme contribution in accordance with the provisions of the RSFB.
- (2) If the student is unable to pay the programme cost and/or the foreign language programme contribution in one lump sum, he/she can initiate to pay in two (2)

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instalments in Neptun. Instalment payments may be made in accordance with the provisions issued by the Head of Finance on the financial tasks relating to the start of the semester in question, subject to the provisions of Section 64.

- (3) After the expiry of the programme duration, the payment of any programme cost or foreign language programme contribution imposed in respect of credits may also be made in accordance with paragraph (1) or at the student's initiative pursuant to the schedule specified in paragraph (2).
- (4) If the student opts for payment in instalments under paragraph (2) or (3), he/she may not benefit from exemption, deferred payment or further instalment payment with respect to the given item in the given semester.
- (5) The Head of Neptun and Student Finances at Student Services shall decide on the request filed under paragraphs (2) and (3). The decision does not constitute a discretionary decision.
- (6) In cases under paragraphs (2) and (3), Student Services shall automatically split the items imposed with regard to the student's programme cost and foreign language programme contribution and shall modify payment deadlines.
- (7) Students may only request deferred payment on the grounds of paying with a student loan by linking the imposed item in Neptun to the number of their Student Loan contract, thereby declaring that they wish to cover the programme cost and if relevant, the foreign language programme contribution by student loan and request deferral on such grounds. Student Services shall check the contract number and in case it is valid, extends the payment deadline of the imposed item by the deadline provided by Diákhitel Központ Zrt.. If it is established that the contract number is incorrect, Student Services shall ask for the student's contract to be presented for the purposes of verification and shall not extend the deadline until the verification is completed.
- (8) If the student opts for deferred payment based on grounds specified in paragraph (7) above, he/she may not benefit from instalment payment set out in paragraphs (2) and (3).
- (9) The student may request instalment payment or deferred payment with regard to fees specified in Annex 4 to the RSFB -with the exception of those set out in paragraph (11) below - as well as with regard to dormitory charges and fees not more than once (1) a semester and with respect to not more than one (1) item via Neptun at least one (1) week prior to the last day of the enrolment period, sign-in period in case the student has completed at least one (1) active semester and does not have any overdue debts to the University.
- (10) The Head of Neptun and Student Finances at Student Services shall decide on the application pursuant to paragraph (9), if it concerns the fee according to Annex 4 of the RSFB and Director of the dormitory if it concerns dormitory fees. Instalment payment with up to two (2) instalments may be granted.
- (11) Instalment payment and deferred payment, furthermore exemption may not be granted with respect to charges imposed for failed or delayed payments, other fees or on the basis of involvement in community activities:

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- a) third or further examinations taken in the same subject, retaking lectures, seminars, consultations, practical sessions, field studies,
 - b) taking the Physical Education subject in a semester other than recommended in the operational curriculum, retaking it in the case of non-completion or taking it on more occasions than required in the operational curriculum,
 - c) fees associated to the submission of requests,
 - d) to certificates associated with studies,
 - e) to unexcused absence from exam („absent”),
 - f) to delayed payment,
 - g) to late selection of a subspecialisation,
 - h) to modification of taken subjects beyond the registration period,
 - i) to late submission/presentation of certificates,
 - j) to failure to perform other administrative obligations,
 - k) to late submission of thesis,
 - l) to registration for the final examination beyond two (2) years,
 - m) to a final exam retake,
 - n) to the issuance of a duplicate of a diploma, diploma supplement,
 - o) to the admission procedure, the recognition procedure.
- (12) If payment in instalments or deferral is granted at the student’s request, the Head of Neptun and Student Finances at Student Services shall issue a resolution on the decision taken in the subject of payment obligations. The resolution granting payment in instalments or deferral shall set out
- a) the deadline and the schedule for payment, it being understood that in case payment in instalments the first and the second instalments shall be paid by the date specified in paragraph (2) above and in case of deferral the date specified in paragraph (7) above,
 - b) the consequences of late payment,
 - c) in case of rejection, the justification of the decision as well as information on legal remedies.
- (13) If a student has already benefitted once (1) from payment deferral or payment in instalments for the given semester and the given payment obligation pursuant to the provisions of the present section, he/she shall not be entitled for further concessions with respect to the given item.
- (14) A student may apply for exemption from the obligation to pay the dormitory charge on the grounds of the student's work at the dormitory or his/her social situation. Exemption may be granted on a social basis to a student who is disadvantaged, an orphan, a breadwinner or whose guardianship has been terminated due to reaching the age of majority. The request for exemption can be submitted via Neptun, no later than ten (10) working days after moving into the dormitory. Within ten (10) working days, the Head of the Dormitory

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Division Head shall make a proposal for the granting of the exemption to the Head of Campus Services, who shall decide on the exemption at his/her own discretion. A maximum of 2% of the available places in a dormitory may be exempted from the dormitory charge.

Rules on the reimbursement of fees once paid

67.§

- (1) In the case of the suspension of student status of self-funded students, the full programme cost with respect to the relevant semester (including the foreign language programme contribution) shall be repaid to the student:
 - a) if the student gives notice of such suspension until 14th October in the autumn semester and 14th March in the spring semester, or
 - b) if the student withdraws his/her registration until 14th October in the autumn semester and 14th March in the spring semester, or
 - c) if the student requests or gives notice of suspension until the end of the academic term already started, for that academic term in question due to childbirth, illness, accident, or any other unexpected cause.
- (2) In the case of the termination of the student status of self-funded students, the full programme cost with respect to the relevant semester shall be repaid to the student if by 14th October in the autumn semester and by 14th March in the spring semester
 - a) the student gives notice of terminating his/her student status, or
 - b) the University terminates the student's student status.
- (3) In the case of the termination/suspension of the student status of self-funded students, the programme cost for the relevant semester shall be repaid to the students *pro rata temporis* if the student status is terminated or suspended for any reason on 15th October or afterwards in the autumn semester, on 15th March or afterwards in the spring semester, but not later than the last day of the study period, with the exception of the cases set out in subparagraph c) of paragraph (1) above.
- (4) When calculating the *pro rata temporis* part pursuant to paragraph (3) above, the relevant period (semester) shall be the period between the first and the last day of the study period in such a way that the amount of the paid programme cost shall be divided by the number of the weeks of the study period and the figure obtained shall be multiplied with the number of weeks in the study period not yet commenced. The *pro rata temporis* amount so obtained shall be repaid to the student in the case set out in paragraph (3) above.
- (5) A request for repayment may be submitted at any time.
- (6) The application will be reviewed by the Head of Neptun and Student Finances at Student Services within fifteen (15) days of submission.
- (7) The decision shall be communicated to the student in the form of a resolution.
- (8) Following the decision referred to in paragraphs (6)-(7), repayment shall be effected within fifteen (15) days. If the University has a valid claim for payment against the student and the amount of the claim is higher than the amount owed by the University to the

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student, payment shall be made after the student has settled the debt. If the amount of the outstanding pay claim against the student is lower than the amount of the outstanding liability, the deadline for payment is the 15th day following the decision.

- (9) The provisions of paragraphs (1)-(8) above shall apply to the repayment of the foreign language programme contribution.
- (10) Repayment of the programme cost and/or the foreign language programme contribution shall not be required if the student gives notice of/submits a request with regard to terminating or suspending his/her student status after the last day of the study period, with the exception of cases set out in subparagraph c) of paragraph (1) above.
- (11) The student may also request the programme cost and/or the foreign language programme contribution to be repaid in the event of erroneous payment.
- (12) In the event of an error occurring in establishing the programme cost or the foreign language programme contribution, the student may submit an observation with the Student Services organisational unit and request the payment to be retransferred on the basis of data recorded in Neptun if the student status exists, and by providing his/her name, bank account number, tax identification number if the student status ceased.
- (13) Such observation shall be assessed by Student Services within eight (8) working days and if the student's request is found to be justified, it shall immediately make sure that the erroneously paid amount is repaid within five (5) days.
- (14) Fees, dormitory charges, dormitory fees may not be reclaimed, with the exception of instances of erroneous establishment or erroneous payment. It is not considered an erroneous payment if the student does not use the service for which the fee was paid (e.g. pays the fee for the make-up examination but does not take the examination or pays the relevant charge, but does not avail himself/herself of the thesis consultation).
- (15) In case of repayment under paragraph (14) above, the procedure described in paragraphs (11)-(13) shall apply.
- (16) If the amount paid via Neptun has not been allocated to any of the imposed items, the student may initiate the retransfer of the amount to the bank account recorded in Neptun. There is no need to submit a request in such cases.

CHAPTER IV

Miscellaneous and final provisions

Equity

68.§

- (1) Twice (2) within his/her period of studies, the student may be granted an authorisation from the Rector on grounds deserving consideration in cases listed in paragraphs (2) and (3) below. The number of authorisations on the grounds of equity shall include the authorisation referred to in paragraph (12).
- (2) An authorisations on the grounds of equity may be requested:

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- a) for an exemption from paying the programme cost and/or foreign language programme contribution for up to two semesters,
 - b) for an exemption from the reimbursement of the programme cost, the Corvinus Scholarship for up to two semesters,
 - c) for the deferred payment of the programme cost, for an instalment plan beyond what is provided for in Section 66,
 - d) for the deferred payment of the foreign language programme contribution, for an instalment plan beyond what is provided for in Section 66,
 - e) for the deferred payment of the dormitory fee, for an instalment plan beyond what is provided for in Section 66,
 - f) For the deferred repayment of the Corvinus Scholarship, for an instalment plan.
- (3) The exemption provided for in paragraph (2)(a) to (b) may be granted only if the situation deserving consideration has arisen for reasons unforeseeable, unavoidable and beyond the control of the student (critical situation).
 - (4) An authorisation on the grounds of equity may be granted at the request of the student.
 - (5) The application may be submitted by the student at any time.
 - (6) The application may concern one request/item.
 - (7) The application shall include the reason(s) justifying equitable treatment along with the attached document(s) supporting it/them.
 - (8) The student is obliged to pay a fee according to the RSFB for the submission of such request. No fee is payable in the case of an application for equity under paragraph 2(a) to (b).
 - (9) The Head of Campus Services shall decide on the application for equity in the case referred to in subparagraph (e) of paragraph (2), in other cases the Vice Rector for Education shall decide on the request.
 - (10) The decision shall be taken within fifteen (15) working days of the submission of such request.
 - (11) The decision shall be recorded in a resolution. A decision adopted under discretionary powers does not need to be justified. No appeal shall lie against the decision. Equal treatment rules must also be ensured when assessing equity.
 - (12) By way of derogation from paragraph (1), in the cases provided for in subparagraphs (b) and (f) of paragraph (2), an authorisation on the grounds of equity may be granted up to one (1) time to a former student who has a repayment obligation in connection with the termination of his/her student status and has submitted an application for equity within thirty (30) days of the date when the payment was imposed.
 - (13) If the Vice-Rector for Education/Head of Campus Services has rejected the student's application, the student has not resorted to an authorisation on the grounds of equity, that is, the rejected request does not reduce the number of available authorisations on the grounds of equity.

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- (14) A decision on the grounds of special circumstances as referred to in Section 24 shall not be considered a decision on equitable grounds within the meaning of this paragraph.

Special provisions applicable to guest students and persons taking part in training with the purpose of acquiring specialised knowledge

69.§

- (1) A student of another domestic higher education institution shall be entitled to the same rights and shall be subject to the same obligations as the University's students participating in a programme funded through state scholarship provided that he/she participates in a programme funded through state scholarship at his/her parent institution and has acquired a guest student status at the University.
- (2) A student of a higher education institution abroad coming from a higher education institution with which the University has a cooperation agreement for student exchange and the quota agreed in the agreement has not yet been filled, does not pay the programme cost, and if relevant, the foreign language programme contribution. If the quota is exceeded, and in the absence of a cooperation agreement for student exchange, the student is liable to pay the relevant programme cost and where relevant, the foreign language programme contribution.
- (3) In the case of students of a foreign higher education institution who establish a guest student status and take part in courses taken at another higher education institution that are not offered under a cooperation agreement, and in the case of persons taking part in training with the purpose of acquiring specialised knowledge the the cost of subject registration is set out in Annex 2 to the RSFB.
- (4) A student of another domestic higher education institution taking part in a self-funded programme at his/her parent institution shall be obliged to pay in accordance with paragraph (3), with the exception of students taking part in programmes offered jointly with another higher education institution.

Rules of reclassification from a programme funded through state scholarship to a self-funded programme

70.§

- (1) The classification of a student into the categories of programmes funded through state scholarship and self-funded programmes shall be valid for the period of one academic year.
- (2) The University is required to reclassify any student as a self-funded student who acquired his/her student status before the 2016/2017 academic year for a programme funded through state scholarship and who failed to obtain at least fifty percent (50%) of the credit amount and the average academic performance stipulated in the recommended curriculum in the last two semesters during which his/her student status was not suspended as well as any student who withdraws his/her declaration given under paragraph Article 48/D (2) of Nftv.

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- (3) The University is required to reclassify any student as a self-funded student who acquired his/her student status in the 2016/2017 academic year of afterwards for a programme funded through state scholarship and who failed to obtain at least 18 credits on average or did not achieve the weighted average academic performance defined in Table 1 below in the last two semesters during which his/her student status was not suspended or during which he/she did not study abroad -in an EEA state- as well as any student who withdraws his/her declaration given under Article 48/D (2) of Nftv.
- (4) Students who are reclassified in accordance with paragraphs (2) or (3) above may only continue their studies in self-funded programmes.
- (5) In order to determine the number of students who can be reclassified in the next academic term, it shall be established on the basis of the students' academic performance that in the given academic year and the given study programme
 - a) how many student statuses ceased before obtaining the final certificate (absolutorium) among students funded through state scholarship,
 - b) how many students funded through state scholarship were reclassified as self-funded students,
 - c) how many students there are who by having completed the semester, have already exhausted the period of funding available for the given study programme pursuant to Article 47(3) of Nftv,
 - d) or for other reasons, continue their studies in a self-financed programme.
- (6) If the student status of a student admitted to a programme funded through state scholarship ceases before completing his/her studies or the student wishes to continue his/her studies in a self-funded form for any reason, the place may be filled by a self-funded student pursuing studies in the same study programme at the University where such applications exists.
- (7) The following self-funded students may be reclassified to the places available for students funded through state scholarship
 - a) He/she acquired student status before the 2016/2017 academic year and obtained at least fifty percent (50%) of the credit amount stipulated in the recommended curriculum in the last two semesters for which he/she signed in and is at the top of the ranking compiled in accordance with paragraphs (12)-(15) below including self-funded students in the given study programme and in the same year, his/her weighted average academic performance is higher than that of the best student in the lower fifth of the ranking of students funded through state scholarship in the given study programme and in the same year, compiled in accordance with paragraphs (12)-(15) below before the reclassification as self-funded student took place;
 - b) He/she acquired a student status in the 2016/2017 academic year or afterwards and obtained at least eighteen (18) credits on average in the last two semesters during which his/her student status was not suspended or achieved at least the weighted average academic performance defined in Table 1 hereto, based on the ranking of students who submitted an application.

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- (8) A self-funded student with an outstanding academic performance may submit a request pursuant to paragraph (7) for reclassification to a programme funded through state scholarship at the end of the academic year, from the last day of the exam period until 5 July.
- (9) The decision on reclassification shall be taken on the basis of the academic performance of self-funded students requesting reclassification to a programme funded through state scholarship.
- (10) In taking the decision on reclassification for the given academic year, students who have only studied at the University during one academic term and those who failed to complete the semester due to reasons specified in paragraph (6) of Article 47 of Nftv may not be taken into account.
- (11) Self-funded students who commenced their studies at the University in the 1st (autumn) semester of the 2019/2020 academic year or before may apply for reclassification to studies funded through Hungarian state scholarship by the last day of the semester in question at the latest.
- (12) At the end of the academic year, by 15 July at the latest, for the purposes of reclassification between programmes funded through state scholarship and self-funded programmes, Student Services shall compile the academic ranking of students funded through a state scholarship who completed the semester until 5 July at the latest, based on their weighted average academic performance (rounded to two decimal places). The ranking should be formed by grouping together students who started their studies in the same study programme in the same semester and in the same form of funding.
- (13) The academic ranking shall feature all students funded through a state scholarship, irrespective of how many credits they completed or whether their student status ceased during the year.
- (14) When calculating the weighted average academic performance of a student, the first two semesters after his/her initial enrolment shall be taken into account, even if he/she took a passive semester within one (1) year of enrolment. In such cases the cumulative adjusted credit index shall be calculated on the basis of the credits completed in the single completed semester. An exception shall be made for suspension of the student status for reasons specified in Nftv (childbirth, long-term hospital treatment, illness). Afterwards during the student's further studies at the end of each academic year, the performance in the last two (2) active semesters shall be taken into account when calculating the weighted average academic performance.
- (15) Students who do not obtain a final certificate (diploma) in the sixth (6th) active semester of their bachelor-level studies or in the fourth (4th) active semester of their master-level studies shall be treated separately from other students who started their studies in the same semester.
- (16) The decision shall be uniform for students with the same weighted average academic performance.

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- (17) The decision on reclassification between the categories of programmes funded through state scholarship and self-funded programmes shall be taken once in each academic year by 31 July.
- (18) The decision on reclassification shall be taken by the competent dean.
- (19) The decision shall be communicated to the student in the form of a resolution.
- (20) The resolution on the reclassification of the student's form of funding shall specify the maximum number of funded semesters available to the student following reclassification. For this purpose, the period of funding available to the student in accordance with paragraphs (3)-(7) of Article 47 of Nftv. shall be examined.
- (21) When signing in to the first semester following the reclassification, the student shall make a written declaration about accepting the conditions of the state scholarship upon. The declaration shall be attached to the master data sheet.
- (22) A self-funded student whose previous semesters funded through state scholarship exceed the duration of the programme specified for the given study programme in the programme and outcome requirements by two, for students with disabilities by six semesters, may not be reclassified to a programme funded through state scholarship.
- (23) The University shall determine the number of state-funded semesters and/or semesters funded through (partial) Hungarian state scholarship used by the student on the basis of the available data and, if required by law, shall decide on changing the form of funding within fifteen (15) days of the determination. The decision is made by the competent dean. The decision shall be communicated to the student in the form of a resolution. Once the decision has become final, Student Services will immediately change the student's form of funding in Neptun.
- (24) In the case referred to in paragraph (23), the decision shall be taken every six months after the end of the academic term, but not later than 15 March following the autumn semester and 15 October following the spring semester.
- (25) Students who were not reclassified shall continue their studies in the same as before in the next academic year.
- (26) Students funded through a state scholarship whose exchange programme did not take place in an EEA member state shall be conditionally reclassified to a self-funded programme at the time of reclassification. If the student completed the subjects, he/she shall present the relevant subject acceptance request along with the supporting documents in accordance with the SER. Following the acceptance of the subject, the student shall be reinstated to the programme funded through state scholarship.

Table 1:

Weighted average academic performance (in the relevant period) for the purposes of reclassification	
	Establishment of student status

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Field of study according to Government Decree 139/2015 (19 June)	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	as of 1 September 2020
Agricultural Science	2.25	2.5	2.75	3.00	3.00
Economic Science	2.25	2.5	2.75	3.00	3.00
Computer Science and Information Technology	2.25	2.5	2.75	3.00	3.00
Teacher Training	2.5	2.75	3.00	3.25	3.50
Social Science	2.5	2.75	3.00	3.25	3.50

(27) In the case of doctoral programmes, the competent body identified in the Doctoral Regulations shall decide on the reclassification of students between programmes funded through state scholarship and the self-funded programmes, taking into account the general provisions of the present section related to doctoral programmes as well as those of Nftv and Vhr.

(28) Self-funded students who commenced their studies in the spring semester of the 2019/2020 academic year or afterwards may not be reclassified as students funded through state scholarship and may not submit any request to that effect.

Rules on bodies involved in the procedures

71.§

- (1) The mandate of the committees involved in the assessment of scholarship applications existing on the date of entry into force of the present Regulation shall last until the termination of their initial mandate.
- (2) The new committees shall be appointed from the date following the termination of the mandate of the committees defined in paragraph (1) above.

Special provisions on persons without student status

72.§

- (1) A one-time student (hereinafter: former student) who no longer has a student status at the University or with respect to a given programme, as well as any third party requesting the issuance of documents related to the studies of the former student, may request that documents related to the former student's studies to be issued.
- (2) The fees payable for the services referred to in paragraph (1) are set out by title in Annex 5 to the RSFB. If Annex 5 to the RSFB does not contain a service fee, the issue of the document in question is free of charge.
- (3) Service fees should be paid to the University's bank account:

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- a) In Hungarian forints if the transfer is made from a Hungarian bank account,
 - b) In euros if the transfer is made from a foreign bank account.
- (4) The other fees applicable to former students are also set out in Annex 5 to the RSFB, it being understood that the payment is governed by the provisions of the present Regulation.
 - (5) No instalment payments, payment waivers, payment deferrals or other payment concessions may be granted for service fees under this section, and no equity may be exercised in this context.

Compensation

73.§

- (1) The University shall, on the proposal of the Head of the SS, set aside an appropriate amount in the budget in the event that the University makes a decision in relation to the student's academic and/or scholarship affairs that is not in accordance with the University's regulations and the student suffers a loss as a result, or the student is deprived of the benefit to which he or she is entitled by the regulations for reasons attributable to the University.
- (2) The rules of lodging and assessing complaints/claims in the cases referred to in paragraph (1) is set out in the SDCR.

Data management

74.§

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

Final provisions

75.§

- (1) The present Regulation was amended by the Board of Trustees at its meeting of 4 July 2022.
- (2) The present Regulation has entered into force on 10 July 2022, at the same time the Regulations on Student Fees and Benefits and their annexes adopted by the Board of Trustees under Resolution No. 37/2021 (1 July) shall be repealed.
- (3) Applications launched before the entry into force of this Regulation shall be governed by the provisions in force on 9 July 2022.
- (4) The present Regulation shall constitute Part 4 of the Student Requirements.
- (5) The annexes to the present Regulation are as follows:
Annex 1: Criteria with regard to institutional benefits

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Annex 2 The amounts of the programme cost and the foreign language programme contribution

Annex 3: Charges associated with the admission procedure

Annex 4: Charges for students and students participating in a doctoral programme

Annex 5: Charges for persons whose student status was terminated

Annex 6: Dormitory charges, dormitory fees

Annex 7: Procedural rules for admission to dormitories

Annex 8: Principles of classifying dormitories by comfort categories

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Annexes

Annex 1


Criteria with regard to institutional benefits

1) Evaluation criteria for scholarships

Calls for scholarship organised by the University pursuant to Sections 6 and 7	Type of the assessment	Relevant section of the present Annex	Weight %
6(1) Scholarships to finance the programme cost of students, doctoral students			
a) from a state source,			
aa) Hungarian state scholarship	reclassification at the end of the academic year: According to Nftv	2) a) ab)	
ab) Stipendium Hungaricum Scholarships	the University does not assess, only makes payments		
ac) Hungarian Diaspora Scholarship	the University does not assess, only makes payments		
ad) Scholarship Programme for Christian Young People	the University does not assess, only makes payments		
b) from the Maintainer's source: Corvinus Scholarship	review at the end of the academic year	13-15	
c) from a source provided for scholarships awarded in the framework of a partnership	according to the criteria set out in the cooperation agreement		
7(3) State scholarships in whose assessment and/or payment is made with University involvement			
a) National Higher Education Scholarship, (application procedure and payment)	evaluating academic performance	2) a) aa)	60%
	evaluating scientific activity	3)	30%
	performing general evaluation of public affairs	6)	10%

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Calls for scholarship organised by the University pursuant to Sections 6 and 7	Type of the assessment	Relevant section of the present Annex	Weight %
	and student association activities		
	performing general evaluation of sport activities,	5)	
	evaluating professional activity in student association	7)	
b) National Higher Education Excellence Scholarship	performing evaluation according to the criteria set out in the ministerial call for proposals		
c) Bursa Hungarica Higher Education Municipal Scholarship	the University does not assess, only makes payments		
d) Part of the Stipendium Hungaricum Scholarships that may be allocated to student financial benefits,	the University does not assess, only makes payments		
e) Part of the Diaspora Higher Education Scholarship that may be allocated to student financial benefits	the University does not assess, only makes payments		
f) a living and housing allowance for senior Diaspora Higher Education scholarship holders,	the University assesses and makes payments		
g) part of the Scholarship Programme for Christian Young People that may be allocated to student financial benefits,	the University does not assess, only makes payments		
h) Study Abroad scholarships	the University does not assess, only makes payments		
i) Hunyadi János Scholarship,	the University does not assess, only makes payments		

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Calls for scholarship organised by the University pursuant to Sections 6 and 7	Type of the assessment	Relevant section of the present Annex	Weight %
j) Scholarship for non-Hungarian students taking part in fee-paying and/or self-funded programmes in Hungary,	the University does not assess, only makes payments		
k) Hungarian Sports Star Scholarship	the University does not assess, only makes payments		
l) Cooperative Doctoral Scholarship	the University does not assess, only makes payments		
7(4) Institutional scholarships for students pursuing bachelor, two-cycle and single-cycle master programmes:			
a) Scholarships funded from support granted by the state and the Maintainer			
aa) study scholarship	evaluating academic performance	2) a) aa)	100%
before September 2019	ranking criteria	2) e) ea)	
In September 2019 and thereafter		2) e) eb)	
ab) Grants based on social needs:			
(1) regular grant based on social needs	Assessment criteria that may be used to assess social situation	10)	100%
	a) living conditions, marital status	10) a)	
	b) distance of place of residence	10) b)	
	c) calculation of points associated with the net monthly income per capita	10) c)	

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Calls for scholarship organised by the University pursuant to Sections 6 and 7	Type of the assessment	Relevant section of the present Annex	Weight %
(2) dormitory grant based on social needs	the same evaluation criteria as for the regular grant based on social needs	10) a), b), c), d), e), f)	100%
(3) Exceptional grant based on social needs	Evaluation criteria for exceptional grants based on social needs	11)	100%
ac) Extracurricular Scholarship:			
(1) Scientific Scholarship	evaluating scientific activity	3)	100%
(2) Public Affairs Scholarship	evaluating the public affairs scholarship	8)	100%
(3) Student Association Scholarship	evaluating the student association scholarship	9)	100%
(4) Corvinus Excellence Scholarship	evaluating academic performance	2) a) aa)	40%
	evaluating scientific activity	3)	50%
	performing general evaluation of public affairs and student association activities	6)	10%
	performing general evaluation of sport activities,	5)	
	evaluating professional activities in the student association	7)	
(5) Study Abroad scholarship	evaluating academic performance	2) a) aa)	30%
	evaluating language proficiency	4)	
	evaluating scientific activity	3)	22%

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Calls for scholarship organised by the University pursuant to Sections 6 and 7	Type of the assessment	Relevant section of the present Annex	Weight %
	performing general evaluation of public affairs and student association activities	6)	22%
	performing general evaluation of sport activities,	5)	
	evaluating professional activity in student association	7)	
	<i>criteria for assessing the conditions of staying abroad</i>		26%
	a) the minimum amount needed to live at the educational destination	12) a)	
	b) grant amount awarded to students taking part courses at another higher education institution	12) b)	
(6) Study abroad scholarship for the double degree programme of the J. Selye University and Corvinus	pursuant to the call for applications		
b) Excellence scholarship awarded in the framework of partnership (this may include study, social need-based and extracurricular grants)	pursuant to the call for applications		
c) Excellence scholarships awarded in the framework of domestic, EU or other grant programmes (this may	pursuant to the call for applications		

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Calls for scholarship organised by the University pursuant to Sections 6 and 7	Type of the assessment	Relevant section of the present Annex	Weight %
include study, social need-based and extracurricular grants)			
d) Excellence scholarship awarded from own resources (this may include study, social need-based and extracurricular grants (this may include study, social need-based and extracurricular grants)	pursuant to the call for applications		
e) Scholarship awarded from own sources: ea) Grant for study visits; eb) Scholarship to encourage research	pursuant to the call for applications		
7(5) Institutional scholarships for doctoral students:			
a) Scholarships funded from support granted by the state and the Maintainer			
aa) Study-based scholarship – Scholarship for doctoral students;	without call for applications, eligibility under the Nftv		
ab) Corvinus Doctoral Scholarship	pursuant to the call for applications		
ac) Extracurricular Scholarship	pursuant to the call for applications		
b) Excellence scholarship awarded in the framework of partnership (this may include study, social need-based and extracurricular grants)	pursuant to the call for applications		
c) Excellence scholarships awarded in the framework of domestic, EU or other grant programmes (this may include study, social need-based and extracurricular grants)	pursuant to the call for applications		

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Calls for scholarship organised by the University pursuant to Sections 6 and 7	Type of the assessment	Relevant section of the present Annex	Weight %
d) D) Excellence scholarship awarded from own resources (this may include study, social need-based and extracurricular grants)	pursuant to the call for applications		
da) Grant for participating in a study visit	pursuant to the call for applications		
db) Grant to encourage research,	pursuant to the call for applications		
dc) Creative Research Idea Grant	pursuant to the call for applications		

- a. The scholarships provided for in the RSFB shall be assessed on the basis of the criteria set out in this Annex.
- b. The tables include recommended scores for the activity, which may be deviated from in the call for proposals.
- c. The calls for proposals shall specify the period of activity which will be taken into account for the purposes of the evaluation.

2) Evaluating academic performance:

- a) For the purposes of evaluating academic performance
 - aa) either the scholarship average laid down in 72(6) of the SER should be applied,
 - (1) The scholarship average is calculated on the basis of the results of all the subjects taken during the active semester. The scholarship average is the product of the credit value and the grade of the subjects completed in the semester divided by the number of the credits taken. For the purposes of calculating the scholarship average, the grades achieved in the compulsory and compulsory elective subjects and their credit values shall be weighted by 1.2.

Scholarship average=

$$\frac{\sum 1.2 \times \text{credits}^C \times \text{grade}^C + \sum \text{credits}^E \times \text{grade}^E}{\sum 1.2 \times \text{credits}^C + \sum \text{credits}^E}$$

$$\sum 1.2 \times \text{credits}^C + \sum \text{credits}^E$$

where

C: all compulsory, compulsory elective subjects and compulsory subjects in subspecialisations/specialisations according to the sample curriculum/operational curriculum,

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E: stands for free elective subject taken according to the sample curriculum.

(2) scholarship average of first-semester master students: based on the "scholarship average" derived from the admission points (100/20=5)

ab) or the credit-weighted average academic performance as defined in 72 (2) of the SER shall be applied:

Credit-weighted average academic performance = $\sum(\text{credit points} \times \text{grade}) / \text{earned credit points}$

- b) The calculation of the scholarship average and the calculation of the credit-weighted average academic performance is based on the results of all the subjects taken and completed by the student in the semester(s) concerned.
 - ba) The grades obtained at another higher education institution within the framework of an additional (parallel) student status, during a parallel programme within the institution or during previous studies may not be included in the scholarship average and the weighted average academic performance.
 - bb) The subjects closed with a fail grade or with a 'exam not taken', 'not completed', 'absent' entry are included in the numerator of the formula with a zero grade, an exception to this is if the student does not appear at the retake examination for the improvement of the grade of a successful exam in a given subject and receives an 'absent' entry, in which case the given subject is included in the numerator with the last successful grade and credit value.
 - bc) For students participating in a master programme, the subjects to be completed simultaneously with the programme aimed at obtaining the master degree - and representing credits in addition to the credits required for obtaining the diploma - as stipulated on a compulsory basis during the higher education admission procedure in the framework of the preliminary credit recognition procedure after taking into account the credits completed during previous studies, shall not be included in the scholarship average, and the credit-weighted average academic performance.
 - bd) Subjects completed under a guest student status, regardless of whether the student completed them in the framework of a guest student status at a domestic or foreign higher education institution, shall be considered as having been completed by the student at the University and shall be included in the calculation of the scholarship average and the credit-weighted average academic performance with the credit values and grades approved by the Credit Transfer Committee.
- c) The scholarship average must be used
 - ca) For calculating the amount of the study scholarship,
 - cb) For the National Higher Education Scholarship,
 - cc) For the Study abroad scholarship,
 - cd) For the Corvinus Excellence Scholarship
- d) The credit-weighted average academic performance should be used
 - da) for Hungarian state scholarships (end-of-year reclassification),
 - db) For the Corvinus scholarship (at the time of the review).
- e) Ranking criteria used to calculate the amount of study scholarships:

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ea) for a student who established his/her student status before September 2019

- (1) The academic scholarship average obtained is converted into study points. This involves setting the academic scholarship average within a range composed of bands of 0.25, with a lower limit of 3.00 and an upper limit of 5.00, and the scores for each band are as shown in the table below.

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Serial number of band	Lower limit of the band based on scholarship average	Upper limit of the band based on scholarship average	The multiplier applied to the part of the scholarship average falling within a given band	Study score
1.	3.00	3.25	1	identical with the scholarship average
2.	3.26	3.50	2	details specified in (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 achieved scholarship average is broken down by band and the values in the hundredths position of a given band are multiplied by the multiplier assigned to that band, the sum of which is the study score. For example, in the case of a 4.32 scholarship average, the first (1st) band gives 3.25, the second (2nd) band $0.25 \times 2 = 0.50$, the third (3rd) band $0.25 \times 3 = 0.75$, the fourth (4th) band $0.25 \times 4 = 1.00$, the fifth (5th) band $0.25 \times 5 = 1.25$, the sixth (6th) band $0.07 \times 6 = 0.42$. This results in a total study score of 7.17 for the student.

Scholar-ship average	Study score	Scholar-ship average	Study score	Scholar-ship average	Study score	Scholar-ship average	Study score
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
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

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Scholar- ship average	Study score	Scholar- ship average	Study score	Scholar- ship average	Study score	Scholar- ship average	Study score
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 who are not eligible for a scholarship, i.e. who have not completed at least 23 credits and a scholarship average of 3.00, should be excluded from the homogeneous groups for the purpose of awarding scholarships.
- (4) The median value of the scholarship average of students eligible for scholarships per study programme/homogeneous group shall be determined for the eligible group as defined in paragraph (3). The median value must be rounded to two decimal places
- (5) Only a student whose scholarship average exceeds the median value calculated for his/her homogeneous group can receive a scholarship.
- (eb) For students who established student status in September 2019 and thereafter, the amount of the study scholarship shall be determined as follows:
- (1) At university level, the amount of the scholarship is determined uniformly for the average scholarship achieved in such a way that
- the amount of the minimum monthly scholarship set by the Presidential Committee is fixed at the square of the scholarship average of 3.80,
 - the amount of the maximum scholarship set by the Presidential Committee is fixed at the square of the scholarship average of 5.00,
 - in the range between 3.80-5.00, the amount of the scholarship associated with the scholarship average is determined by hundredths between the minimum and maximum monthly scholarship amounts.
- (2) Within a given homogeneous group (programme), the scholarship amount corresponding to each scholarship average shall be allocated starting from the highest scholarship average in descending order and shall be cumulated with

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the scholarship amounts already allocated as long as the scholarship amount for the given homogeneous group covers this. The scholarship average of the homogeneous group's scholarship allocation, for which funding is still available, determines the minimum scholarship average above which students receive a study scholarship in the given homogeneous group.

- f) When composing the homogeneous groups, the aim should be to ensure that identical programmes (regardless of the premises) are placed in the same group. If the number of students in a homogeneous group justifies it, different academic levels or programmes in different languages may be merged.
- g) Students who have changed for another study programme/programme after the semester on which the scholarship is established must be placed in the homogeneous group of the programme that is valid in the semester on which the scholarship is based.

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3) Assessment of scientific activity -maximum 100 points are available

Scientific activity	Maximum number of points	Required certificate, comment
1. Research activity	max. 10 points.	A recommendation from the research leader or the head of the relevant department, stamped, signed and dated
2. TDK, OTDK	max. 60 points.	<p>May be accepted as results achieved in the semester relevant to the application.</p> <p>A copy of the honorary certificate of the participation/ranking or a proof of participation issued by the organising body, stating the date of participation. Points may be awarded for more than one OTDK and/or TDK paper, but the total number of points awarded may not exceed 35 and/or 25 points.</p>
OTDK	max. 35 points.	
2.1 OTDK participation/right to participate	3 points	
2.2 OTDK 1st place	23 points	
2.3 OTDK 2nd place	18 points	
2.4. OTDK 3rd place	13 points	
2.5 OTDK special prize	13 points	
TDK	max. 25 points	
2.6 TDK 1st place	15 points	
2.7 TDK 2nd place	12 points	
2.8 TDK 3rd place	10 points	
2.9 TDK special prize	7 points	
2.10 for an accepted TDK paper	5 points	
3. Other professional, study competitions	max. 20 points	
4. Publications, conferences	max. 50 points	
4.1 Publication in a scientific journal, book or book chapter in Hungarian	20 points	<p>Publication in a scientific journal: the abstract of the publication, proof of publication and the opinion of the department, including a textual evaluation and the score offered.</p> <p>An exception is made if the</p>
4.2 Publication in a scientific journal, book or book chapter in a foreign language	30 points	

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Scientific activity	Maximum number of points	Required certificate, comment
4.3 Publication in a conference volume in Hungarian	10 points	student is employed by the journal, daily. Points can only be awarded for an article=articles that has/have been already published, even if the article was produced as an activity during the semester.
4.4 Publication in a conference volume in a foreign language	15 points	
5. Scientific conferences, round tables, scientific events	max. 25 points	
5.1 Organisation of scientific conferences, round tables, scientific events, participation as speaker in Hungarian	10 points	proof of participation A document certifying scientific activity for in-house conferences organised by a student association shall not be submitted.
5.2 Organisation of scientific conferences, round tables, scientific events, participation as speakers in foreign languages	15 points	proof of participation
6. Participation in an institute/department research project	max. 10 points	a recommendation from the head of the relevant institute/department, stamped, signed and dated

- a) The score to be achieved for a valid application for the purposes of evaluation shall be determined by the Assessment Committees, the composition of which shall be set out in the call for applications.
- b) If the student is applying with a co-authored TDK paper or other scientific work, the following scoring applies:
 - ba) if the paper has two authors, the applicant must obtain 70% of the maximum number of achievable points,
 - bb) if the paper has more than two authors, the student may receive the maximum number of achievable points divided by the number of authors.

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- 4) Language proficiency assessment** If a student has several language examinations (levels) in the same foreign language, the language examination with the highest score (level) will be taken into account.

Language exam (max 100 points)		
professional advanced level	Type C	50 points
general advanced level	Type C	40 points
professional advanced level	Type A or B	40 points
general advanced level	Type A or B	30 points
professional intermediate level	Type C	30 points
general intermediate level	Type C	20 points
professional intermediate level	Type A or B	20 points
general intermediate level	Type A or B	10 points

5) General evaluation of sports activities

Sports activity	Maximum score available	Required certificate, comment
1. Outstanding sporting activity	max. 100 points	A copy of the certificate of ranking/participation or a signed certificate of participation issued by the organiser(s). In case of active and successful sporting activity*, a certificate from an club/section etc. is required. For students who regularly play for the University sports team, a certificate from the Physical Education and Sport Centre is required.
1.1 Active, successful sporting activity	max. 60 points.	
1.2 For Olympic team membership and 1st-10th place in a World or European Championship	max. 40 points	

*Active and successful sporting activity is defined as participation in a county, regional and/or national competition within the last 1 year.

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6) General assessment of public affairs and student association activities - maximum 100 points available

Public affairs and student association activities	Maximum score available	Required certificate, comment
1. Student public affairs activity	max. 100 points	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 association accredited by the Student Union. For the purposes of considering the certificate issued by a student association, the accreditation category of a student association on the date of the issue of the certificate shall be taken into account. A certificate issued by the competent college for advanced studies or student association may be accepted, dated, stamped and signed by the Head of the given college or student association, which includes a written evaluation and, on that basis, the score offered by the head of the relevant organisation. If it is not stamped, it shall be certified by the Student Union.
1.1 Membership in a student association	max. 40 points	
Student Union	max. 20 points	
"A" category student association	max. 20 points	
"S1" category student association	max. 12 points	
"K1" category student association	max. 12 points	
"S2" category student association	max. 8 points	
"K2" category student association	max. 8 points	
1.2 Middle management activity in a student association	max. 48 points	
Student Union	max. 40 points	
"A" category student association	max. 40 points	
"S1" category student association	max. 28 points	
"K1" category student association	max. 28 points	
"S2" category student association	max. 16 points	
"K2" category student association	max. 16 points	
1.3 Senior management activity in a student association	max. 60 points.	
Student Union	max. 60 points	
"A" category student association	max. 60 points	
"S1" category student association	max. 48 points	
"K1" category student association	max. 48 points	
"S2" category student association	max. 36 points	

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"K2" category student association	max. 36 points	
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7) Evaluation of professional activities in student associations -maximum 100 points available

Student association activity	Maximum score available	Required certificate, comment
1. Other professional activities or course attendance in a college for advanced studies or other organisation accredited by the HÖK for which the student has not received credit.	max. 60 points	For the purposes of considering the certificate issued by a student association, the accreditation category of a student association on the date of the issue of the certificate shall be taken into account. A certificate issued by the competent college for advanced studies or student association may be accepted, dated, stamped and signed by the Head of the given college or student association. If it is not stamped, it shall be certified by the Student Union. A completed course organised by a student association in the semester preceding the application period is acceptable. An official certificate of the content/nature of the course is required. A certificate saved from Neptun will not be accepted. The certificate issued by the organisation offering the course must state the duration of the course and be stamped, signed and dated. 3 points may be awarded per course.
Student Union	max. 30 points	
"A" category student association	max. 30 points	
"S1" category student association	max. 20 points	
"K1" category student association	max. 20 points	
"S2" category student association	max. 10 points	
"K2" category student association	max. 10 points	A completed course organised by a student association in the semester preceding the application period is acceptable. An official certificate of the content/nature of the course is required. A certificate saved from Neptun will not be accepted. The certificate issued by the organisation offering the course must state the duration of the course and be stamped, signed and dated. 4 points are awarded per course.
2. A professional (non-linguistic and non-cultural) course in a foreign language for which the student has not received credit.	max. 40 points	

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8) Assessment method with regard to public affair scholarships

Activities in the Student Union:	Points	Signatory of the certificate
Tasks related to operative executive bodies		
Responsibilities as Head of Division or Chairperson of the SSC (leading a Division/Working Group)	0–90	President of HÖK
Tasks of coordinator/liaison officer in a division	0–50	President of HÖK
Project management tasks in the division	0–30	President of HÖK
Tasks as division member/working group member	0–30	President of HÖK
Ad hoc project tasks outside the division	0–30	President of HÖK
Tasks related to interest representation bodies:		
Delegates' meeting (attendance, chairing, presentation at meetings, taking the minutes, other)	0–20	President of HÖK
Supervisory Board (attending meetings, chairing meetings, presentation at meetings, taking the minutes, ad hoc tasks)	0–50	President of HÖK
University committees, other bodies (oral admission committees, Assessment Committee for Public Affairs Scholarships, other)	0–40	President of HÖK
Other key interest representation activities (representing HÖK, taking part in negotiations, other)	0–30	President of HÖK
Performing tasks delegated by an institute/department (liaising with institutes and departments)	0–20	President of HÖK
Activities conducted outside the Student Union:		
Event organisation (organisation, staging)	0–40	Head of organisational unit,
Increasing the reputation of the University (not through event organisation)	0–20	Head of organisational unit,
Work on a project led or supervised by a university organisational unit	0–50	Head of Corvinus organisational unit
Activity bonus for public affairs activities:		

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Activity bonus for public affairs activities:	0–50	-
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- a. Points can be awarded only once for each activity.
- b. Activities carried out by the student under an employment contract, student employment contract or engagement contract for which the student received some kind of benefit (tangible, financial) are not eligible.
- c. Activity bonuses can only be awarded for one activity per application.

9) Evaluation method of student association scholarships

By office	Points	Person issuing the certificate
presidential fund	0–100	the head of the student association (or, if he/she is prevented from performing his/her duties, the person who replaces him/her) certifies the activity by means of giving an opinion
senior management fund	0–75	
middle management fund	0–50	
project management fund	0–35	
On the basis of activities.		
organising events	0–30	
organising, staging a course-training	0–30	
other	0–30	
Activity bonus		
activity bonus	0–30	

- a. Activity bonuses can only be awarded for one activity per application and can only be awarded in one category.
 - b. An activity can be listed in one category, and points can be awarded once for each activity,
 - ba) the criteria of evaluation based on activity should be clearly separated from those based on office.
- 1) Further assessment criteria:
- a) Size of student association
 - b) Increased rewards are given for organising an event that significantly enhances the reputation of the University or for providing an "outward" service (e.g. teaching, integration of foreign students, etc.).
 - c) Taking into account the outstanding activity of the association (e.g. research seminar, organisation of several programmes per week, etc.).
 - d) The points by the Student Assessment Committee for Student Association Scholarships shall not only be awarded on the basis of the number of hours, but also the quality of the work. The number of hours offers guidance. If a section does not award the number of points that the applicant deserves, the Assessment Committee for Student Association Scholarships shall compensate the work with an Activity Bonus.
 - e) The Assessment Committee decides on the number of points to be awarded for the work, based on the activity described in the applications and its experience.

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10) Assessment criteria that can be used to assess social situation


a) living conditions, marital status

Family circumstances of the applying student	
Is half-orphaned.	18 points
Is an orphan.	23 points
Applicant with a disadvantage	15 points
Applicant faces multiple disadvantages	25 points
Large family	10 points
Applicant with disability	20 points
Based on pharmaceutical costs	0-20 points
Circumstances applying to financially independent students	
Applicant with a child	15 points/child
Self-sustaining applicant	15 points

b) distance of place of residence (maximum 20 points)

The number of points that may be awarded based on distance of the place of residence is shown in the table below. Students with permanent residence beyond the borders of Hungary may be awarded + 1 point in addition to the points featured in the table.

Distance of place of residence	Score
Local (Budapest)	0 points
within 30 km	3 points
between 30-59 km	5 points
between 60-89 km	7 points
between 90-119 km	9 points
between 120-149km	11 points
between 150 and 179 km	13 points
between 180-209 km	15 points
between 210-239 km	17 points
over 240 km	19 points

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c) calculation of points associated with the net monthly income per capita

Lower limit	Upper limit	Score	Lower limit	Upper limit	Score	Lower limit	Upper limit	Score
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
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	23			

d) For the calculation of income, the average of the three months specified in the relevant call for applications is taken into account for income that can be measured regularly on

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a monthly basis, and one-twelfth of the last year for which a tax declaration has been submitted is taken into account.

- e) If the student does not require the income figures to be included in the application for a regular social needs-based grant, he/she does not need to provide proof of income.
- f) Assessment and amount of the dormitory grant based on social needs:

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

Dormitory building	Maximum monthly amount of the dormitory grant based on social needs
Tarkarét Dormitory	HUF 18,700
Kinizsi Dormitory double room	HUF 17,850
Kinizsi triple-quadruple room	HUF 18,700
Földes Dormitory double room	HUF 33,520
Földes Dormitory triple-quadruple room	HUF 30,350
Székesfehérvár	HUF 11,650

11) Assessment criteria for exceptional social needs-based grants

Applications shall be classified according to the following categories:

- a) a *slight change in circumstances*: a diagnosis or aggravation of a long-term illness of the applicant or a family member living in the same household, or if the applicant's family member is on statutory sick pay for more than one (1) month, or if the applicant has suddenly lost his/her job (if receiving a job-seeker's allowance), or if he/she is receiving early retirement or pre-retirement job-seeker's allowance.

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In the case of a slight change in circumstances, a maximum of HUF 100,000 can be awarded once;


- b) a *moderate change in circumstances*, if there is a death in the applicant's household, a sudden loss of employment in the applicant's household (if he/she is no longer in receipt of jobseeker's allowance), an additional reduction in the rate of the previously established reduction for persons with reduced capacity for work, and the breadwinner(s) is receiving early retirement or pre-retirement jobseeker's allowance. In the case of a moderate change in circumstances, a maximum of HUF 125,000 can be awarded once;
- c) a *serious change in circumstances* constitutes death, changed working ability (disability pension) or serious deterioration of the breadwinner(s) living in the applicant's household.
In the case of a serious change in circumstances, a maximum of HUF 150,000 can be awarded once.

12) Criteria for assessing the conditions of stay abroad

- a) Based on the minimum amount needed to live at the educational destination (max 100 points)

Country:	Score
Iceland, Liechtenstein, Norway, Switzerland, Singapore	100
Australia, Denmark, Finland, Ireland, Israel, Luxembourg, New Zealand, Sweden	90
Austria, Belgium, Canada, France, Germany, Japan, Netherlands, United Kingdom, United States	80
Cyprus, Italy, Korea, Spain	70
Chile, Estonia, Greece, Malta, Portugal, Slovenia	60
Brazil, China, Colombia, Croatia, Czech Republic, Latvia, Lithuania, Mexico, Slovakia	50
Albania, Bosnia and Herzegovina, Bulgaria, Montenegro, North Macedonia, Poland, Romania, Russia, Serbia, South Africa	40
India, Indonesia, Turkey	30
Other	considered on an individual basis

- b) Based on the amount of funding awarded to the student taking part in a study abroad scheme (max 100 points)

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Amount of support/month (EUR)	Score
0-560 euros	100
EUR 561 and above	0

c) Based on length of stay (max 100 points)*

Month	Score
3	30
4	40
5	50
6	60
7	70
8	80
9	90
10 or more	100

* for incomplete months, the length of stay is rounded up from the 14th day.

13) Corvinus Scholarship for the 2019/2020/semester 2 intake

- a) In the case of bachelor, master and single-cycle programmes, students' eligibility shall be subject to receiving the same ranking or being ranked higher in the ranking established for the given programme than the number of scholarship places available for the programme at the time of the next review, based on the assessment criteria described in the following paragraphs.
- b) The evaluation criteria used to assess eligibility for scholarships in bachelor, master and single-cycle programmes are as follows:
 - ba) a maximum of 40 points may be obtained on the basis of an academic performance of at least 3.5, weighted by the number of credits of the subjects taken in the two semesters under assessment (hereinafter referred to as the "achieved academic performance"),
 - bb) a maximum of 40 points may be obtained for subjects completed in two semesters with a total of at least 46 credits (hereinafter referred to as "number of credits completed"), where not more than 60 credits may be taken into account from the number of credits completed in two semesters,
 - bc) a maximum of 20 points can be obtained on the basis of student activities in student associations, scientific and sports activities, which may only be taken into account if the performance is recorded in the Neptun system.
- c) The number of points that may be obtained from the achieved academic performance under (ba) shall be calculated to two decimal places according to the following formula:

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(achieved academic performance - 3.5) / 1.5 * 40 points

- d) The number of points obtained from credits completed under bb) shall be calculated to two decimal places according to the following formula, where the maximum number of completed credits to be taken into account is 60: (number of credits completed - 46) / 14 * 40 points
- e) The maximum number of points available for student association and scientific activities under (bc) is 20 points, which can be obtained by combining the activities in Groups II and III as follows:

Annual student performance evaluation of the Corvinus scholarship scheme			Score
Total			100
<i>I. Based on academic performance</i>			<i>maximum 80</i>
<i>II. Based on work in a student association (1)</i>			<i>maximum 20</i>
	II. 1.	<u>An office or membership in a priority student association ("A" category) or in the HÖK</u>	maximum 20
		President or Co-President	20
		Vice-President	15
		Middle manager	10
		Member	5
	II. 2.	<u>An office or membership in other accredited student associations</u>	maximum 12
		President or Co-President	12
		Vice-President	8
		Middle manager	3
		Member	1
<i>III. Based on scientific and sports activities</i>			<i>maximum 20</i>
	III. 1.	<u>Demonstrator position (2)</u>	maximum 18
		Mandate as demonstrator	9
	III. 2.	<u>Participation in an international study competition (3)</u>	maximum 20
		1. place	20
		2. place	15
		3. place	10
		Participation	5
	III. 3.	<u>Participation in domestically organised, nationwide study competition</u>	maximum 10
		1. place	10
		2. place	5
		3. place	2
	III. 4.	<u>Participation in a TDK or OTDK (4)</u>	maximum 20
		1. place	20
		2. place	15
		3. place	10
		Special prize	10
	III. 5.	<u>Participation in international sports competitions</u>	maximum 20

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		Participation in Olympics or Paralympics	20
		At least 3rd place in a World Championship	15
		At least 3rd place in a European Championship	10

1. remark:
 - a. In the case of membership in more than one student association at the same time, only the points for membership of the two highest category organisations and for the highest position will count.
 - b. Points for a given position shall only be awarded if the position was held for 70% of the assessment period (the 12 months including the summer period covered by the academic semesters).
 - c. If the student has changed position within the assessment period, he/she will receive the point for the higher-ranking position, but only if he/she has held it for 70% of the period under assessment.
 - d. If one of the listed categories does not exist in a given student association, it can be substituted by a matching procedure (e.g: Secretary of the Student Committee) The matching procedure is carried out by the HÖK Accreditation Committee in accordance with the relevant provisions of the HÖK Statutes.
 - e. The terminology, positions for the purposes of the accreditation of student associations and the maximum number of positions are set out in the Accreditation Annex to the Statutes of the HÖK.
2. remark:
 - a. If the student holds more than one demonstrator positions, the maximum score in III.1 is 18.
 - b. Points for a given demonstrator position may only be awarded if it was held it for at least 70% of the two academic semesters under assessment.
3. remark:
 - a. In case of entering more than two international competitions, a 10 points may be awarded for entering up to two competitions.
 - b. In a team competition, each team member is entitled to the full score.
4. remark:
 - a. If the student is a co-author of a TDK paper, he/she will receive 70% of the points available.
 - b. If the student has achieved both a TDK and an OTDK with the same paper, only the one with the higher ranking will be awarded points.
 - c. If the same paper has been awarded a special prize at both the TDK and the OTDK, only one special prize, i.e. 10 points, can be taken into account, regardless of whether the TDK and the OTDK were held in the same or different evaluation periods.
- f) In the case of students taking part in bachelor and single-cycle programmes, the ranking of students per programme is based solely on the number of points obtained under (ba) and (bb) when eligibility for the scholarship is assessed for the first time, i.e. after two academic semesters. The maximum score available for this first review is 80 points.
- g) In subsequent review periods, the ranking of students per programme will be based on the combined assessment criteria specified in ba), bb) and bc). The maximum score available under these reviews is 100 points.

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14) Corvinus Scholarships for students admitted from the 2020/2021 academic year

- a) In bachelor, master, single-cycle programmes and specialist post-graduate programmes, students are eligible for the (partial) scholarship until the next review date who, for the two semesters under assessment
- aa) have a cumulative credit-weighted average academic performance of 3.80 (academic performance) and
 - ab) have completed a total of at least 46 credits (number of credits completed).
 - ac) The ranking is based on the following formula according to the subjects completed in the two semesters concerned:

$$\Sigma(\text{credit} \times \text{grade})$$

Σ credit value of completed subjects

15) The calculation of the average academic performance for Corvinus Scholarship students admitted from the 2020/2021 academic year and for Corvinus Scholarship students admitted in the semester 2 of the 2019/2020 academic year based on the results of all the subjects taken by the student in the semesters concerned.


- (1) The grades obtained at another higher education institution within the framework of an additional (parallel) student status, during a simultaneous programme within the institution or during previous studies may not be included in the academic performance and the scholarship average.
- (2) The subjects closed with a fail grade or with a 'exam not taken', 'not completed', 'absent' entry are included in the numerator of the formula with a zero grade, an exception to this is if the student does not appear at the retake examination for the improvement of the grade of a successful exam in a given subject and receives an 'absent' entry, in which case the given subject is included in the numerator with the last successful grade and credit value.
- (3) For students participating in master programme, the subjects to be completed simultaneously with the programme aimed at obtaining the master degree - and representing credits in addition to the credits required for obtaining the diploma - as stipulated on a compulsory basis during the higher education admission procedure in the framework of the preliminary credit recognition procedure after taking into account the credits completed during previous studies, shall not be included in the number of credits completed.
- (4) Subjects completed under a guest student status, regardless of whether the student completed them in the framework of a guest student status at a domestic or foreign higher education institution, shall be considered as having been completed by the student at the University and shall be included in the average academic performance and the number of credits completed with the credit values and grades approved by the Credit Transfer Committee.

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Annex 2

The amounts of the programme cost and the foreign language programme contribution

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

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Annex 3

Charges associated with the admission procedure

Charge	Amount of charge	Remark:
Administration charge of admission to a doctoral programme offered in organised instruction	HUF 9,000	the charge is payable once in case of applying for more than one programme study programme (programme) under a given admission procedure
Administration charge of admission to a preparatory course offered in organised instruction	application fee EUR 75, administration fee EUR 295	the application fee is payable at the time of application, the administration fee is payable before enrolment
Administration charge of admission to a bachelor or master offered in organised instruction (institutional procedure)	EUR 75	the charge is payable once in case of applying for more than one study programme (programme) under a given admission procedure. The charge includes the application fee, the charges payable for the admission exam and the preliminary credit recognition.
Administration charge of admission to a specialist postgraduate programme offered in organised instruction	HUF 9,000	the charge is payable once in case of applying for more than one programme study programme (programme) under a given admission procedure
Special procedural fee of career aptitude assessment (central admission procedure)	HUF 4,000	the charge is payable once in case of applying for more than one programme study programme (programme) under a given admission procedure
Special procedural fee payable for the admission exam to bachelor and master programmes (central admission procedure)	HUF 4,000	the charge is payable once in case of applying for more than one programme study programme (programme) under a given admission procedure
Separate procedural fee payable the preliminary credit recognition procedure for bachelor and masters degree (central admission procedure)	HUF 8,000	the charge is payable once in case of applying for more than one programme study programme (programme) under a given admission procedure
Charge of special admission procedure (other than the central admission procedure)	HUF 9,000	the charge is payable once in case of applying for more than one programme study programme

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in case of applying to Computer Science and Information Technology		(programme) under a given admission procedure
Charge for the validation procedure in master programmes	HUF 50,000	the fee is payable separately per admission procedure or, in the case of applications for more than one study programme (programme) within the same admission procedure, per programme

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Annex 4


Charges for students and students participating in a doctoral programme

Charge	Amount of charge	Remark:
Programme cost/fee	Eligibility and the amounts are set out in Annex 2 to the RSFB	
Foreign language programme contribution	Eligibility and the amounts are set out in Annex 2 to the RSFB	
Charge of foreign language classes	HUF 40,000/semester (4 classes/week)	English and German courses
	HUF 36,000/semester (4 classes/week)	all language courses except English and German
	HUF 48,000/semester (6 classes/week)	6 hours per week for beginners e.g. Italian, Spanish, French, Russian
	HUF 20,000/semester (2 classes/week)	2 hours of special courses per week; one fee-paying slot associated with the 4-class free training per week in case of the 6-hour training per week
Failure to perform other administrative obligations		
Charge	Amount of charge	Remark:
Late selection of subspecialisation	4 per cent of mandatory lowest remuneration for full-time work (minimum wage, rounded to hundred forints/week started may be accepted up to two weeks after the missed deadline.	Within 5 working days of the publication of a change in the minimum wage, the Head of SS shall make sure that the modified rate is recorded in Neptun and that students are informed thereof.
Late subject registration/subject dropping (beyond the final subject registration period)	4 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/subject	Within 5 working days of the publication of a change in the minimum wage, the Head of SS shall make sure that the modified rate is recorded in Neptun and that students are informed thereof.

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Failure to fulfil other administrative obligations/late fulfilment	4 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/occasion	Within 5 working days of the publication of a change in the minimum wage, the Head of SS shall make sure that the modified rate is recorded in Neptun and that students are informed thereof.
Failure to fulfil payment obligation		
Charge	Amount of charge	Remark
Failure to fulfil payment obligation		The central bank base rate pursuant to Section 6:47(2) of Act V of 2013 on the Civil Code (hereinafter referred to under the Hungarian abbreviation: 'Ptk')
Requests		
Charge	Amount of charge	Remark
Request for recognising credits	4 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/request	Within 5 working days of the publication of a change in the minimum wage, the Head of SS shall make sure that the modified rate is recorded in Neptun and that students are informed thereof.
Request for equity	5 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/request	Within 5 working days of the publication of a change in the minimum wage, the Head of SS shall make sure that the modified rate is recorded in Neptun and that students are informed thereof.
Request for changing to another programme	4 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/request	Within 5 working days of the publication of a change in the minimum wage, the Head of SS shall make sure that the modified rate is recorded in Neptun and that students are informed thereof.
Request for changing to another subspecialisation/dropping a subspecialisation	4 percent of the mandatory lowest remuneration for full-time work	Within 5 working days of the publication of a change in the minimum wage, the Head of SS shall make sure that the


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or/taking/dropping a second or additional subspecialisation	(minimum wage), rounded up to hundred forints/request	modified rate is recorded in Neptun and that students are informed thereof.
Application for transfer from another higher education institution	8percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/request	Within 5 working days of the publication of a change in the minimum wage, the Head of SS shall make sure that the modified rate is recorded in Neptun and that students are informed thereof.
Request for preliminary credit recognition (for the purposes of transfer from another institution to a master programme)	HUF 8,000/request	
Request to change thesis topic and/or supervisor	4 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/request	Within 5 working days of the publication of a change in the minimum wage, the Head of SS shall make sure that the modified rate is recorded in Neptun and that students are informed thereof.
Request to improve the result of an unsuccessful (failed) thesis	5 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/request	Within 5 working days of the publication of a change in the minimum wage, the Head of SS shall make sure that the modified rate is recorded in Neptun and that students are informed thereof.
Request for an active semester to be declared passive beyond the registration period	HUF 2,000/request	As defined in the SER.


Charges related to exams and subject registration

Charge	Amount of charge	Remark
Examination retake charge, repeated retake examination (second or further retake examinations)	5 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/occasion	Free for the first time (all registered subjects).
Charge for retaking Rigorosum/comprehensive exam, basic exam	5 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/occasion	Free for the first time (all registered subjects)

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The improvement of the grade of a successful exam, Rigorosum	5 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/occasion	If the retake examination is the student's third or additional examination (taking into account all registered subjects).
Re-take of a successfully completed subject	5 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/occasion	
Charge for credit overload	HUF 1,500/credit at the end of the programme cycle for subjects completed in excess of ten percent of the total number of credits required	Any student funded through a (partial) state scholarship or who commenced his/her studies in a self-funded programme in the 2014/2015 academic year or afterwards may take subjects whose credit value exceeds the total number of credits required to obtain a degree by ten percent without paying a fee. A charge shall be payable for any additional subject taken in addition to that. (According to the relevant provision of the RSFB.)
Charge for unjustified absence from exam („absent”),	5 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/occasion	As defined in the RSFB.
Charge for credit dropping (for credits taken 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 taken but not completed, students taking part in a programme funded through a (partial) state scholarship and students benefitting from the Corvinus Scholarship- with the exception of students in programmes delivered outside the borders of Hungary- must pay a fee after the completion of the semester. The maximum amount of this fee is HUF 40,000 per student per semester.
Taking language subjects, Physical Education in a semester other than the one	HUF 2,000/occasion	

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recommended in the curriculum		
Retaking language subjects, Physical Education in case of failure to complete them	HUF 2,000/occasion	Payable at the end of the semester in which the default occurred.
Taking language subjects, Physical Education beyond the subject requirements	HUF 5,000/occasion	The student imposes the charges for himself/herself in the Neptun study and registration system.
Tennis fee (beyond both compulsory and compulsory Physical Education subjects)	HUF 14,000/semester	The student imposes the charges for himself/herself in the Neptun study and registration system.
Yoga fee (beyond both compulsory and compulsory Physical Education subjects)	HUF 5,000/semester	The student imposes the charges for himself/herself in the Neptun study and registration system.
Compensation	the amount of damage caused by the student's fault	As defined in Ptk.

Charges related to student cards

Charge	Amount of charge	Remark
In case of loss of a validation sticker	HUF 3,500	As defined in Section 40 of Government Decree No 362/2011 on ID Cards Used in Education

Replacement, translation and certification of documents related to studies, certificates

Charge	Amount of charge	Remark
Preparation of transcript and master data sheet extracts in Hungarian	HUF 1,000	subject to a charge from the second copy per semester
Preparation of transcript and master data sheet extracts in English	HUF 1,000	
Preparation of transcript and master data sheet extracts in German	HUF 1,000	

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(per page of the relevant form)		
Other certificates in English and German (per copy)	HUF 1,000	
Certificate in Hungarian or English, certification in case of application by a third party	HUF 3,100	not including legal assistance and compulsory data provision
emergency surcharge within 3 days	twice the basic rate	This service is not automatic, it only applies when the organisational unit is able to undertake this service in certain periods and is only payable for items that are subject to charges.
Fees payable only by persons taking part in doctoral programmes		
Charge	Amount of charge	Remark
honorary certificate	HUF 20,000	payable only in doctoral programmes

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Charges for persons whose student status was terminated

Charge for issuing certificates and extracts relating to studies (per copy)		
Charge	Amount of charge	Remark
Certificate on the successful completion of the final exams (for a diploma which may not be issued due to the failure to meet the language requirements), certificate on entitlement to the diploma	HUF 3,100/EUR 11	As defined in Vhr
Proof of period of studies, certificate of student status in Hungarian or English	HUF 3,100/EUR 11	Certificate of student status as defined in Vhr
Credit certificate (in Hungarian or English)	HUF 4,200/ EUR 15	As defined in Vhr
Replacement of a lost or destroyed transcript a) Issue of a new transcript or if not possible, an extract from the register b) a certified copy of the register	a) HUF 4,200/EUR 15 for issuing from Neptun b) HUF 15,700 /EUR 56 for a paper-based master data sheet	As defined in Vhr
A certified copy of the master data sheet	HUF 15,700/EUR 56 for a paper-based master data sheet	For former students, the University will issue the first copy free of charge: a) ex-officio for a student who concluded his/her studies without earning the final certificate (absolutorium), if he/she completed at least one active semester as a student b) upon request, for the student who obtained the final certificate but concluded his/her studies without earning a diploma, c) upon request for a student who earned a diploma in a specialist postgraduate programme.

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		If the University has issued a transcript to a former student, the master data sheet extract of records does not need to be issued.
Issue of the master data sheet extract	HUF 4,200/EUR 15 for issuing from Neptun	The first copy is free of charge.
Excerpt of the transcript in Hungarian or English, language test certificate - first copy - additional copies	HUF 4,200/ EUR 15 HUF 2,100/ EUR 7.5	
Other Hungarian or English language certificate not mentioned above	HUF 3,100/EUR 11	(Also in case of a request by a third party, not including legal assistance and mandatory reporting.)
Charges for duplicates, corrections, for issuing and certifying other documents (per copy), other procedural charges		
Certification of diploma, diploma supplement, copy of transcript - first copy - additional copies	HUF 4,200/ EUR 15 HUF 2,100/ EUR 7.5	
Certification of translation of the diploma, transcript - first copy - additional copies	HUF 13,600/EUR 49 HUF 4,200/ EUR 15	
emergency surcharge within 3 days	twice the basic rate	This service is not automatic, it is only provided if the organisational unit is able to undertake this service in certain periods. Applies to all charges payable by persons without student status
Certification of other Hungarian or English documents not mentioned above	HUF 3,100/EUR 11	(Also in the case of a request by a third party not including legal assistance and mandatory reporting.)

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Issuing a duplicate of the transcript	HUF 10,000	
Issuing a duplicate of the diploma	HUF 10,000	
Issuing a duplicate of the diploma supplement	HUF 10,000	
Correcting the diploma	-	As defined in Vhr., with a clause
Correcting duplicates of diplomas Hungarian-English	-	As defined in Vhr. in the case of a change in the data of the diploma supplement as a result of correcting the diploma

Charges payable on completion of studies

Charge	Amount of charge	Remark
Compulsory thesis consultation in case of writing, updating, correcting the thesis after termination of student status	HUF 50 000/thesis submission per final examination period	
Charge for thesis submission after termination of student status	HUF 10,000	
Charge for retaking the final exam (make-up exam) a) for the first retake b) for the second and subsequent retake	a) HUF 10 000 b) HUF 50 000	-
Improving the result of the final examination with the permission of the Rector (not on the basis of Rector's equity).	8 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/request	
Final exams taken more than two years after the issue of the final certificate	HUF 50,000	
Change of thesis topic and/or change of supervisor	5 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/occasion	

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Fees payable only by persons taking part in doctoral programmes		
Charge	Amount of charge	Remark
Charge of Rigorosum/comprehensive exam	HUF 24,500	payable only in doctoral programmes
Charge of defending the thesis proposal	HUF 41,000	payable only in doctoral programmes Those who submit a thesis proposal during their student status and the discussion of the thesis proposal takes place within 1 year are exempted from paying
Charge of defending the dissertation	HUF 64,500	payable only in doctoral programmes Those who submit their thesis during their student status and defend it within 1 year are exempted from paying the fee.

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Annex 6

Dormitory charges, dormitory fees

Dormitory charges of students studying in daytime delivery funded through a state scholarship and PhD students studying in daytime delivery (hereinafter “students with scholarship”) and of self-funded students studying and self-funded PhD students studying in daytime delivery (hereinafter together referred to as self-funded students),

DORMITORY	ACCOMMODATION Persons/room	COMFORT CATEGORY	DORMITORY CHARGE (for students with a state scholarship) HUF/person/ month*	DORMITORY CHARGE (self- funded students) HUF/person/ month
Dormitory of the Székesfehérvár Campus	1-2	IV.	12,350	24,000

*Only and exclusively for residents studying in a programme funded through state scholarship who have student status.

Other fees related to
the dormitories of the Székesfehérvár CAMPUS of the Corvinus University of Budapest

Charge for replacing access card or key	HUF 3,000/item
Charge for forced cleaning	HUF 5,000/room/occasion
Charge for receiving visitors	HUF 1,000/person/occasion
Charge for late payment (for all overdue debts)	HUF 1,000/occasion
Charge for application to move in (deposit)	HUF 11,000

Dormitory charge related to
the dormitories of the KÖZGÁZ CAMPUS of the Corvinus University of Budapest

Dormitory charges of students studying in daytime delivery and for PhD students


DORMITORY	ACCOMMODATION Person/room	COMFORT CATEGORY	DORMITORY CHARGE (for students with a state scholarship) HUF/person/month	DORMITORY CHARGE (for self- funded students) HUF/person/month
Kinizsi Dormitory	1-2	II.	11,650	29,500
Kinizsi Dormitory	3-4-5	I.	9,300	28,000

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Tarkaréti Dormitory	3	I.	9,300	28,000
Ferenc Földes Dormitory	2 3-4	III.	13,980 11,650	47,500 42,000

Charges for extra services related to the dormitories
of the KÖZGÁZ CAMPUS of the Corvinus University of Budapest

	Kinizsi Dormitory	Tarkaréti Dormitory	Ferenc Földes Dormitory
Charges for extra services payable by students taking part in a programme funded through state scholarship (lift, fire alarm system, daily maintenance, waste removal, etc.)	HUF 6,000 HUF/person/se mester	HUF 6,000 HUF/person/se mester	HUF 14,000/person/ semester
Cultural contribution charge*	HUF 2,000/person/semester		
Charge for receiving visitors	HUF 1,500/person/occasion		
Charge for late payment	HUF 2,000/person/occasion		
Charge for replacing access card	HUF 5,000/item/occasion		
Charge for replacing key	HUF 5,000/item/occ asion	HUF 5,000/item/occ asion	HUF 5,000/item/occ asion
Charge for application to move in (deposit: the relevant minimum dormitory fee for the building in question)	HUF 9,300	HUF 9,300	HUF 11,650
Charge for forced cleaning	HUF 3,000/person/o ccasion (all occupants of the room have to pay)	HUF 3,000/person/o ccasion (all occupants of the room have to pay)	HUF 3,000/person/o ccasion (all users of the bathroom or room/ residents have to pay)
Charge for using the gym	As established by the Physical Education and Sport Centre	HUF 7,500/person/se mester	HUF 5,000/person/s emester
All other compensatory charges must be paid pursuant to the Student Disciplinary and Compensation Regulations.			

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Annex 7

Procedural rules for admission to dormitories

I. GENERAL PROVISIONS

(1) The Corvinus University of Budapest (hereinafter referred to as Corvinus or the University) shall provide accommodation specified in the Dormitory Rules of Organisation and Operation during the study and exam period as well as beyond these period (practice period) for the duration of the fulfilment of the academic requirements set out in the programme and outcome requirements and curricula, for the students *specified in the laws, regulations, as well as University regulations and present Regulation.*

(2) The criteria for the submission and evaluation of applications for dormitory admission and the scoring thereof shall be determined by the University as set out in the procedural rules annexed hereto, in accordance with the provisions of Gvt. Decree 51/2007 (26 March) on grants available to higher education students and fees payable by them and with the provisions of the Regulation on Student Fees and Benefits.

(3) Calls for application for dormitory accommodation, admission, along with the relevant deadlines and information shall be issued by the Head of Campus Services in consultation with the Head of the Dormitory Division as specified in the Statutes of the University Student Union and the Chairperson of the Student Social Committee (hereinafter SSC), taking into account the specificities of the dormitory buildings, campuses as well as the differences between them. The call shall be published via the Neptun Unified Education Administration System (hereinafter: Neptun), as well as the HÖK news feed and the Corvinus newsletter by the last day of the academic year and by 1st December. The Head of Campus Services shall have the competence and responsibility to finalise the call. The Head of the Dormitory Division shall have the competence and responsibility to publish of the call for applications.

Students admitted to the first year of a (BA, BSc, MA, MSc) programme shall receive information about the dormitory admission procedure simultaneously with the notification on admission to the university. Such information is also available on the University and dormitory websites

(4) Applications for dormitory accommodation may be made by filling in the request for dormitory admission in Neptun and submitting it (except in the cases listed in the "Colleges for Advanced Studies and other reserved dormitory places" column of the table included in (14) below showing available dormitory accommodation. A separate application may be submitted for regular grants based on social needs at the time of applying for admission to a dormitory. The score achieved during the assessment of the application for regular social needs-based grants shall count towards the score of the application for dormitory admission. It is also possible to apply for dormitory admission without submitting a valid regular social needs-based grant application, in which case the social needs part of the dormitory admission score shall be 0 points under the dormitory admission procedure.

(5) The following persons may apply for admission to a dormitory (accommodation):

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- a) Students and PhD students with an active status pursuing studies in a full time programme (daytime delivery) at the University, who are Hungarian, Hungarian living outside Hungary or foreign nationals studying under an interstate contract.
- b) During the admission procedure only students whose permanent residence is outside the administrative boundaries of Budapest may apply to the dormitories of the Közgáz Campus.
- c) Only students whose permanent residence is outside the administrative boundaries of Székesfehérvár may apply for the Székesfehérvár Campus Dormitory.
- d) Those who voluntarily agree to abide by the rules of the dormitories.

(6) Admission to a dormitory may be for one semester (5 months) or one academic year (10 months), with a new application necessary for each additional period. An exception is made for students taking part in a 6+1 semester bachelor programme and a four (4) semester master programme admitted with the February intake, as under the KKK they can only apply for five (5) months in the last semester, which is an autumn semester.

(7) It is possible to move out (give up one's place) free of charge before the end of the period indicated in the application for admission by submitting a "Request for moving out during the semester" in Neptun, along with the relevant mandatory medical or other certificate, but only in cases where the student is eligible for an Exceptional social needs-based grant or in the case of marriage. 100% of the charge is due for any month already started and the charge (deposit) paid at the time of submitting the Move-in Request will be forfeited. Exceptions to this rule are students who commence studies abroad (provided that they have notified this in good time and provided official proof in accordance with their obligations to register for move-out. If the applicant has been allocated a place for one academic year, he/she will lose his/her place for the second semester if he/she cancels it in a Neptun request between 1-7 December. No fees shall be payable in this regard.

Students who have ten (10) months of dormitory accommodation are not eligible to apply for a dormitory place in the admission procedure for the spring semester.

(8) If the applicant has been awarded accommodation for five (5) months or has cancelled the second semester of dormitory accommodation, but has not officially moved out of the dormitory by the deadline set in the academic year's timetable (but no later than the deadline set in the decision on his/her Move-in Request and/or the deadline agreed in the Move-out Request submitted in Neptun), he/she will forfeit the charge (deposit) paid when submitting the Move-in Request.

(9) If the applicant has been admitted to a dormitory as a result of the admission procedure, he/she must submit a Move-In Request no later than one (1) week after the date of notification of admission, after paying the deposit. If the move-in date is within one (1) week, the Move-In Request must be submitted no later than the move-in date. If the successful applicant fails to submit the Move-In Request by the deadline, his/her application for admission to a dormitory will be invalid. By submitting the Move-In Request, the student's Dormitory Residence Agreement will enter into force even without signature: The dormitory fees and the obligations of the dormitory student, as well as the provisions on the termination of the Agreement, shall enter into force.

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(10) The dormitory accommodation requested for the academic year (10 months) can be changed to a semester (5 months), and the dormitory accommodation requested for the semester (5 months) can be changed to an academic year (10 months) free of charge. To apply, you must submit your request electronically via the Neptun application system from 1st to 7th December. The Head of Campus Services shall consider the Request for Extension, and the Head of Campus Services will take note of the Request to Move Out (request for cancellation).

(11) If a student's student status who has moved into the dormitory ceases (or becomes passive) and/or his/her mode of delivery (e.g., but not exclusively from daytime to evening or correspondence) and/or his/her form of funding (e.g., but not exclusively from state-financed to self-funded) changes, he/she shall immediately (on the first working day following the change) inform the dormitory director thereof in writing, and his/her dormitory residence contract shall expire on the 15th day following the change. If, at the time of the change, the student applies in writing to maintain his/her accommodation, a new contract/agreement may be concluded with him/her and the rent for the dormitory place shall be set at the cost applicable to the dormitory building in question. Changes in student status are regularly monitored/checked by the Dormitory Neptun coordinator. If the student fails to comply with this obligation, he/she will immediately lose the charge (deposit) paid at the time of submitting the Move-In Request and his/her place in the dormitory.

(12) The Campus Services and the Head of the Dormitory Division are responsible for the processing, scoring and aggregation of applications for admission to the dormitories. (Exceptions to this rule are the applications for the colleges for advanced studies described in paragraph (18) of this section.) Establishing the outcome of the dormitory admission procedure (see paragraph (15) of this section) is the responsibility of the Head of the Dormitory and the Dormitory Neptun Coordinator of the respective dormitory building, with the approval of the Head of Campus Services, based on the data extracted from the Neptun system. Comments on the outcome can be made by submitting a *Request for Comments* in the manner and by the deadline indicated in the application system, which shall be considered by the campus directors in consultation with the Dormitory Neptun Coordinator and the Head of the Dormitory Division. (The Head of Dormitory Division Head and the Neptun administrator are responsible for collecting the comments and providing a preliminary opinion thereon.)

The process of the procedure for admission to a dormitory:

- Issuing the call for applications for admission, setting and publishing deadlines (responsible persons: Head of Campus Services, Head of Dormitory Division (publication) and Chairperson of the SSC, Dormitory Neptun Coordinator), in line with the simultaneously launched call for applications for regular grants based on social needs, with the involvement of Student Services.
- Setting up in Neptun the adjustment period of the dormitory cycle and the periods of the admission procedure, ensuring availability according to deadlines (opening and closing Neptun) for the respective groups during the whole process (responsible person: Dormitory Neptun coordinator).
- Considering and scoring dormitory applications (responsible person: Head of Dormitory Division), returning them for correcting deficiencies (Neptun notification, by Head of Dormitory Division), aggregating points.

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- Setting the cut-off score, first round announcement of results [responsible persons: Head of Campus Services, Heads of Dormitories, Head of Head of Dormitory Division, Dormitory Neptun Coordinator (recording results in Neptun)]
- Comment period (review and assessment of applications), (responsible persons: Head of Dormitory Division), applicants have the possibility to be placed on a waiting list when submitting their application, but this is not automatic.
- Setting the final cut-off score, assessing comments (responsible persons: Head of Campus Services, Heads of Dormitory, Head of Dormitory Division and Dormitory Neptun Coordinator).
- Announcing results, sending notifications [responsible persons: Heads of Dormitory (sending move-in letters), Dormitory Neptun Coordinator (sending out Neptun messages, rejection decisions, setting up results in Neptun, opening and closing Move-in Requests and aggregating submitted requests for the Heads of Dormitory)].
- Managing cancellations and filling places from waiting lists: one can be admitted from the waiting list by submitting a Move-in Request. The request must be submitted within 48 hours after the vacancy is offered.

(13) College students/students involved as assessors in the procedure for dormitory admission and in the application for regular grants based on social needs taking place simultaneously may not apply for a dormitory place. The existing places for dormitory students must be guaranteed for 10 months in the summer procedure and 5 months in the winter procedure, it being understood that they must comply with the terms of the residence contract. Non-dormitory students involved as assessors must be offered a place in a dormitory in accordance with their Application for Dormitory Admission for a hall of residence submitted outside the application procedure. Students involved in the procedure may not be subject to a final disciplinary decision. Students involved in the evaluation of applications are required to make a legal declaration in relation to the processing of applications, to be issued by Legal, Administrative and Regulatory Services.

(14) The number of places in the University's dormitories, colleges of advanced studies and rented premises is shown in the table below:

Name of the dormitory/rented premises	Dormitory places	Colleges for advanced studies and other reserved places	Total dormitory places
Tarkaréti Dormitory	235	60 (FLTRC) 110 (SH, Diaspora, Makovecz)	405
Kinizsi Dormitory	242	50 (EVK) 110 (SH, Diaspora, Makovecz)	402
Ferenc Földes Dormitory	196	35 (TEK) + 20 (FAKT) 20 (GYDSZ)	271

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Dormitory of the Székesfehérvár Campus	40	10	50
Total	713	415	1128

(15) It shall be within the competence of the Head of Dormitory Division and the Head of Campus Services to establish the dormitory admission scores of applicants (candidates).

After aggregating the applications received during the admission procedure, the Heads of Dormitory are required to establish the number of students that may be admitted to each dormitory and to propose an admission cut-off score for the building concerned. The Head of Campus Services decides the admission cut-off score for each building.

Students may be refused:

- if they have an active debt towards any of the Corvinus dormitories,
- if they have been subject of a disciplinary decision for a breach of the dormitory house rules,
- if they had previously had their dormitory status unilaterally terminated by the University,
- if they have reached 50% of the penalty points required for unilateral termination of the Residence Agreement under the General Terms and Conditions within the previous twelve (12) months according to the penalty point system set out in the house rules + 1 point.

(16) By submitting the application, the applicant acknowledges and agrees that the staff of the dormitories, the Head of Dormitory Division and the members of the Student Social Committee may process, store and use his/her personal data and certificates for the assessment of other grants in accordance with the provisions of Act CXII of 2011 on the Right to Information Self-Determination and Freedom of Information.

(17) The dormitory status is established by submitting the Move-in Request in Neptun, for the period of validity indicated therein. Dormitory status is certified by having the standard downloaded from the Neptun system signed by the Head of Dormitory.

(18) On the basis of the applications submitted in the course of their admission procedure, the colleges for advanced studies shall decide at their own discretion on filling the places made available to them, it being understood that

1. for TEK and EVK colleges for advanced studies, at least 25% of the places made available from the academic year 2022/23 and at least 50% of the places made available from the academic year 2026/27,
2. for the FAKT and GYDSZ colleges for advanced studies, at least 90% of the places made available to them from the academic year 2020/2021 onwards

Shall be filled by students with a student status at Corvinus.

Colleges for Advanced Studies colleges may apply special criteria in their admission procedures and are free to deviate from the standard admission procedure. The provisions of this Annex relating to the admission procedure shall not apply to students placed in colleges for advanced studies.

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Scoring is based on the scoring system established by the college for advanced studies, as set out in their approved Organisational and Operational Procedures (OPP) and in the agreement concluded with their host dormitory.

Once the admission procedure is completed, the colleges for advanced studies shall send their list of residents to the head of the host dormitory no later than 31 July for the autumn semester and within 5 working days of the announcement of the results of the admission procedure for the spring semester. The list of residents must include at least the student's name, date and place of birth, permanent address, Neptun code, contact details (e-mail, mobile phone number), higher education institution, and the form of financing of their programme. Students who have been awarded a place in a college for advanced studies must also comply with the General Terms and Conditions and the house rules of the dormitories in question.

(19) In a separate agreement concluded with the University, the colleges for advanced studies and their background institutions shall undertake to collect, in a timely manner, the dormitory fees and other charges based on their funding form and set out in Annex 6 of the RSFB for students who do not have a student status at the Corvinus University of Budapest. In all cases, the charges shall be set in accordance with Annex 6 to the RSFB.

(20) Students who have a student status at the University shall pay the fee through the Neptun system. The payment deadline refers to the date on which the item imposed in the Neptun system should be paid.

(21) Unfilled places available for colleges of advanced studies may be used by the host dormitories for the admission of general students in the course of the evaluation of the comments.

II. THE RULES FOR THE EVALUATION FOR DORMITORY ADMISSION

(1) Evaluation criteria for the assessment of applications:

- a) the number of points obtained under the application for regular grants based on social needs launched in parallel with the dormitory admission procedure,
- b) distance of permanent residence from the administrative boundaries of Budapest/Székesfehérvár,
- c) the applicant's academic record (for first-year students, the admission score, and for upper-year applicants, the arithmetic average of the student's academic scholarship average for the last two completed semesters),
- d) the applicant's contribution to the student community at the University and his/her scientific work,
- e) preferential treatment of the applicant, if the conditions for preferential treatment set out in the Higher Education Act are met (on a case-by-case basis).

(2) The same scoring system as set out for the regular social needs- based grant scheme specified under (1)a). For the purposes of applications for dormitory admission examination, the score obtained in the application for regular grants based on social needs is taken into account, corrected according to the rules of mathematical rounding.

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(3) Breakdown of scores for the purposes of dormitory admission (200 points in total):

- 50 percent of the points obtained in the application for regular grants based on social needs (maximum 100 points),
- 25 per cent of the average academic performance of upper-year students (maximum 40 points) or 25 per cent of the admission score of first-year bachelor and master students (maximum 50 points),
- 15 per cent for community service (maximum 40 points),
- points given for distance (maximum 20 points).

The number of points available based on distance from place of residence is shown in the table below. For students with permanent residence beyond the borders of Hungary, + 2 points can be obtained in addition to the points featured in the table.

Distance of place of residence	Score	Distance of place of residence	Score
Local (Budapest and HÉV line)	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) Dormitory places shall be filled and cut-off scores shall be established based on the ranking of the students who obtained the highest score in the application for admission to a dormitory and who indicated the given dormitory as their first choice.

III. CERTIFICATES TO BE ATTACHED TO THE APPLICATION FOR ADMISSION TO A DORMITORY

- (1) The certificates required for the public affairs score must be uploaded to the Neptun system in a scanned form, taking care to ensure legibility in accordance with the provisions of Annex IV(7).
- (2) If the admitted student has a student status at another higher education institution and takes part in a state-funded programme there, he/she is entitled to a state-funded dormitory charge only if there is a financing agreement and/or a lease agreement between the University and the other higher education institution with regard to dormitory places. In all other cases, the student is liable to pay for the dormitory at cost price.

IV. POINTS AVAILBALE DURING THE ADMISSION PROCEDURE

- (1) The social score for admission to a dormitory shall be determined on the basis of the social points achieved in the application for regular social needs-based grants as defined in the RSFB.

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(2) A maximum of one hundred (100) social points may be earned in the dormitory admission procedure. If the applicant does not apply for a regular social needs-based grant or the application is invalid, the social score shall be zero (0).

(3) During the dormitory admission procedure, the score established on the basis of the scoring system of the regular social needs-based grants shall be taken into account. In the event that this is more than one hundred (100) points, the student will still only receive one hundred (100) social points during the application for dormitory admission.

(4) The points available to applicants in the first year of their bachelor programme on the basis of their admission scores

The score obtained in the national higher education admission procedure is divided by ten, giving a maximum of forty (40) points. (A maximum of five hundred (500) points is available in the national higher education admission procedure, i.e. $500/12.5 \Rightarrow 40$.)

(Corrected according to the rules of mathematical rounding.)

(5) Points available to applicants in the first year of their master programme on the basis of their admission points (maximum 40 points)

The score of applicants for the first year of a master programme under the national higher education admission procedure must be divided by 2.5, giving a maximum of forty (40) points. (A maximum of one hundred (100) points is available in the national higher education admission procedure, i.e. $100/2.5 \Rightarrow 40$.)

(Corrected according to the rules of mathematical rounding.)

(6) Points available to applicants in upper years on the basis of their average academic performance (maximum 40 points)

The arithmetic average* of the academic scholarship average of the last two completed semesters of the upper year applicants' shall be multiplied by ten. The maximum number of points available is forty (40), i.e. $5.00 \times 8 \Rightarrow 40.0$ " (Corrected according to the rules of mathematical rounding.)

* Average academic performance = academic scholarship average - calculated in accordance with the Regulation in Student Fees and Benefits in force, on the basis of the academic scholarship average for the last completed academic semesters featured in the Neptun system on the date set as the deadline for submission in the call for applications for admission to a dormitory.

(7) Points available for extracurricular activities (maximum 40 points)

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Activity	Maximum score available	Required certificate, comment
a. HÖK and SSC		The heads of the student associations accredited by the HÖK (A, S1, K1, S2, K2 category associations) will issue a certificate to the applicant on the professional-public activity he/she has carried out. The signed and stamped certificate is uploaded by the applicant to the electronic application system. The validity of the certificate is subject to the countersignature of the Head of the Student Union's Student Association Division.
- senior manager	18 points	
- middle manager	12 points	
- member	6 points	
b. „A” category		
- senior manager	15 points	
- middle manager	10 points	
- member	5 points	
c. “S1” and “K1” categories		
- senior manager	10 points	
- middle manager	8 points	
- member	3 points	
d. “S2” and “K2” categories		
- senior manager	6 points	
- middle manager	3 points	
- member	1 point	

1. Activity in a student association (maximum 30 points)

- A maximum of two organisations can be considered.
- Points may be awarded for one position in a given organisation.
- For the purpose of calculating points, the student association must be placed in the category for which it is accredited in the current semester if the student is currently a member. If the student refers to a previous activity (but not older than two semesters), the category to which the student association belonged at the end of the student's active activity will be taken into account.

2. Scientific activity (maximum 30 points)

Activity	Maximum score available	Required certificate, comment
1. Research activity	maximum 10 points	A recommendation from the research leader or the head of the relevant department, stamped, signed and dated
2. TDK, OTDK	maximum 30 points	A copy of the honorary certificate of the participation/ranking or a proof of participation issued by the organising body, stating the date of participation. Points may be awarded for more than one OTDK
OTDK	maximum 20 points	
2.1 OTDK, participation/right to participate	3 points	

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2.2 OTDK 1st place	12 points	and/or TDK paper, but the total number of points awarded may not exceed 35 and/or 25 points.
2.3 OTDK 2nd place	9 points	
2.4. OTDK 3rd place	7 points	
2.5 OTDK special prize	7 points	
TDK	maximum 20 points	
2.6 TDK 1st place	8 points	
2.7 TDK 2nd place	7 points	
2.8 TDK 3rd place	5 points	
2.9 for an accepted TDK paper	2 points	
3. Other professional, study competitions	maximum 10 points	An official certificate from the organisation staging the competition, dated and stamped, stating the name of the organisation and the ranking/result achieved.
4. Publications, conferences	maximum 20 points	Publication in a scientific journal: the abstract of the publication, proof of publication and the opinion of the department, including a textual evaluation and the score offered. Points may only be awarded for an already published article (for already published articles). A point may not be awarded even if the article was prepared as an activity during the semester.
4.1 Publication in a scientific journal, book or book chapter in Hungarian	8	
4.2 Publication in a scientific journal, book or book chapter in a foreign language	10	
4.3. Publication in a conference volume in Hungarian	6	
4.4 Publication in a conference volume in a foreign language	8	
5. Scientific conferences, round tables, scientific events	maximum 15 points	Official certificate from the organisation staging the conference, dated and stamped.
5.1 Organisation of scientific conferences, round tables, scientific events, participation in Hungarian	8	
5.2 Organisation of scientific conferences, round tables, scientific events, participation in English	10	

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- a) If the student is applying with a co-authored TDK paper or other scientific work, the following scoring applies:
- if the paper has two authors, the applicant must obtain 70% of the maximum number of achievable points,
 - if the paper has more than two authors, the student may receive the maximum number of achievable points divided by the number of authors.

3. Demonstrator activity (maximum 20 points)

Evaluation of demonstrator activity(ies),	Points available	Required certificate, comment
Excellent	12	The evaluation of the activity for the semester(s) concerned is carried out by the institutes and sent to the Head of the Dormitory Division. The student does not need to obtain a separate certificate!
good	10	
satisfactory	5	
sufficient	2	
insufficient	0	

4. Sports activity (maximum 15 points)

Activity	Score available	Required certificate, comment
international competition, individual participation (1st - 3rd place)	10	Official certificate, dated and stamped by the organisation staging the event.
national competition, individual participation (1st.-3rd place)	5	
international competition, team participation (1st - 3rd place)	10	
national competition, team participation (1st - 3rd place)	5	
member of university sports team	3	Official certificate from the organisation concerned, dated and stamped.

- a) For each application period, up to four years of sports activities in the preceding four years may be taken into account.

(8) Rules of procedure following the calculation of points during the admission to dormitories
The Head of the Dormitory of the respective building, in cooperation with the Dormitory Neptun Coordinator, determines the admission cut-off score for the respective dormitory building according to the aggregated scores, taking into account the order of preference given

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to each building by the applicant, prepares the list of the residents admitted to each dormitory and sends it to the Head of Campus Services for approval.

The Head of Campus Services shall rank the applicants in descending order in view of the number of places, shall determine the number of candidates to be admitted and shall decide on the number of candidates to be admitted after the commenting period.

Applicants can find information on admission/rejection in the electronic application system (Neptun).

V. APPLICATION FROM FOREIGN STUDENTS FOR DORMITORY ACCOMMODATION

(1) Non-Hungarian students who do not speak Hungarian may apply for a place in the dormitory of their choice in English via a separate online Dormitory Application Form published on the Corvinus website. It is the responsibility and competence of the Head of the Dormitory Division to publish the application form online and to ensure that it can be completed online. The application form must be completed even if the University is obliged to provide the applicant with a dormitory place under a scholarship programme or an interstate contract.

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

(3) It is the responsibility of the Head of the Dormitory Division to aggregate the applications received by the deadline and to prepare a statement of the applicants for each indicated dormitory building and educational programme. He/she shall send the list per dormitory to the competent Head of Dormitory no later than the working day before the first round of results are announced. At the same time, he/she shall send the list of educational/scholarship programmes to the organisational unit in charge of the educational/scholarship programmes concerned where the list is completed with the funding information for the applicant (scholarship programme, self-funded, specificities of the intergovernmental contracts related to the programme) and the correctness of the data provided is checked.

(4) A foreign applicant who submits a proper application is subject to the same rights and obligations set out in the general terms and conditions of the respective dormitory building and the dormitory building's house rules as applicants who apply via the Neptun system. The dormitory fees and additional services payable by foreign students are the same as those set out in Annex 6 of the RSFB, unless otherwise stipulated in the terms of the scholarship programme, the rules of paying the costs or the provisions of the interstate contract relating to the programme.

(5) The provisions of paragraphs (1) to (4) shall not apply to students placed to dormitories under the NKA (National Cultural Fund of Hungary) budget laid down in Annex 6 to the RSFB, nor to students who are placed on the basis of a special agreement between the University's organisational units and the dormitory.

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(6) Foreign students can only move into the dormitory if they have submitted their Move-in Request in Neptun by the deadline and paid the charge of the Move-in Request (deposit), hence their dormitory status is established. (Applies to all foreign students studying in a programmes/scholarship programme/forms.)

(7) Students studying under the Stipendium Hungaricum Scholarship Programme (SH students) may be allocated a maximum of 110-110 places (220 places in total) per dormitory in the Kinizsi Dormitory and the Tarkarét Dormitory. This ratio may be deviated from only in justified cases, based on the decision of the Head of Campus Services and with the agreement of the Head of the Dormitory Division. Principles of distributing dormitory places:

- a) The total of 220 places shall be allocated to first-year (freshly admitted) and PhD (first 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 requesting a dormitory does not reach 220, the remaining dormitory places may be distributed among the upper-year SH students requesting a dormitory place. In this case, places shall be allocated to the students with the better results, calculated on the basis of the academic scholarship average of upper-year SH students. In the case of identical averages, preference shall be given to the SH student who applied earlier.

(8) Placement in the preferred dormitory indicated in the application is not guaranteed, it is subject to availability.

(9) In all cases, the dormitory status will be established for the period applied for (5 or 10 months), the duration of which is set out in the Move-In Request. The period may be modified free of charge once during the semester (1st-7th December) by submitting a Neptun request. Submission of a request does not constitute automatic acceptance.

(10) The contract of students who are placed after the end of the admission procedure (from the waiting list) may only last until the last day of the semester, but they may apply for an extension.

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Annex 8

Principles of classifying dormitories by comfort categories

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

- a) dormitories where the sanitary units are shared, 3 or more persons are accommodated in one room and the building has not been renovated within 10 years may be classified as category I dormitories;
- b) dormitories where fewer than 3 or more persons are accommodated in one room may be classified as category II dormitories;
- c) dormitories where a complete sanitary unit is available for every two rooms and fewer than 3 persons are accommodated in one room may be classified as category III dormitories;
- d) dormitories where a complete sanitary unit is available for every room or every two rooms and fewer than 3 persons are accommodated in one room and the building was renovated within 10 years may be classified as category IV dormitories.

Financing categories for each comfort level

The monthly amount of the dormitory charge for students participating in a programme funded by the state and for students participating in a doctoral programme funded by the state (HUF/person/month) may not be higher than exceed

Category I	8% of the annual normative funding for dormitory places
Category II	10% of the annual normative funding for dormitory places
Category III	12% of the annual normative funding for dormitory places
Category IV	15% of the annual normative funding for dormitory places