

**STUDENT REQUIREMENT SYSTEM
(Rules for Organisation and Operation
(SZMSZ) VOLUME III) PART 5**

**Regulations ensuring equal opportunities
for students with disabilities**

The Regulations ensuring equal opportunities for students with disabilities was adopted by The Board of Trustees as Resolution 31/2020 (18 August)

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SCOPE OF THE REGULATIONS

1. §

- (1) The scope of these Regulations ensuring equal opportunities for students with disabilities (hereinafter: Regulations) of Corvinus University of Budapest (hereinafter referred to as: University) apply to:
 - a) persons with student or guest student status,
 - b) persons applying for admission to the University on the basis of the provisions of the Admission Regulations, as defined in Section 10 (7), and
 - c) former students of the University in respect of the exemption from the language examination required for the award of the diploma or part thereof (hereinafter collectively referred to as "students with disabilities"), and
 - d) persons and bodies acting in matters related to students with disabilities.
- (2) The material scope of the Regulations shall extend to all the disability-related cases of students with disabilities.

RELATED REGULATORY DOCUMENTS

2. §

- (1) Related laws and regulations:
 - a) Act CCIV of 2011 on National Higher Education (hereinafter referred to as: Nftv),
 - b) Act XXVI of 1998 on Assuring equal opportunity for persons with disabilities (hereinafter referred to as the Act),
 - c) Gvt. Decree No. 87/2015 (9 April.) on certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as: Vhr),
 - d) Gvt. Decree 51/2007 (26 March) on grants available to and certain fees payable by higher education students (hereinafter referred to as: Grants Decree),
 - e) Gvt. Decree No. 423/2012 (29 December) on the Higher education admission procedure (hereinafter referred to as: Fkr).
 - f) Procedure for exercising students' rights and fulfilling obligations, Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status, as well as the Study and Examination Regulations.
- (2) Provisions related to these Regulations:
 - a) Decision-making procedures for students with disabilities.

DEFINITIONS

3. §

- (1) For the purposes of the Regulations, students with disabilities or applicants with disabilities shall be defined as persons who, according to Section 4 (a) of the Act, have such a long-term or permanent sensory, physical, intellectual,

psychosocial impairment or any combination thereof which in interaction with environmental, social and other obstacles restricts or hinders efficient participation in social life on an equal footing with others; or as set out in the Grants Decree:

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

BODIES AND PERSONS INVOLVED

4. §

- (1) Organisational units and persons competent in matters covered by the Regulations:
 - a) Student Services, Student Support Group
 - b) Disability Coordinator
 - c) Disability Committee
 - d) Student Appeals Committee.

GENERAL RULES FOR THE SUPPORT OF STUDENTS WITH DISABILITIES

5. §

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

THE STUDENT SUPPORT GROUP AT STUDENT SERVICES AND THE DISABILITY COORDINATOR

6. §

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

- j) to offer professional coordination and support to ensure the conditions necessary for managing the admission procedure of persons with disabilities applying to the University;
 - k) to organise consultation opportunities to assess the needs of students with disabilities.
- (5) The Coordinator shall have access to the data necessary for the assessment of special treatment for students with disabilities.
- (6) Students with disabilities shall give opinion on the work of the Coordinator and its results annually. The order of such review is determined by the Head of Student Services.

DISABILITY COMMITTEE

7. §

- (1) The Disability Committee (hereinafter referred to as the “Committee”) is a decision-making, decision-preparatory and consultative body in matters related to students with disabilities.
- (2) The Committee shall be composed of four members including the Chairperson. Members of the Committee: the Coordinator, the Head of the Student Support Group at Student Services, the person delegated by the latter, as well as the member delegated by the Student Union (HÖK) or the PhD Student Union (DÖK), subject to the student's programme (HÖK delegate in the case of students, DÖK delegate in the case of students participating in a doctoral programme). The Chairperson of the Committee shall be the Head of the Student Support Group. The Chairperson may invite any competent colleague to attend the meeting according to the nature of the matter. Secretary duties shall be catered for by the Coordinator.
- (3) The mandate of the Chairperson and the members of the Committee, with the exception of the members delegated by CUB HÖK and CUB DÖK, lasts until the date of termination of the position, legal relationship or until they are recalled by the person who appointed them. The method of delegation and the duration of the mandate of the member delegated by the CUB HÖK and CUB DÖK are determined by the statutes of the CUB HÖK and CUB DÖK, it being understood that students who have not registered for the given semester or who have been subject to disciplinary penalties in a final decision may not be members of the Committee. In this case, the delegation of the new member shall be arranged by the Chairperson of the CUB HÖK or CUB DÖK at the request of the Chairperson of the Educational Committee.
- (4) The letter of appointment for the Chairperson and the members shall be issued by the Head of Student Services. The Chairperson of the HÖK and the DÖK shall notify the Rector in writing of the identity of the student members. The mandate shall be valid for a fixed period or until withdrawal and may be renewed several times.
- (5) Should a Committee member's term of office terminate for any reason, the Chairperson shall initiate the election of a new member within 5 working days of becoming aware of it. In the event of termination of the Chairperson's term of office, the Secretary of the Committee shall act as Acting Chairperson until

the election of the new Chairperson. The Acting Chairperson shall have the same powers as the Chairperson.

(6) The Committee's duties:

- a) give opinions on the university's disability policy supporting the smooth completion of disabled students' university studies, cooperate with students with disabilities in this field, seek their opinions and suggestions;
- b) exercise the right of consent on the use of normative funding to assist students with disabilities in their studies and in procuring the material means of assistance;
- c) make proposals for the use of textbook and notebook support with respect to special coursebooks and learning aids based on other methods than coursebooks;
- d) examine disabled students' requests for registration, for accessibility and for exemption, for assistance and for the provision of benefits with regard to academic duties/obligations, and seek the agreement of the competent dean thereto;
- e) at the request of students with disabilities, take decisions to extend the period of funding under Nftv by a maximum of four semesters,
- f) assess requests for personnel and technical assistance and for the use of certain services provided by the University, according to the nature and extent of the disability,
- g) assess requests for the use of authorised personal and technical assistance as well as services which are not available at the University and procure them.

BENEFITS FOR STUDENTS WITH DISABILITIES

GENERAL RULES

8. §

- (1) The University caters for disabled students during their preparation and exams and assists them in completing their university studies smoothly according to the present Regulations. In justified cases this shall include the following:
 - a) the period of funding shall be increased by a maximum of four semesters;
 - b) the student shall be exempted from the obligation to study certain subjects or parts of subjects as well as from reporting obligations,
 - c) the student shall be exempted from the language examination or part or level thereof,
 - d) longer preparation time shall be provided during examinations,
 - e) the use of authorised aids shall be allowed during written tests,
 - f) the replacement of written assessments by verbal ones or verbal assessments by written ones shall be allowed.
- (2) The exemption granted pursuant to paragraph (1) may be granted only if the conditions on which the exemption is based are fulfilled and shall not lead to an

exemption from the basic study requirements necessary for obtaining the qualification proven by a diploma.

APPLICABLE BENEFITS

9. §

- (1) At the request of students with disabilities, the Committee shall:
 - a) lay down requirements which completely or partially deviate from the curriculum, or
 - b) waive requirements set out in paragraphs 8 (1) - (2) of these Regulations, and
 - c) provide at least one, if necessary, more benefits set out in paragraphs (2) - (7) of Section 62 of Vhr, if, based on the findings of the expert opinion confirming disability, a benefit or exemption may be granted to the student.
- (2) In the case of multiple disabilities, any of the benefits set out in paragraphs (2) - (7) of Sections 62 of Vhr may be granted, taking into account the individual needs of the student.
- (3) In justified cases, at students' request, on the basis of the expert opinion, the Committee may grant additional or further benefits to the student other than those provided for in paragraphs (2) - (7) of Section 62 of Vhr.
- (4) The extended preparation time provided for disabled students must be at least 30% longer than for other students, but may not exceed 50% of the time normally provided.
- (5) Exemption from the level of the language examination may not be granted to PhD students, doctoral students and doctoral candidates in respect of the doctoral programme. However, exemption from part of the language examination may be granted to PhD students, doctoral students and doctoral candidates, depending on the type of disability established in the expert opinion.
- (6) Exemption from the language examination or part or level thereof may be granted to former students with disabilities who have passed the final examination and whose student status has ceased, but they have failed to meet the language examination requirements needed for the professional qualification.

METHOD OF PROVING DISABILITY

10. §

- (1) The type of disability of a disabled student shall be certified by an expert opinion issued by the body defined in paragraph (2).
- (2) If the student with disabilities:
 - a) if the disability or special educational need of a student (applicant) already existed during secondary education, the disability or special educational need can be certified by the expert opinion issued by the county (capital

- city) pedagogical service institutions and their member institutions acting as county or national expert committees;
- b) If the disability or special educational need of a student (applicant) did not exist during secondary education, the disability can be certified by the expert opinion issued by the ELTE Gyakorló Országos Pedagógiai Szakszolgálat (*ELTE National Pedagogical Professional Service*).
- (3) Students who are not Hungarian nationals and students residing or staying abroad who do not study at the University on the basis of a cooperation agreement between Corvinus and the sending university shall also be entitled to submit a simple copy of the original expert opinion issued by the foreign special authority and, if this is not in English, a certified translation into the English or the Hungarian language as an annex to the request for registration. Certified Hungarian translations shall be made by the Hungarian Office for Translation and Attestation. Certified English translations shall be made by Hungarian diplomatic missions or by an authorised Hungarian or foreign notary public.
- (4) Students who are not Hungarian nationals, as well as students residing or staying abroad, who study at the University on the basis of a cooperation agreement between Corvinus and the sending university must submit a request for matriculation. In addition, students shall submit a copy of the original document issued by the sending university confirming the fact and type of the disability and, if this is not in English, a certified translation into the English or the Hungarian language. Certified Hungarian translations shall be made by the Hungarian Office for Translation and Attestation. Certified English translations shall be made by Hungarian diplomatic missions or by an authorised Hungarian or foreign notary public.
- (5) Non-Hungarian students or students who reside or stay abroad and who, unlike students mentioned in paragraphs (3)-(4), do not have an original professional opinion issued by a foreign specialist authority, may prove the type of their disability with an expert opinion issued by the body specified in paragraph (2).
- (6) Following the matriculation of a student defined in paragraph (4) as a student with disabilities, the student shall be entitled to receive the grants under the conditions specified in the cooperation agreement, or in the absence thereof, in accordance with the present Regulations, within the framework of the applicable legislation.
- (7) Pursuant to Section 24 (4) of Fkr, applicants with disabilities are entitled to the same benefits as those granted under the laws on public education.
- (8) A student with a disability may, on the basis of the expert opinion referred to in paragraph (2), apply for partial or complete exemption from the study obligations, exams, or for authorisation to perform them in any other way in view of his/her disability.

PROCEDURE FOR APPLYING BENEFITS TO STUDENTS WITH DISABILITIES

11. §

- (1) The assessment of requests for registration, or in the case of foreign students, requests for matriculation, as well as accessibility requests, requests for exemptions from duties/obligations related to studies, request for benefits shall be conducted under the procedure for registration requests initiated by disabled students pursuant to the present section, or in the case of foreign students, under the procedure for matriculation requests.
- (2) Students with disabilities shall be entitled to receive the various forms of assistance, facilities, exemptions or benefits provided by the University (hereinafter collectively referred to as “support”) if they register as students with disabilities and the Committee's decision to accept such registration becomes final. In the case of foreign students, the Committee does not carry out the registration applying to Hungarian students, but simply matriculates the student with disabilities.
- (3) All admitted students shall be informed, along with the notification of admission, about the process and conditions of the registration, the grants due or available on this basis, and the contact details of the coordinator.
- (4) Registration, or in case of foreign students, matriculation may be initiated via the Neptun system on the data sheet published on and downloaded from the website, printed and submitted to the Coordinator (hereinafter referred to as request) at the time of the establishment of the student status or at any time thereafter. The request must be accompanied by an expert opinion issued by the rehabilitation expert body. If the applicant's disability has already existed during his/her primary/secondary education studies and, in view of this, he/she was granted a benefit during his/her studies and during the secondary school leaving examination, electronic copies certifying such benefits must be attached to the registration.
- (5) In case of an incomplete opinion, the student may be obliged to remedy the deficiencies within fifteen days. The deadline may be extended by the Committee. An application for continuation may be filed and shall be subject to the Committee's decision. Applications for continuation shall be submitted via Neptun.
- (6) On the basis of a proposal from the coordinator the Committee shall decide on the request for registration. The Committee shall primarily make its decision on the basis of the documents available, but may, if necessary, hear the student with disabilities. The Committee, with the agreement of the competent dean, shall make a decision on requests for exemption from the duties/obligations related to studies, requests for assistance and for the provision of benefits for students with disabilities.
- (7) The Committee shall decide on requests by 15 October in the case of the autumn semester and by 15 March in the case of the spring semester. Requests during the year shall be decided by the Committee within 15 days of submission. The Chairperson of the Committee may, where appropriate, extend such deadline once by a maximum of 8 days. If the request is submitted by the student between 15 June and 31 August, the Committee shall make the decision by 30 September.

- (8) The Coordinator shall inform the Student Affairs Group at Student Services about the decision (resolution) approving the registration (*matriculation*) request within three working days of the decision, as well as shall record such decision in Neptun. At the student's request, the decision shall be issued in the form of an electronic or paper-based document (resolution on registration).
- (9) As of the day following the date on which the decision becomes final, the Coordinator shall issue a resolution to the requesting student which entitles the disabled student to receive support related to his/her disability and granted by the Committee. The resolution is a document issued in Neptun, which must be issued at the student's request in the form of an electronic or paper-based document (resolution). The resolution shall be sent to the requesting student and, in accordance with the student's programme, to Student Services (SS) or to Corvinus Doctoral Schools (CDI) on the fourth working day after its issuance. An original copy shall be kept in the Committee archives.
- (10) A student with disabilities or an applicant with disabilities may appeal against the decision of the Committee before the Student Appeals Committee in accordance with the provisions of the Regulation on the Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status.

GRANTING BENEFITS TO STUDENTS WITH DISABILITIES

12. §

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

SPECIAL PROVISIONS FOR STUDENTS IN THE FOREIGN EXCHANGE PROGRAMME

13. §

- (1) The provisions of paragraphs 4-12 of the present Regulations shall apply with the derogations set out in this section to students in the foreign exchange programme.
- (2) The Coordinator may liaise with students participating in the foreign exchange programme only via the contact person appointed by Corvinus based on the cooperation agreement between the sending university and Corvinus (hereinafter referred to as “contact person”) and only at the request of the student participating in the foreign exchange programme.
- (3) During the nomination, the contact person shall inform the students about the study and accessibility benefits that may be granted to students with disabilities on the basis of the present Regulations and the cooperation agreement between the sending university and Corvinus.
- (4) Students participating in the foreign exchange programme are required to submit the request for matriculation to the contact person, along with the request form. The request for matriculation must be accompanied by the “special accommodation request” form registered at the sending university, issued by the organisational unit of the sending university handling the affairs of students with disabilities.
- (5) The request for matriculation shall be submitted to the Committee by the contact person.
- (6) The decision of the Committee shall be taken within three days or such a period of time that enables the University to decide on the admission of the student participating in the foreign exchange programme in view of his/her special needs.
- (7) The cooperation agreement between Corvinus and the sending university for the exchange of students may, within the relevant legal framework, contain provisions that are different from those set out in the present Regulations:)

CLOSING PROVISIONS

14. §

- (1) The present Regulations were adopted by the Board of Trustees at its meeting of 18 August 2020.
- (2) The present Regulations shall enter into force on 1 September 2020, and at the same time the Rules on Equal Opportunities for Students with Disabilities adopted by the Senate at its meeting on 13 July 2015 as Senate Resolution SZ-123/2014/2015 (13.07.2015) shall be repealed.
- (3) The present Regulations shall constitute Chapter 5 of the Student Requirements System.

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