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Student Disciplinary and Compensation Regulations		

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Chapter I

GENERAL PROVISIONS

THE PURPOSE OF THE REGULATION

1.§

- (1) The purpose of creating the Student Disciplinary and Compensation Regulations (hereinafter: SDCR or Regulation) is to determine the disciplinary and compensation rules applicable to students, the scope of disciplinary offences, the disciplinary sanctions applicable, the rules of procedure in disciplinary and damages cases against students, and the rules of the division of competences between the persons and bodies acting in these cases, based on the authorisation of Act CCIV of 2011 on National Higher Education.


SCOPE OF THE REGULATION

2.§

- (1) The material scope of the SDCR covers disciplinary and compensation procedures initiated against students, as well as disciplinary procedures of second instance against students.
- (2) ¹ The personal scope of the SDCR applies to all persons covered by the scope of the Admission Regulation, the Study and Examination Regulations, the Doctoral (PhD) Regulation, the Regulation on Student Fees and Benefits, the Regulation ensuring equal academic opportunities for students with disabilities and the Regulation on Study Abroad (hereinafter together: student). In respect of pending procedures, the personal scope of the SDCR shall extend to persons whose student status was terminated if the act giving rise to the disciplinary procedure was committed during the period of student status and the disciplinary procedure was ordered before the termination of student status.
- (3) ²
- (4) The personal scope of the SDCR covers all persons, organisational units and bodies involved in student disciplinary and examination matters, as well as all lecturers, external lecturers, researchers, teachers and other staff involved in teaching and educational administration in any capacity in disciplinary and/or compensation proceedings.
- (5) The scope of the SDCR does not cover programmes delivered within the framework of adult education subject to Act LXXVII of 2013 on Adult Education.
- (6) The territorial scope of the present Regulations extends to all the places of delivery where the University offers programmes, furthermore to the University's dormitories. The territorial scope does not preclude the possibility of disciplinary procedures in cases where the act or omission giving rise to the disciplinary procedure is committed by the student outside the University premises (e.g. in rented dormitories).

¹ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

² Deleted by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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- (7) The higher education institution at which the student under investigation has student status is responsible for disciplinary and/or compensation procedures. If the student has student status at more than one higher education institution, the institution responsible for disciplinary and/or compensation procedures is the one where the student has breached his/her obligations and/or the one where the offence was committed.

RELATED DOCUMENTS

3.§


- (1) Enabling legislation for formulating the Regulations: Act CCIV of 2011 on National Higher Education (hereinafter Nftv).
- (2) Related legislation and internal regulatory documents:
- a) Act CCIV of 2011 on National Higher Education (hereinafter Nftv) Nftv).
 - b) Act CL of 2016 on General Public Administration Procedures (hereinafter: Ákr.),
 - c) Act C of 2012 on the Criminal Code (hereinafter: Btk.),
 - d) Act V of 2013 on the Civil Code (hereinafter: Ptk.).
 - e) Organisational and Operational Procedures (hereinafter: OOP)
 - f) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: SSP),
 - g) Rules of Procedure of the Student Disciplinary Committee, for second instance proceedings the Student Disciplinary Appeals Committee.

DEFINITIONS

4.§

- (1) Within the meaning of the SDCR:
- a) ³ disciplinary/compensation case file: all documents that have been filed in the logbook of the committee in charge of the disciplinary/compensation case and placed in its temporary registry, such as the document initiating the disciplinary/compensation case, i.e. the document initiating the disciplinary/compensation procedure and the documents sent as annexes thereto, the submissions of the student under investigation, the minutes taken at the hearing/meeting, the request for expert, the request for witness, the testimony of the witness, the expert statement, documentary evidence, photographic, sound and camera recordings;
 - b) damage caused by negligence: negligent damage is when the student foresees the possible consequences of his/her actions but heedlessly relies on their absence, or fails to foresee the possible consequences of his/her actions because he/she fails to exercise due care and attention;

³ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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- c) personal data: data as defined in the internal regulation on the rules of data processing;
 - d) expert: a person who, in the course of disciplinary and/or compensation procedures, is called upon by the disciplinary and/or compensation committee to give a professional opinion on a matter raised in the course of the evidentiary procedure, on the basis of his/her education, professional qualifications or other expertise, irrespective of whether he/she has a work-related legal relationship with the University;
 - e) wilful damage caused: damage is wilful if the student wants the consequences of his/her actions or acquiesces in them;
 - f) resolution taken by absolute majority: a resolution taken with the support of more than half of all members.
 - g) university citizen: the group of persons as defined in the OOP;
 - h) parties to the procedure: the whistleblower and the student under investigation ;
 - i) ⁴ whistleblower: a university citizen who initiates disciplinary procedures with the Vice-Rector for Student Affairs entitled to initiate the procedure, it being understood that the whistleblower may be the injured party, but is not necessarily the injured party;
 - j) injured party: the person whose rights or legitimate interests have been infringed or threatened by the alleged disciplinary offence; the injured party is not a party to the proceeding if he/she is not the whistleblower;
 - k) ⁵ student under investigation: the student against whom the Vice-Rector for Student Affairs has initiated proceedings;
 - l) the organisational unit responsible for the student's study administration: the organisational unit under the OOP that is responsible for the study administration of the student under investigation.
 - m) ⁶ hearing: A meeting of the Disciplinary Board to which persons other than its members have been summoned or are participating (in particular witness(es), student(s) under investigation) not including those assisting with the technical aspects of the proceedings.
 - n) ⁷ council meeting: All meetings that do not constitute a hearing
- (2) With regard to terms not defined in SDCR, the rules of the Btk. shall apply in disciplinary matters and the rules of the Ptk. in compensation matters.

⁴ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025


⁵ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

⁶ Introduced by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

⁷ Introduced by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

Student Disciplinary and Compensation Regulations**THE RULES OF THE DISCIPLINARY PROCEDURE****DISCIPLINARY OFFENCE****5.§**

- (1) A student commits a disciplinary offence if he/she negligently and materially breaches the obligations arising from his/her student status (including his/her dormitory status)..
- (2) The student's obligations arising from his/her student status are defined by law, the University's internal regulatory documents, in particular the Organisational and Operational Procedures, the Student Requirements, the house rules, the General Terms and Conditions, the Statutes of the University's Student Union (hereinafter: SU) and the PhD Students' Union, as well as the student's training contract. Obligations may also be set by the University's educational programme, the curriculum, the subject datasheet, an individual resolution concerning the student, as well as the student's lecturer.
- (3) The SDCR also applies if the student is guilty of a material breach of the obligations arising from his/her dormitory status (dormitory disciplinary offence).
- (4) Misconduct can take the form of both active conduct and omission (together referred to as conduct).
- (5) In particular, the student commits serious misconduct:
 - a) if the misconduct harms or endangers the lawful functioning of the University;
 - b) in the case of serious plagiarism;
 - c) if substitutes another person or is being substituted by another person during the evaluation of the student's performance; or uses an unauthorised aid or method, or otherwise breaches the rules governing the evaluation of student performance;
 - d) if he/she does not comply with the norms of social coexistence, his/her behaviour is contrary to the rules of community coexistence, e.g. if he/behaves in a manner that threatens or violates the health, physical integrity or human dignity of a lecturer, researcher - including external lecturers and researchers engaged under a contract - , other employees or students of the University, in particular harasses others, uses direct or indirect discrimination, unlawful segregation or retaliation;
 - e) breaches his/her duty of cooperation or engages in other misconduct that could restrict or impede the University's core activities, other activities specified in the Founding Charter or other normal activities or operations, or seriously and repeatedly damages or endangers the University's reputation, economic interests;
 - f) if, in his or her capacity as a student or beyond that, he or she engages in conduct which is not a specific misconduct but which is particularly unbecoming of a student, or seriously or repeatedly damages or endangers the reputation of the University by his/her conduct.
- (6) In addition to the provisions of subsection (5), a student holding an office in the SU or the PhD Students' Union (hereinafter referred to as a student union office holder) commits a serious misconduct if he/she:


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- a) breaches the confidentiality relating to his/her office or membership;
 - b) violates the conflict of interest rules set forth in the Nftv. and/or the statutes of the SU or PhD Students' Union, and does not eliminate the conflict of interest within the deadline set forth in the Rector's notice of termination;
 - c) does not immediately report serious misconduct of which he/she becomes aware to the person entitled to initiate disciplinary procedures;
 - d) exceeds the competence of his/her office or otherwise abuses his/her position, if the Supervisory Committee of the SU or PhD Students' Union did not initiate a procedure within the relevant time limit or if such procedure is not suitable to penalise the act that was committed.
- (7) Under the SDCR an office-holder of the student union abuses his/her office for the purpose of obtaining an undue advantage or causing an undue disadvantage if he/she :
- a) exceeds the competence conferred on him by his office, or
 - b) otherwise abuses his/her position.
- (8) A student is guilty of breaching his/her obligations if the misconduct is committed intentionally or negligently.
- (9) Under the SDCR, regardless of how the post is filled, the nature of the mandate (e.g. election, delegation, co-option) and the duration of the mandate, every person shall be regarded as a student union office-holder who:
- a) is defined as such in the statutes of the SU or PhD Students' Union,
 - b) replaces a student union office-holder in that capacity, and
 - c) even without being referenced in paragraph a), any mandate in the context of which the student acts to protect student interests at the request of anybody or leader of the SU or PhD Students' Union.
- (10) Any misconduct that is subject to adverse consequences under the Student Requirements (absence from compulsory sessions, absence from student performance evaluation, etc.) is not considered a disciplinary offence.


DISCIPLINARY SANCTIONS, MEASURES

6.§

- (1) In the case of disciplinary offences, disciplinary sanctions may be imposed on students under a disciplinary procedure.
- (2) The following disciplinary sanctions may be imposed:
- a) reprimand,
 - b) stern reprimand,
 - c) reduction or withdrawal of the benefits and allowances specified in the Regulations on Student Fees and Benefits (hereinafter: RSFB), for a period that shall not exceed six months,

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- d) temporary prohibition from the continuation of studies, the period of which shall not exceed two semesters,
 - e) exclusion from the University.
- (3) The disciplinary decision shall lay down the duration of the disciplinary sanction provided for in subsection 2(c) and (d) as well as the rate of the reduction of the benefit or allowance.
- (4) The duration of prohibition provided for in subsection 2(d) shall be defined by precisely indicating the academic semesters concerned.
- (5) The social aid provided for in the RSFB may not be withdrawn as a disciplinary sanction.
- (6) If the student pursues studies in more than one programme, the disciplinary sanctions provided for in subsection 2(d) and (e) shall apply to all programmes.
- (7) The application of the disciplinary sanctions provided for in paragraphs (d) and (e) of subsection (2) shall entail the permanent or temporary withdrawal of the benefits and allowances associated with the student status. The student's status shall be suspended during the period of the application of the disciplinary sanction provided for in subsection 2 (d).
- (8) Disciplinary sanctions shall be imposed by taking into account all circumstances of the act, in particular the injured, the consequences, recurrence of the offence, and the gravity of the act committed, in such a manner that the imposed sanction should be aligned with the gravity of the act committed, the degree of the student's offence as well as any mitigating or aggravating circumstances.
- (9) The disciplinary sanction is not influenced by the student's academic performance.
- (10) If a disciplinary offence referred to in paragraph c) of Section 5(5) is definitively established, the result of the examination affected by the offence must be marked 'invalid' and the entry must state that the reason for the grade is a definitive ethical or disciplinary offence. Examination papers may not be marked with a fail grade due to a disciplinary offence.
- (11) In the case of a disciplinary offence committed in a dormitory, the disciplinary sanctions provided for in subsection (2) are extended to include the following possibilities:
- a) suspension from residence for a limited period of time, up to a maximum of one academic semester, it being understood that the duration of the suspension is to be determined in weeks and the student may not be expelled from the dormitory for the weeks of the examination period;
 - b) exclusion from the dormitory.
- (12) In the case of applying the disciplinary sanctions pursuant to subsection (11)b), the student may be admitted to the University's dormitory at the earliest after one academic year from the last day of the academic year in which the sanction was imposed.
- (13) The University's internal regulatory documents, in particular the Organisational and Operational Procedures and the Student Requirements, may attach other adverse legal consequences (e.g. entitlement to scholarships, membership in governing bodies) to a disciplinary offence that has been finally established.

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- (14) Instead of imposing a disciplinary sanction, a warning may be used - and the procedure terminated - if the misconduct is of minor gravity in view of all the circumstances of the case, in particular the student's person, the motive for the act and the manner in which it was committed, and if the protection of academic order and discipline and the deterrence of the student concerned and others from misconduct can be achieved through a warning. A warning is an expression of the University's disapproval and a reminder to the student concerned that his/her conduct is incorrect and he/she should refrain from any future action that may give rise to disciplinary procedures.

EXEMPTING STUDENTS FROM THE ADVERSE CONSEQUENCES OF THE SANCTION

7.§

- (1) The student is exempt from the adverse legal consequences of the disciplinary sanction:
 - a) in the case of the application of paragraphs a) to b) of subsection (2) of Section 6, on the date on which the resolution becomes definitive;
 - b) in the case of the application of paragraphs c) to d) of subsection (2) of Section 6 and paragraph a) of subsection (11) of Section 6, after the expiry of the period specified in the resolution;
 - c) in case of the application of paragraph e) of Section 6 (2) and paragraph (b) of Section 6 (11), two (2) years after the date on which the resolution becomes definitive.
- (2) The student may, taking into account circumstances deserving consideration, apply for early exemption from the adverse consequences of the disciplinary sanction specified in the resolution, in the cases referred to in paragraph b) of subsection (1), from the date on which the resolution becomes final, or, in the case of a judicial challenge, from the date of the resolution declaring the resolution enforceable.
- (3) The student may, taking into account circumstances deserving consideration, apply for exemption from the adverse consequences of the disciplinary sanction in cases referred to in Section (1)(c) after one (1) year from the date on which the resolution becomes definitive, or, in the case of a judicial challenge, after the date of the decision declaring the resolution enforceable.
- (4) The exemption procedure is the competence of the Student Disciplinary Committee. The provisions of the SDCR shall apply mutatis mutandis to the proceedings of the SDC
- (5) ⁸ An appeal against the rejection of a request for exemption on the grounds of equity may be lodged with the Vice-Rector for Student Affairs within fifteen (15) days of receipt of the resolution. The appeal must be submitted to Chairperson of the SDC. The provisions of Section 25 shall apply to examining legal remedy requests.
- (6) In the event of exemption, the disciplinary resolution must be deleted from the register. The deletion is done by recording the fact and date of the exemption on the decision placed in the filing books.

⁸ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025


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PERSONS AND BODIES ACTING IN THE DISCIPLINARY CASE

8.§⁹

- (1) Persons and bodies involved in disciplinary procedures:
 - a) the person authorised to order disciplinary procedures, i.e. the Vice-Rector for Student Affairs,
 - b) the disciplinary body of first instance, the Student Disciplinary Committee (hereinafter: SDC),
 - c) the disciplinary body of second instance, the Student Disciplinary Appeals Committee (hereinafter: SDAC),
 - d) an external legal expert under the SDC resolution,
 - e) the keeper of the minutes.
- (2) The official e-mail address of the SDC: hfb@uni-corvinus.hu, the official e-mail address of the MHFB is mhfb@uni-corvinus.hu.
- (3) Disciplinary powers at first instance is exercised by the Student Disciplinary Committee. The SDC shall consist of six (6) members (including the Chairperson), four (4) of whom shall be employees of the University and two (2) shall be representatives of SU. In the event of disciplinary procedures against a student pursuing doctoral studies, one (1) student member shall be a delegate of the PhD Students' Union. At least two (2) of its employee-members shall be lawyers by qualification [of which at least one (1) is employed as a lecturer/researcher/teacher], the other two members being employed as lecturers/researchers/teachers. Employee members are invited by the Vice-Rector for Student Affairs. The student members shall be appointed in accordance with the Statutes of SU. The chairperson is appointed by the Vice-Rector for Student Affairs from among the elected members. The President of SU shall notify the Vice-Rector for Student Affairs of the delegated student members.
- (4) Disciplinary rights at the second instance are exercised by the Student Disciplinary Appeals Committee. The SDAC is composed of six (6) members (including the Chairperson), four (4) of whom are employees of the University and two (2) are representatives of the SU. In the event of disciplinary procedures against a student pursuing doctoral studies, one (1) student member shall be a delegate of the PhD Students' Union. At least two (2) of its employee-members shall be lawyers by qualification [of which at least one (1) is employed as a lecturer/researcher/teacher], the other two members being employed as lecturers/researchers/teachers. Employee members are invited by the Vice-Rector for Student Affairs. The student members shall be appointed in accordance with the Statutes of SU. The chairperson is appointed by the Vice-Rector for Student Affairs from among the elected members. The President of SU shall notify the Vice-Rector for Student Affairs of the delegated student members.
- (5) The minutes of the SDC and the SDAC (hereinafter referred to as the Committees) shall be kept by the designated staff member of Legal and Procurement Services (hereinafter

⁹ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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referred to as the: LARS) in agreement with the chairpersons of the committees. The keeper of the minutes is not a member of the committees. The keeper of the minutes is responsible for the administrative and document management tasks related to the operation of student disciplinary committees.

- (6) The following persons may not participate in committees on grounds of bias:
- whose rights or legitimate interests are affected by the case, a person who initiated the procedure, the student's representative, a person who testified in the case or acted as an expert;
 - a family member of the person subject to the disciplinary procedure (a direct line relative, his or her spouse or domestic partner, adopted, step or foster child, adoptive, step or foster parent, sibling, spouse or domestic partner of a sibling, a spouse or domestic partner, spouse's or domestic partner's direct relative or sibling);
 - who cannot be expected to give an objective assessment of the case for other reasons.
- (7) The student under investigation may raise an objection of bias. The Vice-Rector for Student Affairs shall take a decision in matters of bias and exclusion, as well as the appointment of a new member/ new members.
- (8) The language of the procedure shall be Hungarian, except when the student under investigation requests it to be conducted in the language of the programme.

ORDERING A DISCIPLINARY PROCEDURE

9.§¹⁰


- Disciplinary procedures may be initiated on the basis of a notification, too, or if the Vice-Rector for Student Affairs or any member of the Student Disciplinary Committee officially becomes aware of a case.
- Any university citizen may report a reasonable suspicion of a disciplinary offence, except in the case of suspected act of plagiarism, when only the Ethics Committee may initiate procedures. The notification is expected primarily from the person who has directly noticed the suspected disciplinary offence (e.g. the lecturer in the case of cheating at an exam or behaviour during a class or during a break that constitutes a disciplinary offence) or, in the case of suspected disciplinary offences committed by several persons (e.g. mass examination cheating), from the study programme leader or, in the case of suspected disciplinary offences committed in a dormitory, from the head of the given dormitory. With the notification, the university citizen initiates a disciplinary procedure with the Vice-Rector for Student Affairs. The notifying university citizen has the status of whistleblower in the procedure. Disciplinary procedures may not be ordered on a notice from an anonymous or unidentified whistleblower.
- The notification may be made in paper or electronic form to the person entitled to initiate disciplinary procedures. An original signature or at least an advanced electronic signature shall be affixed to the notification. The notification must include the name of the student,

¹⁰ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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and if known to the whistleblower, primarily his/her Neptun code or other personal data, against whom the whistleblower initiates the disciplinary procedure. In addition, all available evidence of committing the disciplinary offence must be attached to the notification and sent to the office e-mail address of the Vice-Rector for Student Affairs. The original copy of the notification shall be filed with the Vice-Rector for Student Affairs and placed in the Vice-Rector for Student Affairs's Registry.

- (4) If the Vice Rector for Student Affairs has reasonable grounds, based on the notification, to suspect that a disciplinary offence has been committed, he/she shall order the disciplinary procedure within fifteen (15) days of the date of becoming aware of the offence.
- (5) The date of becoming aware of the offence shall be the date on which the paper-based document with original signature or the electronically signed document is received at the office address/office e-mail address of the Vice Rector for Student Affairs.
- (6) Disciplinary procedures may not be ordered if five (5) months have elapsed since the disciplinary offence was committed and/or fifteen (15) days have elapsed since the date of becoming aware of the offence.
- (7) It is mandatory to order a disciplinary procedure if it is initiated by the student against himself/herself. In this case, subsection 6 shall not apply.
- (8) There is no need to order the procedure if it is repeated on the basis of a decision by the SDAC or a court. In this case, subsection (6) shall not apply.
- (9) The procedure must be ordered in a document bearing an original signature or at least an advanced electronic signature and filed with the Vice Rector for Student Affairs. The original copy of the ordering document, together with the available evidence, must be sent to the SDC and a copy must be deposited in the Registry of the Vice-Rector for Student Affairs. In the case of an electronic document, the notification must be sent from the office e-mail address of the Vice-Rector for Student Affairs.
- (10) The initiation of disciplinary procedures is not affected by the student's academic performance.
- (11) If the Vice-Rector for Student Affairs considers that there is no reasonable suspicion of a disciplinary offence (e.g. because there is no evidence or the act in his/her view is not a disciplinary offence) or that the offence is of such minor gravity that a warning under these Regulations is most probably appropriate, he/she shall refuse to impose disciplinary procedures.
- (12) The decision on the notification shall be communicated to the SDC by sending the document ordering the procedure or refusing to order it. In the case of an electronic document, the notification must be sent from the office e-mail address of the Vice-Rector for Student Affairs.
- (13) The SDC shall be responsible for students' disciplinary cases at first instance.
- (14) The Vice Rector for Student Affairs shall not notify the student under investigation and the whistleblower of the disciplinary procedure separately. The whistleblower and the student under investigation shall be notified by the SDC.

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RIGHTS OF THE STUDENT UNDER INVESTIGATION

10.§

- (1) During the disciplinary procedure, the student under investigation is entitled to use the language of the programme, both orally and in writing, with the interpretation being provided by the University.
- (2) The student who is subject to a disciplinary hearing is entitled to:
 - a) give an uninterrupted presentation of his/her position on the case in front of the SDC;
 - b) ¹¹ attend the hearing of the whistleblower, the witnesses, experts, and put questions to the witnesses, experts at the trial;
 - c) inspect, take a copy of and take notes on the documents of the procedure at the venue where the case file is kept, at a time agreed in advance with the Chairperson;
 - d) ¹² to submit a request for evidence to the SDC, and the SDC shall discuss the request at a council meeting and make a resolution about it.
- (3) In disciplinary procedures, the student may exercise his/her rights through a representative (including a legal representative). The representative's authorisation must be recorded in an authentic instrument or private document of full probative force. If the student exercises his/her rights through a representative, the student may be present at the procedural steps, but the rights to which the student is entitled under these Regulations may be exercised by the representative, and the obligations of the Committee towards the student must be fulfilled towards the representative. This does not prevent the SDC from asking questions of the student under investigation and the student from requesting the floor.

THE RIGHTS OF THE WHISTLEBLOWER

11.§

- (1) The whistleblower has the right to
 - a) give an uninterrupted presentation of his/her position on the case in front of the SDC;
 - b) to submit a request for evidence to the SDC.


DEADLINES

12.§

- (1) The disciplinary procedure, including the delivery of the disciplinary resolution to the student under investigation, shall be completed within sixty (60) days, if all the circumstances of the case, in particular the facts of the case, the scope, number and nature of the evidence so permit, it being understood that the disciplinary procedure may not exceed ninety (90) days. A procedure repeated on the decision of the SDAC or a court qualifies as a new procedure, with the time limit for administration starting again.

¹¹ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

¹² Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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- (2) ¹³ The time limit for administration starts on the day following the date of receipt by the SDC Chairperson of the decision of the Vice-Rector for Student Affairs ordering the disciplinary procedure. If the Vice-Rector for Student Affairs sends the decision ordering the disciplinary procedure by e-mail, the time limit for administration starts on the day following the date on which the e-mail arrives at the office e-mail address of the SDC (hfb@uni-corvinus.hu).
- (3) ¹⁴ If a new member or members, or a new committee, is or are to be appointed as a result of exclusion, the time limit for administration shall begin on the day following the day on which the expelled member or, in the case of several members, all members have received the mandate, or, in the case of the appointment of a new chairperson and/or committee, the day on which the new chairperson of the committee or the chairperson of the new committee receives the decision of the Vice-Rector for Student Affairs on ordering the disciplinary procedure. If the decision of the Vice-Rector for Student Affairs ordering the disciplinary procedure is sent by e-mail, the time limit for administration starts on the day following the date on which the e-mail arrives at the office e-mail address of the SDC (nfb@uni-corvinus.hu).
- (4) ¹⁵ The period of suspension pursuant to Section 13 and the period of adjournment pursuant to Section 20 (3) shall not be counted towards the time limit prescribed for administration.
- (5) The time limit for administration does not include the period between the date of sending any notice or resolution to the student under investigation with regard to the disciplinary hearing and the day on which delivery was attempted, if, in the case of a proper notification, the student under investigation does not receive the document for any reason other than refusal to accept it.
- (6) ¹⁶ The period during which administration at university level is suspended (i.e. the period of university shutdown) shall not be included in the time limit for administration, nor the period when a person outside the university has to be found, and the time spent with that (the time between contacting the person and his/her appearance), but maximum 30 days in each case.

SUSPENSION, LIMITATION PERIOD

13.§

- (1) If there is reasonable suspicion of a criminal offence on the basis of the notification, the SDC shall hand over an original of any information, documents or other evidence at its disposal to the Head of Legal and Procurement Services in order to file a complaint.
- (2) ¹⁷ If, in the opinion of LARS, there are reasonable grounds for suspecting a criminal offence, and that is not a criminal offence subject to private action, LARS will contact the


¹³ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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¹⁵ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

¹⁶ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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competent authority, otherwise it will refrain from reporting the offence and will immediately inform the SDC in order to decide whether to continue or suspend the disciplinary procedure.

- (3) (3)¹⁸ If the student under investigation has been the subject of misdemeanour or a criminal procedure in the same case, the SDC may suspend the disciplinary procedure until the misdemeanour or criminal procedure has been finally concluded, if that is advantageous for the clarification of facts or because of other circumstances. The suspension may be interrupted at any time, in particular in order to avoid a disproportionate prolongation of the case.
- (4) The suspension of the disciplinary procedure shall interrupt the limitation period.
- (5) It is not necessary to report the offence and the ordered suspension may be lifted if it becomes obvious that the facts can be clearly established.
- (6) The procedure shall also be suspended, at the most until the obstacle is removed, if the student under investigation cannot attend the hearing without any fault on his/her part, and the student announces his/her intention to attend the hearing or is unable to do so without any fault on his/her part.
- (7) The procedure shall not be suspended in the circumstances set out in subsection (6) if the SDC believes that the conditions for the termination of the procedure or for issuing a warning pursuant to subsection (14) of Section 6 are met.
- (8) The period of suspension of the disciplinary procedure does not count towards the time limit for administration.
- (9) Suspension for misdemeanour or criminal procedure shall end on the day following the date on which the Chairperson of the SDC receives official notification of the final conclusion of the misdemeanour or criminal procedure, and in case the student is prevented from attending, when the Chairperson of the SDC receives official notification of the end of the student's incapacity to attend or when the student requests that the procedure to be conducted in absentia, and if it becomes clear subsequently that a warning or termination is appropriate.
- (10) Within one working day, the SDC notifies the student under investigation of the suspension and its termination by registered post with acknowledgement of receipt or personal delivery in the case of a paper-based decision, or via e-mail in the case of a decision issued in an electronic form, as well as informs the head of the organisational unit responsible for the student's study administration and the person initiating the case.
- (11) Any procedural step taken against the student by the SDC for a disciplinary offence (ordering disciplinary procedure, summons, hearing, etc.) shall interrupt the limitation period. The limitation period recommences on the day of the interruption.


¹⁸ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

Student Disciplinary and Compensation Regulations**MERGING PROCEDURES****14.§**

- (1) When a student is subject to more than one procedures, the SDC may decide to merge the cases if the facts are directly and closely related and it is not possible to separate the cases.
- (2) If the SDC determines from the case file that a merger is appropriate, it may notify the student under investigation thereof in writing in the invitation to the hearing of the merged procedure. In this case, the first hearing can already be held as a joint hearing.
- (3) The student may submit a reasoned objection to the merger in his/her reply. The SDC will take a decision with regard to the objection. The rejection of an objection may not be challenged in a separate appeal, but may be challenged by an appeal against the resolution closing the case.
- (4) In the event of merging procedures, all students subject to the joint procedure shall have the right to access the entire file of the joint procedure, to be present at all the procedural steps of the joint procedure, subject to the general limitations set out in these Regulations.

INTERIM MEASURES**15.§**


- (1) In justified cases, and in particular with regard to the nature and seriousness of the disciplinary offence, the person entitled to order the disciplinary procedure may, at the time of ordering the disciplinary procedure, order the student to follow a special course of study as an interim measure, and may also ban the student from attending certain classes, from registering for examinations, from taking examinations, may suspend the evaluation of student performance, the recording of marks in Neptun and other means of communicating them to the student, of which the student subject to the disciplinary procedure, the initiator of the procedure, the head of the organisational unit that is in charge of the student's study administration and the SDC shall be informed.
- (2) Once the disciplinary procedure has been ordered, the SDC is entitled to order interim measures until the disciplinary resolution becomes definitive
- (3) The competent head of the organisational unit responsible for the student's study administration will ensure that the interim measure is recorded in Neptun.
- (4) In justified cases, the interim measure may be lifted by the SDC in the course of the procedure.
- (5) The interim measure cannot be challenged in a separate appeal, but may be challenged by filing a legal remedy request against the decision closing the case.
- (6) If the disciplinary procedure does not end with expulsion or suspension from further studies, the student must be given the opportunity to make up for any examinations and other subjects missed as a result of the interim measure as soon as possible without suffering any disadvantage.

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APPLICATION FOR JUSTIFICATION

16.§

- (1) If the student under investigation or the whistleblower has missed a deadline or a delivery date set by the SDC without any fault on his/her part, an application for justification is required.
- (2) The application for justification may be submitted within eight (8) days of the last day of the missed deadline or the missed delivery date. If the omission comes to the knowledge of the defaulter later or the obstacle is removed later, the deadline for submitting the application for justification shall begin to run on the date that the defaulter becomes aware of the omission and/or the obstacle is removed, it being understood that the application for justification may be submitted within a maximum of forty-five (45) days.
- (3) The application for justification must state the reason for the failure to comply and the circumstances that support the probability of being innocent in failure. The omitted act must also be made up at the time of submitting an application for justification. No further application for justification shall be allowed if the deadline of the procedural act repeated on the basis of the application for justification is missed.
- (4) The application for justification must be given equitable treatment.
- (5) The application for justification shall not have suspensory effect on the continuation of the procedure and/or the enforcement of the resolution. If the application for justification supports the probability of being innocent in failure and that the omitted act has been or will be remedied, the procedural act or the enforcement of the resolution may be suspended.
- (6) The SDC shall take a decision on the application for justification. If the deadline for appeals is missed, the SDAC shall take a decision on the application for justification.
- (7) The application for justification shall be rejected without examining the merits if:
 - a) the application is late,
 - b) in the event of failure to comply with a deadline, the person applying for justification has not remedied the omitted act when submitting the application, although this was possible.
- (8) If the SDC accepts the application for justification, the act remedied by the party in default shall be deemed to have been performed within the missed deadline, and the procedural act performed on the missed delivery date shall be repeated within the required framework. A decision on either the maintenance in force or the total or partial annulment of the previous procedural act or resolution should also be taken in the light of the outcome of the repeated procedure.
- (9) The rejection of an application for justification may not be challenged in a separate appeal but may be challenged by an appeal against the resolution closing the case.

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CLARIFYING THE FACTS

17.§

- (1) ¹⁹ If the student under investigation admits to the disciplinary offence at the hearing or in writing, the need for evidence or further evidence may be waived, except when the SDC has a reason to question the truth content of the confession.
- (2) If the offence is not admitted, evidence must be obtained to clarify the facts.
- (3) The student under investigation and the whistleblower may both request evidence to be provided, and this may also be ordered by the SDC ex officio.
- (4) Any means, method or procedure which is likely to establish the facts on which the procedure is based may be used as evidence. Means of evidence include, in particular, the statement of the student under investigation, the statement of the whistleblower, witness testimony, documentary evidence, photographs, audio recordings, camera recordings, as well as inspection, attempt at demonstration and confrontation.
- (5) The SDC may request photographs and/or audio recordings and/or camera recordings from the data controller organisational unit at the request of the student under investigation, the whistleblower, witness, expert or ex officio. In connection with the disciplinary case, no-one other than the SDC is entitled to request photographs or audio recordings. The competent organisational unit will respond to the SDC's request as soon as possible. Photographs, audio recordings and camera recordings may be processed in accordance with the internal regulatory document on the rules of data processing and in compliance with national and EU data protection rules.
- (6) The following persons may not be heard as witnesses:
 - a) who cannot be expected to provide meaningful evidence;
 - b) in the case of facts constituting protected information, who has not received a waiver of confidentiality from the body or person entitled to grant it.
- (7) Testimony may be refused if:
 - a) the witness is a relative of the student under investigation;
 - b) the witness would accuse himself/herself or a relative of committing a criminal offence.
- (8) If the SDC considers it necessary to hear a witness and decides to do so, the person to be heard as a witness must comply with the obligation to give evidence. Failure to do so constitutes misconduct.
- (9) ²⁰ Where appropriate, the Committee may decide to assign an expert, who shall be invited in writing by the chairman of the Committee. Any person who is excluded from Committee membership, who is not allowed to be heard as a witness or who may refuse to give evidence may not act as an expert. The expert's opinion can be given orally at a council meeting or in the form of a written expert opinion.

¹⁹ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

²⁰ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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- (10) If the testimony by the witness contradicts the statement of the student under investigation or the testimony of other witnesses, an attempt to clarify this should be made - if necessary - by confrontation.

RESTRICTED DATA HANDLING

18.§

- (1) Upon a reasoned request to that effect, the SDC shall order the identification data and address of the witness, expert or person who initiated the procedure to be handled in a restricted manner, if the person making the request for restricted data handling deems it likely that he/she will suffer serious adverse consequences as a result of his or her intervention in the proceedings. The decision shall be notified only to the applicant.
- (2) The SDC will keep the natural person's identification data and address separate among the documents of the case and will handle them in a restricted manner. The SDC shall ensure that the data handled in a restricted manner are not disclosed during the procedural steps.
- (3) ²¹ Only the SDC, the keeper of the minutes, the Rector, the Vice-Rector for Student Affairs, as well as the SDAC and the court hearing the judicial review may have access to data handled in a restricted manner.
- (4) In order to ensure the right of access to the file, the SDC shall draw up an extract from the file generated in the course of the procedure in accordance with the content and format requirements laid down by law, in such a way that no conclusions may be drawn therefrom as to the identity of the person specified in subsection (1).

INVITATION TO THE DISCIPLINARY HEARING

19.§


- (1) ²² At least one hearing must be held during the disciplinary procedure.
- (2) ²³ The hearing of the student under investigation and the whistleblower shall be held by the SDC during the session if:
 - a) the student, the whistleblower so requests or
 - b) the hearing of the student, whistleblower is deemed necessary by the SDC in order to clarify the facts.
- (3) If the student under investigation and/or the whistleblower requests a hearing and the hearing has been granted by the SDC, the student and/or the whistleblower may request a further hearing up to a maximum of two (2) times.
- (4) ²⁴ The SDC shall hear the witnesses and experts during the hearing or shall request a written statement.

²¹ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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- (5) ²⁵ In the invitation, the student under investigation and the whistleblower must be advised that he or she has the right to:
- a) stay away from the session,
 - b) submit a signed and dated defence, statement in writing by post or in person, or in the case of an electronic document, via the single digital gateway, or electronically in the form of an electronic copy of a paper document, from his/her e-mail address registered in Neptun, and
 - c) the student under investigation may exercise his/her rights in the procedure through a representative, too, on the basis of a duly completed power of attorney.
- (6) ²⁶ The SDC shall send the invitation to the student by registered post with acknowledgement of receipt or by personal delivery in the case of orders issued as paper-based documents, or by e-mail in the case of orders issued as electronic documents. The e-mail should be sent to the student's e-mail address registered in Neptun. In the case of an electronic document, the notification must be sent from the official e-mail address of the SDC (hfb@uni-corvinus.hu).
- (7) An invitation sent by e-mail shall be deemed to have been delivered on the day following its dispatch.
- (8) If the delivery of an invitation sent by registered post with acknowledgement of receipt fails because the student or his/her authorised representative declares that he/she will not accept the mail ("refused to accept") or refuses to sign the statement about the delivery of the verbal invitation, the invitation is deemed to have been delivered on the day of the attempted delivery.
- (9) If the invitation is returned marked "not collected", it shall be deemed to have been delivered on the fifth (5th) working day following the second attempt at postal delivery, unless proven otherwise.
- (10) ²⁷ If a registered post with acknowledgement of receipt is returned marked "addressee unknown", "addressee moved" or "address not identifiable", the Chair of the SDC will request the authority for personal data and address registration to communicate the student's address, postal address or other personal data necessary for forwarding the letter and will newly attempt delivery with the new data. If the letter cannot be forwarded to the address provided by the authority for personal data and address registration, the SDC will not make any further inquiries. If the authority for personal data and address registration is unable to provide an address or if the registered post with acknowledgement of receipt is returned from the address(es) provided by the authority marked "not collected", "addressee unknown", "addressee moved" or "deficient address", the document shall be deemed to have been served on the fifth (5) working day following the date of the attempted service.

²⁵ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

²⁶ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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- (11) The student under investigation may put forward an objection to service within fifteen (15) days of becoming aware of the fact, but not later than forty-five (45) days of the notification, if he/she becomes aware that the document sent to him/her is considered as served by the SDC. The student has the right to put forward an objection to service if the delivery was not carried out properly, he/she was unable to receive the letter without any fault on his/her part or if the letter was accepted by another person. The objection must set out the facts and circumstances that prove the irregularity of the service or that support the probability of absence of own fault. If the SDC upholds the objection, the rules applicable to applications for justification shall apply. The objection shall be considered by the Committee which issued the document to be delivered. No further appeal shall lie against the ruling on the objection.
- (12)²⁸ Three (3) working days prior to the date of the hearing, the student under investigation may request to have the hearing adjourned once (1) by a maximum of eight (8) working days. The period of adjournment does not count towards the time limit for the administration.

THE DISCIPLINARY HEARING


20.§

- (1) ²⁹ Disciplinary hearings or council meetings may be held in person at the University's training locations, online using Microsoft Teams, or in a hybrid format where individual members of the committee and/or the student under investigation or the representative acting on his/her behalf and/or the witness(es) and/or the expert(s) and/or the whistleblower participate in online form. The chairman of the acting committee shall decide on the method of participation of the participants in the disciplinary procedure, taking into account the fact that a person required to participate cannot, for good cause, comply with the prescribed method of participation. The SDC may decide, in justified cases, considering the weight and/or the special nature of the issue, to invite an external legal expert to the hearing, who is entitled to ask questions of the participants, to participate in the hearing, to assist and support the work of the SDC with his/her expertise. The external legal expert may also attend a meeting of the committee
- (2) ³⁰ If the student under investigation or the representative acting in his/her stead fails to appear despite having been duly notified, but requested in a signed and dated request delivered by post or in person, or in the case of an electronic document, via the single digital gateway or, in the case of a paper document, in the form of an electronic copy of the document, electronically submitted from his/her e-mail address registered in Neptun, that the meeting be held in his/her absence, and the SDC decides that the meeting may be held in the absence of the student, the SDC shall hold the meeting, hear the witnesses and experts present and discuss the merits of the case. If the SDC decides that a personal interview with the student under investigation is necessary to decide on the merits of the case, it shall postpone the meeting and invite the student or the representative acting in

²⁸ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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³⁰ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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his/her stead to the repeated meeting and may hear the witness or expert at its own discretion or postpone their hearing as well.

- (3) ³¹ If the student under investigation is absent despite proper notification, the SDC may decide to discuss the merits at the meeting or to postpone the meeting. If the SDC decides that a personal interview with the student is necessary for the merits of the case, it shall postpone the meeting and invite the student or the representative acting in his/her stead to the repeated meeting. If the student under investigation or the representative acting in his/her stead fails to appear despite due notification, and the SDC decides that the meeting may be held in the absence of the student, the SDC shall hold the meeting, hear the witnesses and experts present and discuss the merits of the case.
- (4) ³² If the proper notification of the student under investigation or the representative acting in his/her stead cannot be established before the start of the meeting, the SDC may decide that the meeting may be held in the absence of the student. In such a case, the SDC shall hold the meeting, hear the witnesses and experts present, and discuss the merits of the case. If the SDC has held the meeting and it is established, on the basis of the returned acknowledgement of receipt or otherwise, that the notification was not in order, the meeting shall be repeated within the necessary framework; a resolution on either the maintenance in force or the total or partial annulment of the previous procedural act or resolution should also be taken in the light of the outcome of the repeated procedure. If the SDC finds that the notification was in order, the provisions on omission shall apply. If the SDC decides to postpone the meeting, it shall set a new deadline for the postponed meeting, to which it may invite orally the witnesses and experts present.
- (5) ³³ In case of quorum, and if there are no obstacles to holding the meeting, the chairperson of the SDC shall, after taking stock of the student, his/her representative, witness and expert present, verify the identity of the persons present, and in case of representation, the appropriate proof of the powers of representation. If the representative cannot prove his/her powers of representation, he/she may not act. In this case, the consequences of absence despite proper notification will apply.
- (6) In order to clarify the facts, the student under investigation should be heard first, then, if requested by the whistleblower and/or found necessary by the SDC, the whistleblower.
- (7) The hearing should continue with hearing witnesses and then experts.
- (8) When hearing witnesses and experts, the witness must be asked whether he or she is interested or biased in the case and warned of his/her obligation to tell the truth as well as of the criminal consequences of perjury.
- (9) ³⁴ Witnesses and experts are not allowed to be present during the hearing of a student under investigation. During the hearing of witnesses and experts, the student under investigation may be present, except when the witness testifies about protected information or if the SDC ordered the confidential management of the witness's

³¹ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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³⁴ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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identification data and address, and no other witness or expert may be present. In a merged disciplinary procedure, at the hearing of the student under investigation, the other persons under investigation may also be present. The student under investigation may be ordered to leave the meeting room at the request of a witness or by the chairperson of the SDC acting ex officio, while the injured party, the witness or other students subject to the joint disciplinary procedure are heard, if the behaviour or presence of the student under investigation disturbs or would disturb the hearing of these persons. If any participant in the proceedings disrupts a meeting or a hearing, the chairperson shall first warn the disrupter and, in the event of repeated disorder, shall order him/her to leave the meeting or hearing, failing which the meeting or hearing may be moved to another venue immediately.

THE DISCIPLINARY RESOLUTION**21.§**


- (1) ³⁵ The SDC shall take its decision in a closed session, in the presence of the members and the keeper of the minutes only and shall record its decision in a resolution within 15 days following the meeting at the latest.
- (2) The SDC takes its resolutions by an absolute majority.
- (3) ³⁶ The SDC may base its resolution only on evidence directly examined at its meeting. Facts not proven cannot be assessed against the student under investigation. If a student's request for evidence is rejected, the reasons for the rejection must be stated in the disciplinary resolution, unless it is established that the student has not committed a disciplinary offence.
- (4) The SDC's resolution on the merits may be:
 - a) a resolution ordering a disciplinary sanction,
 - b) a resolution issuing a warning,
 - c) a resolution terminating the disciplinary procedure.
- (5) A resolution imposing a sanction shall be taken if the SDC finds that the student under investigation has committed a disciplinary offence and therefore considers it necessary to impose a disciplinary sanction.
- (6) The SDC will take a resolution to terminate the procedure if:
 - a) the student's fault cannot be established,
 - b) the disciplinary offence cannot be proved,
 - c) the act committed is not a disciplinary offence or was not committed by the student under investigation,
 - d) the disciplinary offence has lapsed,

³⁵ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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- e) the act on which the procedure is based has already been finally disposed of by disciplinary procedures,
 - f) it applies a warning rather than a disciplinary sanction.
- (7) The introductory part of the resolution must indicate the case number, the resolution number, the name of the University and the acting committee, as well as the place and time of the disciplinary hearing.
- (8) The operative part of the resolution imposing the sanction must include:
- a) the name of the student subject to disciplinary action, the programme of study (in case the student participated in more than one programme simultaneously, the programme concerned by the disciplinary offence), his/her Neptun code, permanent address or place of stay;
 - b) the name of the disciplinary offence committed;
 - c) the disciplinary sanction applied and other measures relating to it;
 - d) the provisions on legal remedies.
- (9) There is no need to refer to the possibility of an appeal if the right of appeal has been waived by the persons who would be entitled to it.
- (10) In the event of the application of interim measures, the disciplinary resolution shall provide for the provisions of Section 16 (6).
- (11) The reasons for the resolution imposing the penalty must include concise information on:
- a) the facts established;
 - b) the indication and assessment of the evidence, with an indication of the reasons for which the SDC has not found a fact to be proved or has dismissed the evidence offered;
 - c) an explanation of what the offence is and to what extent the student is guilty of it;
 - d) the circumstances taken into account when imposing the sanction;
 - e) a reference to the provisions, regulations and legislation on which the SDC's decision is based.
- (12) The contents of the resolution to terminate the procedure are governed by the provisions on the contents of the resolution mutatis mutandis, it being understood that a request for evidence rejected by the SDC does not have to be reasoned.
- (13) The operative part of the resolution to terminate the procedure must include:
- a) the name of the student under investigation, the programme of study (in case the student participated in more than one programme simultaneously, the programme concerned by the disciplinary offence), his/her Neptun code, permanent address or place of stay;
 - b) an indication of the disciplinary offence for which the disciplinary procedure has been ordered;
 - c) a decision to terminate the disciplinary procedure;

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- d) the application of a warning in case of a decision to that effect;
 - e) the provisions on legal remedies.
- (14) The reasons for the resolution to terminate the procedure must briefly state the facts and evidence established as well as the reasons on which the termination is based.

NOTIFYING THE STUDENT OF THE RESOLUTION

22.§

- (1) The resolution may be communicated to the student (or his/her representative) present at the hearing by means of announcement, too, the fact of which must be recorded in the minutes. In addition, the resolution shall be delivered in accordance with this section.
- (2) ³⁷ The Committee's decision must be set out in a paper-based resolution or a resolution issued in the form of an electronic document and shall be drawn up in two (2) original copies. Copies should be made as necessary. One original copy must be sent to the student by registered post with acknowledgement of receipt or by personal delivery, in the case of an electronic document, via the single digital gateway. An original copy shall be kept in the Committee's records. One copy shall be forwarded to Study Affairs/to Corvinus Doctoral Schools in the case of students taking part in doctoral programmes, and to International Mobility in student matters falling within the competence of the International Mobility. These organisational units shall ensure that the resolution is communicated to the first-instance decision-maker as required. These organisational units shall also ensure that all the organisational units/persons who have duties and responsibilities concerning the resolution receive the resolution.
- (3) The delivery must take into account the international conventions between Hungary and the country concerned.
- (4) The decision shall be deemed to have been notified on the date on which it is received by the student or, if the student has given a power of attorney, by the person authorised to receive the document, either in person or by post. In case of delivery by electronic means (via a customer port of entry), the provisions of Act CCXXII of 2015 on the General Rules of Electronic Administration and Trust Services shall apply.
- (5) Notification by means of announcement is not possible.
- (6) Otherwise, subsections (8) to (11) of Section 19 shall apply mutatis mutandis to service.


MINUTES AND AUDIO RECORDING

23.§

- (1) ³⁸ The minutes of the disciplinary hearing shall be drawn up on the basis of an audio recording of the essential content of the hearing within 15 days in Hungarian, and within thirty (30) days in the case of English-language proceedings. In the case of a joint hearing, joint minutes are drawn up.

³⁷ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

³⁸ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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- (2) ³⁹ An electronic copy of the signed minutes must be sent to the student under investigation by the thirtieth (30th) day following the day of the hearing. If the student requests it in writing, by email or at the hearing, the minutes will also be sent to him/her by post.
- (3) The student may request additions or corrections in the contents of the minutes within eight (8) days of their receipt.
- (4) If, for corrections in or additions to the contents of the minutes, the student requests it - in writing or by email or at the hearing - he/she may listen to the audio recording in person in the offices of the SDC.
- (5) The SDC takes a decision on the correction or addition to the minutes on the basis of the audio recording. The correction must be made within eight (8) days of receiving the request. No legal remedy shall be available against such decision.
- (6) ⁴⁰ The minutes of the council meeting will not be sent to the student under investigation, nor will he/she be allowed to listen to the audio recording.

CORRECTING A RESOLUTION

24.§

- (1) Errors not related to the merits of the resolution (errors with respect to names, numbers, calculation or other similar errors) will be corrected by the SDC upon request or ex officio.
- (2) No correction is possible if an appeal has been lodged against the resolution.
- (3) The correction of the resolution must be recorded in the corrected resolution, too.
- (4) If the resolution has already been served, the corrected resolution must also be served.
- (5) There is no right of appeal against the correction.
- (6) In the case of a correction, the deadline for appealing starts from the date of the notification of the corrected decision.
- (7) The SDC may change its resolution on the merits of the case under the review procedure set out in the SDCR.
- (8) The SDC may supplement the resolution in accordance with the rules of Ákr.


LEGAL REMEDY

25.§

- (1) An appeal against the effective resolution may be lodged by the student under investigation or his/her representative within 15 days of its communication or failing that, within 15 days of the date on which it comes to the applicant's attention.
- (2) The right of appeal may be waived by the person entitled to lodge appeals.

³⁹ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

⁴⁰ Introduced by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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- (3) Appeals must be addressed to the SDAC and submitted to the SDC's keeper of the minutes. The appeal shall be filed by the SDC and sent to the SDAC within five (5) days, along with the original of the first instance documents and the referral.
- (4) The appeal has suspensory effect on the enforcement of the resolution.
- (5) Students whose student status has been terminated in the meantime shall also have the right to complete the appeals procedure and the right to terminate the legal remedy once it has been initiated.

DISCIPLINARY PROCEDURES AT SECOND INSTANCE

26.§

- (1) The legal remedy request shall be brought before the SDAC.
- (2) The provisions of Sections 1-24 of the present Regulations shall be applied for the appeals procedure, with the following derogations:
 - a) The appeal must be assessed within thirty (30) days, which may be extended once by the Chairperson by thirty (30) days.
 - b) The time limit for administration starts on the day following the receipt of all the documents of the case by the SDAC.
 - c) ⁴¹ The SDAC is not obliged to hold a hearing, but may take its decisions at a council meeting, too.
 - d) In addition to the cases defined in Section 8(6), anyone who took part in the procedure at first instance, or a close relative of such a person as defined in the Ptk., or anyone who cannot be expected to judge the case objectively, may not be involved in the work of the SDAC, it being understood that bias should be proven by the person who refers to bias. This rule does not exclude the participation of the keeper of the minutes who took part in the proceedings at first instance to take part in the proceedings at second instance.
 - e) If the appeal is late or it is not submitted by the person entitled to do so, the SDAC may reject the appeal.
 - f) ⁴² The SDAC is also entitled to assess facts, data or other evidence that has not yet been examined at first instance and is relevant to taking a decision in the case and may request further evidence.
 - g) The SDAC may alter the first instance decision to the student's disadvantage, too.
 - h) For the clarification of the facts, the calculation of deadlines, the application for justification, the format, content and communication of the resolution, its correction, supplementing, amendment or revocation upon request or ex officio, the provisions of the Ákr. shall apply mutatis mutandis.

⁴¹ Introduced by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025


⁴² Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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AGAINST IT****27.§**

- (1) The SDAC takes its resolutions by absolute majority.
- (2) With respect to the first instance decision, the SDAC
 - a) upholds,
 - b) modifies,
 - c) annuls the decision and orders the first-instance disciplinary authority to initiate new proceedings,
 - d) annuls it if it was not adopted by the competent authority. In this case, it shall at the same time notify the party entitled to initiate the procedure.
- (3) The student may challenge the final decision on the legal remedy request in an administrative action. The filing of the statement of claim has suspensory effect.
- (4) The statement of claim must be filed in writing, on paper with the keeper of the minutes of the SDC within thirty (30) days of the date of the notification of the decision sought to be reviewed. Within five (5) days, the SDC shall submit the statement of claim together with the case file to the SDAC acting at second instance, which in turn shall forward these to the court within fifteen (15) days, along with its relevant statement. If the statement of claim contains a request for the suspension of enforcement, too, the SDC shall submit the statement of claim and the case file to the SDAC within three (3) days, which in turn shall forward it to the court within eight (8) days.

**DEFINITIVENESS AND ENFORCEABILITY IN DISCIPLINARY PROCEDURES AT FIRST
AND SECOND INSTANCE****28.§**

- (1) The first instance resolution becomes definitive when:
 - a) it was not appealed and the time limit for appeal has expired,
 - b) the appeal has been waived or withdrawn,
 - c) the SDAC upheld the first instance decision.
- (2) In the case of paragraph a) of subsection (1), the resolution shall become definitive on the day following the last day of the appeal period.
- (3) If the appeal is waived or withdrawn, the decision becomes definitive:
 - a) upon notification of the first instance decision, if the student under investigation has waived the right of appeal before the decision was notified,
 - b) on the date of the receipt of the waiver or withdrawal by the SDC, if the appellant waives or withdraws the appeal within the time limit for appeal.
- (4) In the case referred to in subsection (1) c), the decision of the first instance shall become definitive upon notification of the decision of the second instance.

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- (5) The decision of the second instance becomes definitive and enforceable upon notification, unless the student under investigation has requested a judicial review.
- (6) The decision can only be enforced after it has become definitive.

SPECIAL PROCEDURES

REPEATED PROCEDURE

29.§

- (1) In the case of a repeated procedure, the time limit for the administration of the case starts on the day following the date of the decision to retry and the receipt of all the documents in the case by the SDC or the SDAC.

AMENDMENT OR WITHDRAWAL OF THE DECISION IN THE REVIEW PROCEDURE

30.§

- (1) If the SDC finds that a decision not assessed under the appeals procedure and not challenged with an appeal violates the law, it will revise or revoke its decision.
- (2) If the SDAC finds that a decision that has not been assessed under the judicial review appeals procedure violates the law, it will revise or revoke its decision.
- (3) If, the SDC or the SDAC becomes aware of facts, data or other evidence that existed prior to the resolution and that have not yet been examined in the proceedings and are relevant to the adjudication of the case concerning a decision that was not assessed under the appeals procedure, nor challenged in the appeal procedure, it is entitled to review the decision that has not been assessed in the appeal proceedings ex officio within fifteen (15) days of becoming aware of the fact. The provisions of the SDCR shall apply to the review procedure.
- (4) The decision under subsections (1)(3)(3) shall be communicated to the person to whom the revised or revoked decision was communicated.
- (5) The review provided for in subsections (1) to (3) shall not be possible if one (1) year has elapsed from the date of taking the resolution.

RULES ON THE COMPENSATION PROCEDURE

THE STUDENT'S LIABILITY FOR DAMAGES

31.§


- (1) If the student wrongfully causes damage to the University and/or the practical training organiser in connection with the fulfilment of his/her academic obligations, he/she shall be liable according to the rules of the Ptk, with the exceptions specified in the Nftv.
- (2) Damage shall be defined as any depreciation or loss (caused to) the University's assets, in particular:

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- a) depreciation (damage, loss, misuse or misappropriation of material, technical or financial assets) of own or foreign assets owned, managed or held in custody by the University due to improper use;
 - b) the loss or infringement of the University's property rights or enforceable claims,
 - c) damage caused wrongfully during educational, scientific, professional, social, cultural or sporting events organised by the University or while using services provided by the University.
- (3) In the case of negligent damage, the rate of compensation shall not exceed fifty (50) percent of the monthly amount of the lowest minimum compulsory wage (minimum wage), as applicable on the day when the damage is caused.
- (4) In the case of wilful damage, as well as damage resulting in loss of life, or harm to physical integrity or health, the total damage caused shall be compensated.
- (5) The student shall be fully liable for any loss of or damage to items supplied with a list or certificate of receipt, with an obligation to return or to account for, provided that he/she keeps them in his/her custody at all times and uses or handles them exclusively. He/she shall be exempted from liability if the shortage is due to an unavoidable cause.
- (6) In cases specified in subsection (5) (including the loss of borrowed books), in the event of the loss of any items received, the head of the organisational unit shall request the student in writing to restore the lost item and/or pay the amount of compensation, setting a reasonable deadline. The student may submit his/her objections to the request within eight (8) days of becoming aware of it to the competent dean, or to the Head of Corvinus Doctoral Schools (hereinafter: CDS) if the student participates in a doctoral programme. If this deadline is missed, an application for justification may be submitted within eight (8) days.
- (7) Except as provided for in subsection (5), where the offender is found in the act of committing an offence, a damage report shall be drawn up at the site of the damage immediately after it has been discovered, in the presence of the student and two (2) witnesses not involved in the case. The minutes must be recorded in the language of the student's programme if the student does not understand Hungarian. The report must be signed by the student who caused the damage, and he/she must declare whether or not he/she acknowledges the damage and agrees to pay compensation. His/her statement must be recorded in the minutes.
- (8) The minutes are made by the staff member of the security services and the person present at the incident (e.g. the instructor in the case of a classroom session).
- (9) If the student refuses to sign the minutes, this fact must be recorded in the minutes. The minutes are validated with the signatures of the keeper of the minutes and the two (2) witnesses.
- (10) The damage report must be sent to the competent dean, or in the case of a student participating in a doctoral programme, to the Dean of CDS. The minutes on the damage and on the hearing shall be sent to the Head of Campus Services for comments before forwarding them to the Dean.

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- (11) If the damage does not constitute a disciplinary offence, the Dean, or in the case of a student participating in a doctoral programme, the Dean of CDS, shall request the student in writing to pay compensation for the damage caused. The student may be required to pay compensation only for the damage which the University does not recover otherwise. If the student does not acknowledge his/her responsibility and refuses to pay compensation for the damage, the Dean, or in the case of a student participating in a doctoral programme, the Dean of the CDS, will order the SDC to initiate compensation proceedings. If the student partly admits his/her liability in writing, the procedure shall be initiated only in respect of the part that was not admitted.
- (12) In compensation cases, the compensation committee shall be the SDC at first instance and the SDAC at second instance.
- (13) If the student has been subject to disciplinary procedure for breach of obligation, any liability for damages arising from such breach must also be assessed in the disciplinary procedure.
- (14) In its resolution, the SDC will order the student to pay compensation or exempt the student from liability for compensation.
- (15) The resolution establishing liability for damages shall contain the provisions of subsections (8) to (13) of Section 8 of the SDCR, in particular:
- a) the name of the person exercising compensation powers,
 - b) the number and date of the resolution,
 - c) in the operative part of the decision, in addition to the personal data of the student who caused the damage, the damage caused, the amount of compensation, the deadline for payment, any option for payment in instalments, any legal remedy of a suspensory effect and the legal consequences of non-payment must be specified,
 - d) the explanation of the resolution must describe in detail the damage caused, the grounds for determining the compensation, the circumstances taken into account and the provisions on which the compensation resolution is based.
- (16) Upon request, in view of their social situation, students may be granted an instalment plan or the claim may be waived in whole or in part by the competent Dean or the Dean of the CDS in the case of doctoral students.
- (17) The amount of compensation may be deducted from the student's university benefits up to fifty (50)% of the amount.
- (18) If the student fails to comply with the compensation resolution or the written request within the deadline, the Chairperson of the SDC shall initiate a procedure to recover the claim through legal act, on by sending the case file to the competent organisational unit. The rules for recovery are laid down in provisions issued by the Head of Finance.
- (19) If the person who has caused the damage makes full compensation, the compensation procedure may be dropped or terminated.

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- (20) If the student has concluded an employment contract in accordance with Article 44 (1) of the Nftv, the provisions of Act I of 2012 on the Labour Code shall apply to the compensation of damages caused to the practical training organiser and the student.
- (21) Otherwise, the rules of disciplinary procedures shall apply mutatis mutandis to the compensation procedure.

THE UNIVERSITY'S LIABILITY FOR DAMAGES

32.§


- (1) The University, the practical training organiser, shall compensate the student for any damage caused to the student in connection with the student's student status and practical training in accordance with the provisions of the Ptk. The University and the practical training organiser shall be exempt from liability only if they prove that the damage was caused by an unavoidable cause outside their control or by the unavoidable conduct of the injured party.
- (2) Students may bring items (including cash) onto the University premises other than the normal personal equipment and clothing necessary for their studies and work only at their own risk.
- (3) In the event of damage to the student, the student must report the damage in writing to the relevant Dean or the Dean of the CDS within fifteen (15) days of becoming aware of the damage. The report must detail the circumstances in which the damage occurred, certified by witnesses and/or other evidence, the extent of the damage caused and the method and amount of compensation requested. If necessary, the student who suffered harm should also be heard and the organisational unit(s) concerned should be involved.
- (4) The competent dean, or in the case of doctoral students, the dean of the CDS, shall decide on the legitimacy, method and amount of compensation within thirty (30) days of receipt of the notification, after hearing the preliminary opinion of the legal adviser. In the event of liability for damages, payment shall be made from the compensation fund provided for in the RSFB.
- (5) In the event of a total or partial rejection of a claim for compensation, the student may seek legal remedy in court in accordance with the rules of civil law.
- (6) Any other matters shall be governed mutatis mutandis by the rules of the Ptk on compensation.

DATA PROCESSING

33.§

- (1) ⁴³ Records of student disciplinary and compensation matters are kept by the SAS in Neptun, as stipulated in the Nftv. Access to such data is restricted to those persons who have a professional duty to process such data or whose duties require them to access the personal data.

⁴³ Amended by: Resolution No SZ-42.f/2024/2025. (24 June 2025). Effective date: 1 September 2025

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- (2) The University, as the data controller, has a data processing notice pursuant to Articles 13 and 14 of the GDPR available on the NEPTUN student platform, setting out the detailed circumstances of its data processing activities within the scope of these Regulations. By signing the enrolment form-training contract, the student acknowledges the contents of the notice.

CLOSING PROVISIONS

34.§

- (1) The present Regulations were adopted by the Senate at its meeting of 11 July 2023, at the same time the Student Disciplinary and Compensation Regulations adopted by the Senate under Resolution No. SZ-40/2021/2022 (21 June 2022) shall be repealed.
- (2) The present Regulations shall enter into force on 1 September 2023.
- (3) Any procedures launched after its entry into force shall be governed by the present Regulations.
- (4) Any matters pending at the time of its entry into force of shall be governed by the regulation referred to in subsection (1).
- (5) The present Regulations shall constitute Chapter 6 of the Student Requirements.

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